



AGENDA

Ordinary meeting of the

Community Services Committee

Thursday 19 October 2017

Commencing at 9.00am

Council Chamber

Civic House

110 Trafalgar Street, Nelson

Membership: Councillor Gaile Noonan (Chairperson), Her Worship the Mayor Rachel Reese, Councillors Mel Courtney (Deputy Chairperson), Kate Fulton, Matt Lawrey, Brian McGurk, Paul Matheson and Mike Rutledge

Guidelines for councillors attending the meeting, who are not members of the Committee, as set out in Standing Order 12.1:

- All councillors, whether or not they are members of the Committee, may attend Committee meetings
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee

It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the room for discussion and voting on any of these items.

1. Apologies

- 1.1 An apology has been received from Councillor Matheson

2. Confirmation of Order of Business**3. Interests**

- 3.1 Updates to the Interests Register
- 3.2 Identify any conflicts of interest in the agenda

4. Public Forum**5. Confirmation of Minutes**

- 5.1 31 August 2017 **10 - 15**

Document number M2861

Recommendation

That the Committee

***Confirms the minutes of the meeting of the
Community Services Committee, held on 31
August 2017, as a true and correct record.***

**6. Status Report - Community Services Committee -
19 October 2017****16 - 17**

Document number R8533

Recommendation

That the Committee

***Receives the Status Report Community Services
Committee 19 October 2017 (R8533) and its
attachment (A1157454).***

7. Chairperson's Report 18 - 19

Document number R8535

Recommendation

That the Committee

Receives the Chairperson's Report.

8. Draft Arts Activity Management Plan 2018-28 20 - 46

Document number R7928

Recommendation

That the Committee

Receives the report Draft Arts Activity Management Plan 2018-28 (R7928) and its attachment (A1766400).

Recommendation to Council

That the Council

Approves the Draft Arts Activity Management Plan 2018-28 (A1766400) as the version to inform the Long Term Plan 2018-2028.

9. Nelson Arts Festival Governance 47 - 83

Document number R7929

Recommendation

That the Committee

Receives the report Nelson Arts Festival Governance (R7929) and its attachments (A1786221) and (A1835044).

Recommendation to Council

That the Council

Establishes a Charitable Trust, registered as the Nelson Festivals Trust, to provide governance and operations of the Nelson Arts Festival as an independent governing body; and

Implements the transition timeframe and actions outlined in this report (R7929), with transfer of operations to occur in time for the Trust to shadow the 2018 Nelson Arts Festival and to operate the Festival from 2019; and

Directs an interview panel comprising of the Chair Community Services, Deputy Chair Community Services and Her Worship the Mayor, to commence recruitment for a Chair of the Trust and recommend a preferred candidate to Council for approval; and

Notes that due to timeframe requirements, the recruitment process for the Chair will commence before formal Council approval on 9 November 2017, identifying within the application process that it is subject to Council approval; and

Directs the interview panel to assist/advise the newly appointed Chair to appoint the remaining Trust Board members.

10. Draft Youth Strategy Action Plan

84 - 99

Document number R7927

Recommendation

That the Committee

Receives the report Draft Youth Strategy Action Plan (R7927) and its attachment (A1831993); and

Approves the draft Youth Strategy Action Plan (A1831993); and

Allocates the \$78,400 budgeted in the Annual Plan 2017/18 for youth activity towards the following for one year as outlined in report R7927:

- **Youth Sector Leadership group and projects \$58,400**
- **Youth Forum establishment and actions \$20,000**

11. CCTV Services 100 - 118

Document number R8072

Recommendation

That the Committee

Receives the report CCTV Services (R8072) and its attachments (A1847247 and A1758371); and

Notes that a new CCTV contract will be prepared for tender, including renewal of existing services and addition of new services; and

Delegates approval of the successful tender to the Chair of the Community Services Committee and the Chief Executive if the budget is exceeded.

12. Community Services Report for 1 July to 30 September 2017 119 - 125

Document number R8048

Recommendation

That the Committee

Receives the report Community Services Report for 1 July to 30 September 2017 (R8048).

13. Youth Council Update

14. Draft Heritage Activity Management Plan 2018 - 2028 126 - 162

Document number R8409

Recommendation

That the Committee

Receives the report Draft Heritage Activity Management Plan 2018 - 2028 (R8409) and its attachment (A1826798).

Recommendation to Council

That the Council

Approves the Draft Heritage Activity Management Plan 2018–2028 (A1826798) as the version to inform the Long Term Plan 2018-2028.

15. Nelson Youth Council - 15 June 2017 163 - 168

Document number M2659

Recommendation

That the Committee

Receives the confirmed minutes of a meeting of the Nelson Youth Council, held on 15 June 2017.

16. Nelson Youth Council - 6 July 2017 169 - 175

Document number M2732

Recommendation

That the Committee

Receives the confirmed minutes of a meeting of the Nelson Youth Council, held on 6 July 2017.

17. Nelson Youth Council - 14 August 2017 176 - 181

Document number M2816

Recommendation

That the Committee

Receives the unconfirmed minutes of a meeting of the Nelson Youth Council, held on 14 August 2017.

18. Nelson Youth Council - 25 September 2017**182 - 188**

Document number M2929

Recommendation

That the Committee***Receives the unconfirmed minutes of a meeting of the Nelson Youth Council, held on 25 September 2017.*****19. Exclusion of the Public**

Recommendation

That the Committee***Excludes the public from the following parts of the proceedings of this meeting.******The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:***

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Community Services Committee Meeting - Public Excluded Minutes - 31 August 2017	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
2	Status Report - Community Services Committee - Public Excluded - 19 October 2017	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			commercial and industrial negotiations)
3	Commercial Leases - Founders Heritage Park	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

20. Re-admittance of the public

Recommendation

That the Committee

Re-admits the public to the meeting.

Note:

- **Youth Councillors Alana James and Jamie Morgan will be in attendance at this meeting.**

Minutes of a meeting of the Community Services Committee

**Held in the Council Chamber, Civic House , 110 Trafalgar Street,
Nelson**

On Thursday 31 August 2017, commencing at 9.04am

Present: Councillor G Noonan (Chairperson), Councillors M Courtney (Deputy Chairperson), M Lawrey, B McGurk, P Matheson and M Rutledge

In Attendance: Councillors I Barker, B Dahlberg, T Skinner and S Walker, Acting Chief Executive (D Hammond), Group Manager Infrastructure (A Louverdis), Senior Strategic Adviser (N McDonald), Manager Community Partnerships (S Raggett), Manager Building (M Brown), Manager Parks and Facilities (R Bartlett), Manager Communications (P Shattock), Team Leader Project Management (S Whyte), Senior Asset Analyst (D Bartkowiak), Community Partnerships Adviser (S Stiles), Leases Officer (J Read), Property and Facilities Asset Planner (J Edmondson), Administration Advisers (J McDougall and E Stephenson) and Youth Councillor Chekodi Fearnley- Fitzgerald

Apologies: Her Worship the Mayor R Reese and Councillor Fulton

1. Apologies

Resolved CS/2017/053

That the Committee

***Receives and accepts the apologies from Her
Worship the Mayor and Councillor Fulton.***

Noonan/Courtney

Carried

2. Confirmation of Order of Business

There was no change to the order of business.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 13 July 2017

Document number M2753, agenda pages 7 - 13 refer.

Resolved CS/2017/054

That the Committee

Confirms the minutes of the meeting of the Community Services Committee, held on 13 July 2017, as a true and correct record.

McGurk/Courtney

Carried

6. Status Report - Community Services Committee - 31 August 2017

Document number R8257, agenda pages 14 - 16 refer.

Resolved CS/2017/055

That the Committee

Receives the Status Report Community Services Committee 31 August 2017 (R8257) and its attachment (A1157454).

Courtney/Rutledge

Carried

7. Chairperson's Report

Document number R8258, agenda pages 17 - 19 refer.

The Chairperson presented the report.

Resolved CS/2017/056

That the Committee

Receives the Chairperson's Report (R8258).

Noonan/McGurk

Carried

COMMUNITY DEVELOPMENT

8. Ministry of Youth Development Partnership Fund - Budget Allocation

Document number R8187, agenda pages 20 - 43 refer.

Community Partnerships Adviser, Steve Stiles, presented the report and answered questions about the application process, applicant groups and funding.

Resolved CS/2017/057

That the Committee

Receives the report Ministry of Youth Development Partnership Fund - Budget Allocation (R8187) and its attachment (A1812296); and

Approves the allocation of partnership funding of \$24,000 for the application to the Ministry of Youth Development Partnership Fund for 2017/18 from existing budgeted allocations.

Rutledge/Courtney

Carried

9. Draft Community Partnerships Activity Management Plan 2018-28

Document number R7926, agenda pages 44 - 69 refer.

Manager Community Partnerships, Shanine Raggett presented the report.

Resolved CS/2017/058

That the Committee

Receives the report Draft Community Partnerships Activity Management Plan 2018-28 (R7926) and its attachment (A1766398).

McGurk/Courtney

Carried

Recommendation to Council CS/2017/059

That the Council

Approves the Draft Community Partnerships Activity Management Plan 2018-28 (A1766398) as the version to inform the Long Term Plan 2018-28.

McGurk/Courtney

Carried

REPORTS FROM COMMITTEES

10. Draft Property and Facilities Asset Management Plan 2018-28

Document number R8251, agenda pages 70 - 103 refer.

Manager Parks and Facilities, Rosie Bartlett and Property and Facilities Asset Planner, Jock Edmondson presented the report and answered questions regarding the overall vision, categorisation, community housing, usage of facilities, and financial data for the Asset Management Plan.

Group Manager Infrastructure, Alec Louverdis, answered questions about the crematorium and the Trafalgar Centre.

Senior Strategic Adviser Nicky McDonald answered a question about community housing and the Long Term Plan.

Attendance: Councillor Lawrey left the meeting from 9.56am to 9.58am.

Resolved CS/2017/060

That the Committee

Receives the report Draft Property and Facilities Asset Management Plan 2018-28 and its attachments (A1819948 and A1654726).

Courtney/Noonan

Carried

Recommendation to Council CS/2017/061

That the Council

Approves the Draft Property and Facilities Asset Management Plan 2018-28 (A1654726), as the version to inform the Long Term Plan 2018-28.

Courtney/Noonan

Carried

11. Community Investment Funding Panel - 5 July 2017

Document number M2743, agenda pages 104 - 110 refer.

Resolved CS/2017/062

That the Council

Receives the unconfirmed minutes of a meeting of the Community Investment Funding Panel, held on 5 July 2017.

Noonan/Courtney

Carried

12. Exclusion of the Public

Resolved CS/2017/063

That the Committee

Excludes the public from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Rutledge/Lawrey

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Greenmeadows Centre: User Agreements for Stoke Rugby Football Club, Nelson Cricket Association and Stoke Seniors	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
2	Greenmeadows Centre - Kitchen alterations and emergency power provision This information could adversely impact negotiations with the contractor regarding the costs of the associated works.	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into public excluded session at 10.26am and resumed in public session at 11.53am.

13. Re-admittance of the Public

Resolved CS/2017/064

That the Committee

Re-admits the public to the meeting.

Rutledge/McGurk

Carried

There being no further business the meeting ended at 11.54am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

REPORT R8533

**Status Report - Community Services Committee - 19
October 2017**

1. Purpose of Report

- 1.1 To provide an update on the status of actions requested and pending.

2. Recommendation

That the Committee

***Receives the Status Report Community Services
Committee 19 October 2017 (R8533) and its
attachment (A1157454).***

Attachments

Attachment 1: A1157454 Community Services Committee Status Report - 19
October 2017 [↓](#)

Item 6: Status Report - Community Services Committee - 19 October 2017:
Attachment 1

Status Report - Community Services Committee – 19 October 2017				
MEETING DATE	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS
07 July 2016	Arts Fund - Approval of Waka Landing Site Concept	<p><u>THAT</u> the report Arts Fund - Approval of Waka Landing Site Concept (R5322) be received;</p> <p><u>THAT</u> the 'Taurapa' concept for artwork at the waka landing site is approved for further development;</p> <p><u>AND THAT</u> the artwork is commissioned subject to successful resource and building consent applications and approval of the budget and final concept plans by Council's Art Selection Panel.</p>	Shanine Raggett	<p>The next step is a contract for Stage One of the project, which involves a final model, relevant consents, budgets, risk identification, and drawings, which is aimed for completion by December 2016. Stage two of the project will involve sign off by the Art Selection Panel and should result in the artwork being installed by the end of the 2016/17 financial year.</p> <p>Ongoing</p>
01 June 2017	Nelson Arts Festival Transition Group Recommendations	<p>That the Committee</p> <p>Receives the report Nelson Arts Festival Transition Group Recommendations (R7027) and its attachments (A1542866, A1700021 and A1709008); and</p> <p>Notes the recommendation of the Nelson Arts Festival Transition Group to establish a new Council Controlled Organisation to deliver the Nelson Arts Festival, and directs the Chief Executive to:</p> <p><u>Seeks</u> feedback from the community on the establishment of a Council Controlled Organisation to deliver the Nelson Arts Festival.</p>	Shanine Raggett	<p>Report on 19 October 2017 agenda</p> <p>Complete</p>

Chairperson's Report

It's been a busy time since our last meeting on 31 August and this has been reflected in the quarterly report on this Agenda. I attended the following events reported:

1. The 175th anniversary of the Nelson Library (which originally started on board the Whitby in 1841 as a group who, on arrival, formed the Nelson Literary and Scientific Institute with 700 books donated by passengers. The history around the beginnings of our current library are very interesting and worth researching. www.theprow.org.nz
2. The Broadgreen Society AGM where, along with their normal business, Karen Richards spoke about our textile collection. Karen showed a number of the items from the temperature controlled room and how she is restoring items.
3. The Nightingale Memorial Library is due to reopen as I write my report. The position of this library sitting right next to our Tahunanui Beach is a fantastic asset and much loved by those who use it. I am looking forward to seeing the improvements.
4. Not in the quarterly report, but other activities I attended were the pre-consultation meetings for the Long Term Plan which this committee oversees. I attended the Heritage and Older Adults sessions. I would also like to thank committee Councillors McGurk and Courtney for facilitating. I also acknowledge Councillor Walker (who is not an official member of the committee) who also spent some time assisting with several sessions.
5. The Cactus Programme held another graduation in the past month and I was able to attend. This programme is very successful and supported by a range of people from the community.

Item 7: Chairperson's Report

6. Council held a series of seminars with a focus on older adults which were attended by community members. There was a range of topics relating to the aging demographic.
7. At our last meeting we approved the application to the Ministry of Youth Development for funding to partner with a number of community groups to deliver youth led initiatives. We have received \$20,000 for this partnering work. This is a fantastic new project and great to see our Partnerships Advisers working in this co-creation approach.
8. Finally, when we meet the Nelson Arts Festival will be in full swing. The team has been busy over the past year pulling the parade and carnivale together and we are anticipating a busy evening for the parade on 27 October which will bring the festival to a close.

Draft Arts Activity Management Plan 2018-28

1. Purpose of Report

- 1.1 To approve the draft Arts Activity Management Plan 2018-28.

2. Recommendation

That the Committee

Receives the report Draft Arts Activity Management Plan 2018-28 (R7928) and its attachment (A1766400).

Recommendation to Council

That the Council

Approves the Draft Arts Activity Management Plan 2018-28 (A1766400) as the version to inform the Long Term Plan 2018-2028.

3. Background

- 3.1 The 2018-28 Arts Activity Management Plan (AMP) sets out the plan for Arts activity and includes public art; community arts and arts services, arts events and festivals; arts facilities and venues.
- 3.2 Draft Asset and Activity Management Plans are prepared and approved by Council to inform development of the Long Term Plan 2018-28. Following consultation on the Long Term Plan and subsequent decisions, Asset and Activity Management Plans will be updated to align with the adopted Long Term Plan. The final updated Plans will be brought back to Council early in 2018/19 for adoption.

4. Discussion

- 4.1 This draft AMP will replace the current Arts Activity Management Plan 2015-25 (A1126659).

- 4.2 It is important to note that this is the draft version and may require updating in the coming months as different key needs and priorities are identified through Long Term Plan consultation and key decisions and the direction for Arts activity may provide for different outcomes. The AMP will be amended accordingly before the final is presented to Council for adoption.

5. Options

- 5.1 Council can decide to approve the draft Arts Activity Management Plan to inform the Long Term Plan 2018-28, make changes to the draft before approving, or to not approve the draft.
- 5.2 It is recommended that the Committee seek Council approval of the draft.

6. Conclusion

- 6.1 Council can decide to approve the draft Arts Activity Management Plan 2018-28 to inform the Long Term Plan, or make amendments to the draft.

Shanine Raggett
Manager Community Partnerships

Attachments

Attachment 1: A1766400 - Draft Arts Activity Management Plan 2018-28 [↓](#)

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>This decision allows Council to set its strategic direction for its support and contribution for Arts activity for the benefit of Nelson.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>This decision aligns with Council's community outcomes:</p> <ul style="list-style-type: none"> • We have a strong sense of community, enhanced by activities, festivals, events and celebrations that reflect our distinct environment and people. • There is a wide range of arts opportunities for everyone to take part in. <p>The outcome will also feed into Council's Long Term Plan 2018-28</p>
<p>3. Risk</p> <p>Approving the draft Arts Activity Management Plan 2018-28 is unlikely to result in adverse consequences. Potential risks of the activity have been identified in the draft Plan.</p>
<p>4. Financial impact</p> <p>The draft Arts Activity Management Plan 2018-28 sets out the budget for the Long Term Plan. The recommended level of funding is currently set at similar levels to the previous Long Term Plan.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of medium significance because the draft Arts Activity Management Plan 2018-28 will set the direction for the Long Term Plan. No specific engagement on the activity management plan will be undertaken as this will form part of the engagement on the Long Term Plan</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Maori have not specifically been consulted with in regards to this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the responsibility for considering Arts, Culture and Heritage, and Community Festivals and Events.</p> <p>The Community Services Committee has the power to make a recommendation to Council on Activity Management Plans falling within these areas of responsibility.</p>



2018-28 ARTS ACTIVITY MANAGEMENT PLAN



Version:	1
Date:	18 September
Status:	Draft
Author:	Maria Anderson, Arts and Heritage Advisor
Adopted:	Not adopted

A1766400- last updated: 11 October 2017

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1. Executive summary

- 1.1 This plan updates the 2015-2025 Arts Activity Management Plan. It covers arts activity either provided by Council, or significantly supported by Council.
- 1.1 Arts activity within the Nelson region is vital to community wellbeing. A robust arts sector is also important to enable a strong identity of the people who live here in response to the place and community we live in.
- 1.2 The Arts Activity Management plan describes how council supports the creative sector within the Nelson community.
- 1.3 **He aha te mea nui o te ao**
What is the most important thing in the world?
He tangata, he tangata, he tangata
It is the people, it is the people, it is the people
Maori proverb
- 1.4 Arts activity includes public art; community arts and arts services, arts events and festivals; arts facilities and venues. Council provides and supports this activity through grant funding, direct provision and partnerships.
- 1.5 Key stakeholders help deliver much of this activity for the community on Council's behalf.
- 1.6 Public art is produced in alignment with Council's Arts Policy 2010. A key opportunity is for public artworks to be better promoted to the community and visitors into the region, via app or other digital solution.
- 1.7 Community arts and arts services are predominantly delivered through the Arts Council Nelson, Refinery Community Gallery, for which Council provides an Annual Grant. Arts Council Nelson also administer the Creative Communities Scheme for arts grants on behalf of Council for Creative NZ.
- 1.8 Events and Festivals provided by Council include the Nelson Arts Festival and Summer Events programme including events such as Opera in the Park, Buskers Festival and New Year's Concert. Council also supports events such as Light Nelson, Adam Chamber music Festival through the Nelson Regional Development Agency (NRDA) Events Fund. A review of the Events Strategy currently underway will guide future work in this area.
- 1.9 Te Matatini Kapa Haka Championships are set to be held in Nelson in 2025 and are a huge opportunity for the region both culturally and economically. Council's support for this event will be crucial in its success. Council endorsed the bid by Te Tau Ihu o Te Waka a Maui Maori Culture Council to host the competitions in The Long Term Plan 2015-2025. The event see an influx of 30,000 visitors to Nelson. It is estimated Council's contribution will be around \$200,000 toward the event.
- 1.10 Council supported arts venues and facilities include the Nelson School of Music, Bishop Suter Trust, Refinery ArtSpace, all funded with operational grants, and

Item 8: Draft Arts Activity Management Plan 2018-28: Attachment 1

Draft Arts Activity Management Plan 2018-28

the Theatre Royal with a community use subsidy and current loan for capital developments.

- 1.11 There is an opportunity for events and public art with the use of banner poles to put flags up around Nelson. The current method is costly and has associated risks. It is proposed in this AMP to invest in capital cost of installing FlagTrax flag installation system so that flags can be easily installed from the ground and therefore allow for a wider variety of flags to be on display during the year without gaps where no flags are on display.
- 1.12 The total Council operational contribution across this activity area for 2018/19 is \$1,990,688, which is offset by \$438,813 income with an additional \$171,098 for capital expenditure.

2. Purpose of this Activity Management Plan

- 2.1 The purpose of this activity management plan is to
- Provide support to plan for its provision of the creative sector
 - To provide arts facilities and activities for the city at a level and of a quality which meets the needs of the community
 - To assist Council in achieving its Long Term Plan
- 2.2 This plan has been developed with the community and partners of the focus areas and activities within the creative sector.
- 2.3 This plan is influenced by the Arts Policy 2010 and the Nelson Tasman Regional Arts Strategy 2009.
- 2.4 The 2010 Arts Policy was developed to identify processes to guide the implementation of the 2009 Nelson Tasman Regional Arts Strategy; The ART of being in the centre with the vision:
- 'Arts Access, participation and excellence are an essential expression of Nelson Tasman region.'*
- 2.5 This plan is also influenced by the Local Government Act and Council's Social Wellbeing Policy.
- 2.6 Key outcomes for this plan are also aligned to the community long term plans.
- 2.7 This plan updates the 2015-25 Arts Activity Management Plan.

3. Activities included in the Plan

- 3.1 Programmes and activities covered by this plan are to encourage engagement and participation in all art forms as described, and based on the following focus areas relevant to the Nelson Community. These are
- **Public art**
 - **Community arts and arts services**
 - **Arts events and festivals**
 - **Arts facilities and venues**
- Each focus area is outlined in section 8.
- 3.2 Definition of the arts:
The arts are defined under the following six different art forms:
- Visual arts – sculpture and painting, printmaking typography, photography and filmmaking.
 - Craft and object Art - ceramics, furniture, glass, jewellery, embroidery quilting, pottery, woodcraft, spinning, and weaving and textiles,
 - Performing art - theatre, dance and music
 - Literature – poetry or book readings, writing, workshops or literary events, creative writing in poetry, fiction or non-fiction,

- Pacific Arts – arts and crafts activities or workshops including weaving, tapa-making, tivaevae, carving, traditional dance, signing or music.
- Nga toi Maori – arts or crafts activities or workshops, including carving, raranga, taniko, weaving, waiata or kapahaka, kowhaiwhai, ta moko, Maori dance or music.

New Zealanders and the Arts:
Attitudes, attendance and participation in 2014, May 2015 P.5&6

4. Key stakeholders in the Plan

Council does not formally consult on its Activity Management Plans but does consult on arts activities, depending on the significance and location. The following are the key stakeholders, user groups and area specific user groups that relate to this Plan.

Creative New Zealand

- 4.1 Creative New Zealand (CNZ) funds and contracts local authorities throughout New Zealand to deliver support to local arts initiatives through the Creative Communities Local Funding Scheme. Grant funding available in for 2017/18 is \$45,000 excl gst over two rounds. Staff, two Councillors and community representatives are involved in the assessment committee.
- 4.2 There is additional funding support available to artists from Creative NZ directly for a wide range of creative endeavours.
- 4.3 Creative NZ continues to fund the Nelson Arts Festival in the range of \$30,000 - \$60,000 each year since it began.

Arts Council Nelson and the Refinery Community Gallery

- 4.4 Arts Council Nelson is predominantly funded by Nelson City Council with partial assistance from Tasman District Council. Arts Council Nelson promotes, initiates and supports activities that strengthen the artistic and cultural life of the local community. Services include providing regular information such as the monthly arts events calendars (events, exhibitions and opportunities), support and advisory services to the public.
- 4.5 This organisation is Council's main link to the local arts sector. Arts Council Nelson co-ordinates a range of arts events and initiatives with the goal of engaging practising creatives while encouraging wider community participation in the arts. They mentor fledgling art groups and manage the Refinery ArtSpace.
- 4.6 Arts Council Nelson assists the council by managing administration of the Nelson City Creative Communities Local Arts Funding Scheme funded through Creative New Zealand and by providing administration support relating to the Councils Public Art Fund.
- 4.7 Arts Council Nelson currently receive \$70,000 annually to provide arts services to the community and \$30,000 (2018/19 will receive increase to \$35,000)

annually) to support the Refinery ArtsSpace to deliver a full programme of exhibitions throughout the year

Theatre Royal

- 4.8 The Theatre Royal is governed by Nelson Heritage Theatre Trust board who completed a significant upgrade and refurbishment project for one of New Zealand's oldest wooden theatre which re-opened in May 2010. The building has been registered as a Category I Historic Place. The Theatre is now a well-equipped facility for performing arts events, with a capacity of 340, and is one of the busiest proscenium arch style theatres in New Zealand.
- 4.9 In 2017/18 the Theatre Royal will receive an operating grant of \$119,910 and \$109,093 for a community use subsidy towards this key community asset.

Nelson School of Music

- 4.10 Nelson School of Music (NSOM) is the oldest independent music school in New Zealand. The building is registered as a Category I Historic Place by the New Zealand Historic Places Trust.
- 4.11 NSOM is a Charitable Trust, governed by a Board of Trustees who closed the auditorium at the end of 2013 to address earthquake strengthening issues. Since 2014 the administration, tuition staff, and rehearsal space has been relocated while redevelopment occurs.
- 4.12 Council supported earthquake strengthening and refurbishment works, which was matched by funding from the School of Music for the redevelopment. The facility is scheduled to reopen early in 2018
- 4.13 Upon reopening NSOM will continue to provide musical education, performance/event spaces for hire, practice rooms for musicians and a resource centre of musical scores and books. The School of Music has produced a Winter Music Festival each year since 1994. It houses the Nelson Symphony Orchestra, Greenhills Orchestra, Schola Musica, Nelson Civic Choir and the Nelson Male Voice Choir.
- 4.14 In 2017/18 the NSOM will receive an annual grant from Council of \$125,000 towards operations costs.

Council Festivals Team

- 4.15 A change of direction for the management of the Nelson Arts Festival, including the Masked Parade, Carnivale and Readers & Writers Festival was adopted in the 2015-25 Long Term Plan to establish an external governance structure for the Festival. An external Transition Group was established to advise what governing structure would work best for the council and the sustainability of the festival. Council is set to make a decision on this matter in October 2017.
- 4.16 Currently the main arts activities produced by the Festival team for Council are:
- Nelson Arts Festival (NAF) annually in October;
 - Summer Events programme, Opera in the Park and other community events.

The Bishop Suter Art Gallery – Te Aratoi O Whakatu

- 4.17 The Bishop Suter Art Gallery is the oldest purpose-built art gallery in New Zealand and the oldest gallery in continuous use in New Zealand. In 2007 it was registered as a Category II Historic Place by the New Zealand Historic Places Trust. It has an art collection valued at approximately \$7m which is of national significance. Since 2008 it has operated as a Council Controlled Organisation (CCO); the Suter Board owns the buildings, land and art collection.
- 4.18 A \$12 million redevelopment was completed in 2016 which has preserved the heritage building, dealt with earthquake strengthening requirements and provided expanded gallery and storage spaces and a new café and educational facilities, alongside the existing theatre. This major project was a 50/50 partnership between the Nelson City Council and The Suter.
- 4.19 The service The Suter provides to Council is covered by its Strategic Plan and the Statement of Intent as required by the Local Government Act 2002 for CCOs..

Community Art Works

- 4.20 Community Art Works (CAW) is an organisation working in both the disability and justice sectors. Council funds CAW through its contestable Community Investment Fund as well providing temporary housing through fixed term community lease.

Nelson Regional Development Agency

- 4.21 The Nelson Regional Development Agency (NRDA) is our regional tourism organisation who are currently developing a regional identity. It is likely to be made up of five key pillars, of which Arts is one.
- 4.22 NRDA is also the lead agency for the management and implementation of the Nelson Events Strategy through the Nelson Events Marketing and Development Programme. This programme is funded by Council and the level of funding made available each year varies. The programme is currently under review and a new Events Strategy is being developed.
- 4.23 Although the fund has a wide focus and is not just for arts events it has helped a number of significant arts events or events with an arts component such as The Arts Expo 2017 and Nelson Fringe Festival.

Light Nelson

- 4.24 Light Nelson, a community driven 'light' based event, held over five days in winter, has been recognised as an important community event for Nelson and is well supported by both locals and visitors to the city. Funding has been allocated in the long term plan for base funding of \$150,000 over each two year period.

The Regional Arts Development Initiative

- 4.25 The Regional Arts Development Initiative (RADI) was formed in 2012 to deliver the 2012 Art Expo Nelson, this was formed as a financial umbrella (incorporated society) after the completion of the 2011 Arts guide. RADI then created the 20th anniversary edition of Nelson Arts guide in 2014.
- 4.26 Art Expo Nelson is a type of art 'trade show' that is promoted nationally and is popular in other regions, for example The Affordable Art Expo in Wellington. The Arts Expo Nelson event is extremely successful and highly supported by both artists, sales and visitor numbers. Art work and guest speakers are sourced locally and outside the region.

Nelson Marlborough Institute of Technology

- 4.27 Nelson Marlborough Institute of Technology (NMIT) strongly supports creative industries education in a purpose built Arts and Media building. It offers the Bachelor of Arts and Media, Diploma and Certificate of Arts and Media (also specialising in Contemporary Music), Certificate in Maori Visual Arts; Diploma in Digital design and photography; Diploma in Writing for Creative Industries; and a Diploma in Interior Design and many creative evening or part time classes are available to the community.

Other stakeholders:

- Tasman District Council
- Light Nelson Collective
- Community Art Nelson (CAN)
- Private galleries and open studios
- A wide range of community groups and clubs relating to the arts, including but not limited to: The Film Society, Arts Society, Creative Fibre, Nelson Potters.
- Private Teaching art and performance studios`

5. Strategic context (links to organisation vision, goals and strategies)

Council's arts activity is directed by the following Council strategic documents

Community Outcomes

- 5.1 Councils are required by the Local Government Act 2002 to have Community Outcomes, which are a statement of the goals Council is working to achieve in

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meeting the current and future needs of our community. Council's community outcomes are set out in the Long Term Plan.

- 5.2 Arts activity contributes to the following community outcomes in the following ways:

Community outcome	How arts activity contributes to the outcome
Our urban and rural environments are people-friendly, well planned and sustainably managed	Through development of public art spaces and ownership of arts venues
Our communities are healthy, safe, inclusive and resilient	Provision of a strong cohesive sector that offers residencies, networking opportunities, and pathways for emerging and senior artists
Our communities have opportunities to celebrate and explore their heritage, identity and creativity	Council support for the Nelson Arts Festival, Light Nelson, Summer Events programme
Our communities have access to a range of social, educational and recreational facilities and activities	Support is provided for the Theatre Royal, the Bishop Suter Gallery, the Nelson School of Music, the Refinery community gallery.
Council provides leadership and fosters partnerships, as well as community engagement.	Support is provided for Arts Council Nelson to create arts partnerships across Nelson.
Our region is supported by an innovative and sustainable economy	Thorough the development of strong value propositions for the regions arts sector to appeal to both locals and visitors (marketing and tourism)

Long Term Plan

- 5.3 This draft activity management plan informs the Long Term Plan 2018-28 (Council's 10 year plan as required under the Local Government Act). Once the Long Term Plan 2018-28 has been consulted on and adopted, this activity management plan will be updated with any changes made through this process. The activity management plan will then be finalised and approved by Committee and Council.

Nelson 2060

- 5.4 The Nelson 2060 Strategy was adopted by Council in 2013. It envisages a city that has purposefully implemented sustainable development principles and technologies to create a beautiful city and, amongst other things, recognises, reflects and values our cultural heritage.

Social Wellbeing Policy 2011

- 5.5 Arts activities make a contribution to the Cultural Identity objectives and policies in the Social Wellbeing Policy:

To develop a sense of Nelson's distinctive culture by supporting opportunities for Nelson's culture to be expressed

To tell the local stories, recent and past by providing opportunities for local stories to be heard and understood

Regional economic development strategy

- 5.6 The Nelson Regional Development Agency (NRDA) are currently developing an regional identity. It is likely to be made up of five key pillars, of which Arts is one of them. In addition the development of an Events Strategy will likely have an impact on this Plan.

Arts Policy 2010

- 5.7 The Arts Policy implements the Nelson Tasman Regional Strategy and was adopted July 2010, it provides guidance on implementing aspects of the strategy.

The ART of being at the centre, Nelson Tasman Regional Arts Strategy 2009

- 5.8 The Nelson Tasman Regional Arts Strategy has five objectives relating to identity, economic development, support of infrastructure, provision of resources and facilitating community participation.
- 5.9 The Strategy's vision is:
- Arts access, participation and excellence are an essential expression of Nelson Tasman region.*

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- 5.10 Delivery/Implementation of Strategy is set out under the following objectives:
- Branding and Identity
 - Infrastructure
 - Resources
 - Economic Development
 - Community Participation
- 5.11 Since the adoption of the Strategy in 2009 a lot of these objectives have been achieved through the Arts Policy and work of the Council Arts Adviser, Arts Council Nelson, community based and other arts organisations.
- 5.12 There are still some unrealised opportunities identified in the Strategy some of which have been identified as future work in this Activity Management Plan. These include:
- Increase and encourage Nga toi Maori Art or craft (links with objective 3 – branding and identity – to identify and support opportunities to celebrate the regionals Maori arts and culture)
 - Develop a digital solution to assist better alignment and access to range of artists within the region e.g. app or website (links with objective around infrastructure, economic development)
 - Realise opportunity for arts activity to be more visible over height of tourist season (links with objective around economic development, branding and marketing)
 - Strengthen the arts sector through creating an opportunity to build a community voice and momentum, full sector needs opportunity to regroup/reconnect to build capacity (links with objective around resources)
 - Proactively seek opportunities for community led public artwork (links with objective of community participation)
 - Focus on incorporating multicultural communities looking to establish a sense of place and identity with the Nelson community (links with objective of community participation)

6. Legislative context

- 6.1 Council's arts activity is informed by the following legislation and requirements:
- Local Government Act 2002
 - Treaty of Waitangi Act 1975
- 6.2 The Local Government Act Section 10, outlines the purpose of local government:
- To enable democratic local decision-making and action, by, and on behalf of communities; and
 - To meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses.

- 6.3 Arts activity can be considered to fall within the need for good quality local public services.

7. Relationships with Iwi/Māori

- 7.1 A priority for Iwi and Council is to acknowledge the presence of Iwi in the rohe (area) and share information about Māori heritage and arts as an integral part of Whakatu/Nelson's identity. Council will play its part by supporting Iwi to protect, promote and celebrate their rich cultural heritage and foster their creative endeavours.
- 7.2 Relationships with Iwi/Māori for arts activity is to be carried out according to the scope of the activity and level of community engagement relevant to each work stream. Local Iwi are seen as key partners for Council. The role of Iwi/Māori is recognised as an important component of the community and should be considered across all activity to ensure manaakitanga (support) for the whole community.
- 7.3 Key relationships are developed and maintained between key Māori specific agencies as well as Council Officer Representation and support for the Māori Partnership and Investment Forum.
- 7.4 Council will promote and foster an understanding of Māori culture and heritage by considering opportunities for Maori art and heritage within public spaces and in events and activities.

8. Focus areas

Public Art

8.1 Description

Highlighting Nelson's public art supports the city's identity as an arts centre, and cements a sense of place for the people who live here and visit the region. Acknowledging artists and the story of the art work increases understanding and appreciation of art within Nelson. Key activity in this area includes:

- Referencing on plaques, information panels, art walks and PROW stories which link to the Top of the South maps.
- Council owned public artworks includes mosaics, murals, sculptures and functional art works. Of the 64 artworks owned by Council, 55 were by artists of the Nelson Region, 4 overseas artists and the balance from elsewhere in New Zealand. Focussing on using local artists has been identified as a priority.
- Two large gateway sculptures have been funded under Council's Art Fund and located in priority sites; smaller art works have been included as part of capital works projects.
- Murals and street art are increasing in Nelson although their lifespan can be variable as it is dependent on the life of the structure it is attached to.

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- "Riverside Murals" an external gallery of murals in different styles on the Maitai Walkway was completed in 2015. Five murals on Council owned properties were funded from the 2013/13 Annual Plan and three murals on privately owned buildings.
- Work with community partners to produce art works in local areas can arise from the Creative Communities Local Funding Scheme. These works usually enhance Council owned parks and reserves. This assistance is small and funded through the Arts Activity budget and allocation of staff time. Project Butterfly, a memorial mosaic pathway at Fairfield Park, which won the Supreme Trust Power Community award, is an example of a successful partnership.

8.2 Key Issues

- Public artworks listed in the councils inventory could be better promoted to the community and visitors into the region, via app or other digital solution
- Temporary, experimental or site specific art works to better enable pathways for graduate students are not often considered
- Art gifted to the City is subject to conditions laid down in the Arts Policy and can present challenges for Council regarding suitability and ongoing maintenance costs.
- Existing public artwork should be moved around into new locations to show fresh perspective of current work
- Legacy art works should be considered relating to key regional events, such as Light Nelson, significant dates such as suffragette movement, Matatini, launch of civic development areas, arrival or celebration of important dates for new communities into this region
- Public artworks offer an opportunity to leverage off community philanthropic generosity, these opportunities should be explored, e.g. incentivise public art onto private buildings
- Youth art projects need a higher public presence in city / schools in general.

8.3 Future work

- Explore opportunities to develop a digital solution for better public art promotion
- Develop a site plan to establish strategic placement of future permanent and temporary site specific art works
- Establish work plans for public art condition reporting, maintenance schedules, relocation and possible decommissioning as required
- Proactively seek opportunities for community led public artwork
- Focus on incorporating multicultural communities looking to establish a sense of place and identity with the Nelson community
- Improve the current banner flagpole system, to allow for more regular flag displays including art works to add vibrancy to the city.

Community Arts and Arts Services

8.4 Description of focus area

This focus area encompasses support for our regional arts sector, from arts advice and advocacy through to regional arts promotion. This focus area also includes Community Arts activity that is offered and supported by Council for therapy purposes, through to community art initiatives such as Light Nelson and publications that strengthen this sector.

Arts Council Nelson assist the Council to deliver many of these functions including administration of the Creative Communities Scheme.

8.5 Activity of note includes:

- High engagement of locals practitioners submitting (and winning awards) into WOW event
- Community leases and grant funding have been granted to the Brass Band and Community Art Works
- Nelson has a broad range of people, open studios and activity in the arts.
- Creative Arts Network CAN, meet once a month with good membership and good momentum, the group offers regular guest speakers specific to art disciplines of their membership. This group is also conducting community engagement to gauge interest in an Arts Hub for community use.

8.6 Key Issues

- Within the various disciplines and community services provided, the Arts Sector can be fragmented and isolated both geographically and lacking cohesion within specific arts sector groups.
- Lack of community space where cross pollination and integration between the many arts groups can occur.
- No clear well understood "unique value proposition" for creative sector – as a result we are not too sure how to talk about or promote our creative arts sector. Closer links to heritage is required to enable the "Cultural Fabric" of the region to be promoted.
- Links are not realised between locally made crafts and other artesian sectors (such as local food makers and growers).
- CAW supports people with intellectual disabilities, DHB patients also have Nikau House and Magenta offering services in different venues. These service providers could consider better alignment of opportunities, shared facilities and merging of activities with mainstream learning to make best use of tutors and facilities.
- Council's Arts Policy will need updating in the medium term.

8.7 Future work

- Strengthen and build on textiles activity

- Develop a digital solution to assist better alignment and access to range of artists within the region e.g. app or website
- Realise opportunity for arts activity to be more visible over height of tourist season
- Strengthen the arts sector through creating an opportunity to build a community voice and momentum. Create opportunity for full sector to regroup/reconnect to build capacity
- Further emphasis to grow Creative Arts Network
- Support the community to develop a community arts centre that caters for and is inclusive of all community groups in Nelson. The centre would include commercial and community use, where existing organisations can meet and share resources and expertise. The centre could include community spaces (flexible use and bookable), a meeting room, rentable studio spaces, performance space, café, office space and community garden.

Arts Events and Festivals

8.8 Description of focus area

Events and festivals assist our creative sector to be viable in the region, while adding to the sector profile and identity.

Councils main event based offering is the Nelson Arts Festival and Summer Events programme as well as producing the annual Summer Events Guide.

Other activity includes:

- The Founders Park Book fair and Readers and Writers programme
- Cultural events supported by council – race unity day, Kai fest, Jazz Festival, Light Nelson Arts Expo, Adam Chamber Festival
- Key exhibitions that are supported by Council available for local participation include: Changing Threads, running for 10 years now (fibre exhibition that includes demonstrations, workshops and key speakers at Refinery), operated by Arts Council Nelson.
- NRDA manage www.itson.co.nz – Nelson’s online event calendar that continues to be well utilised by the community, visitors and event organisers. The NDRA is also working on two large bodies of work relating to the regional event strategy and development of an events strategy.
- Te Matatini National Kapa Haka Championship are due to be held in Nelson in 2025 attracting an audience of 20-30,000. Council indicated in the Long Term Plan 2015-25 that it would support the championships, budget is to be allocated towards this activity through the NRDA Events Fund.

8.9 Key Issues

- No regular ceramic or glass event or activity (both disciplines are synonymous with regions identity)
- No street or urban creative activity such as pop up, city vibrancy projects.

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- Lack of dedicated activity especially for youth, i.e. film making, murals.
- Limited support or visibility of local Nga toi Maori art or craft

8.10 Future Work

- Consideration of Council's events programme – continuation of Summer Events, consideration of winter community events
- Create regular ceramic or glass event or activity
- Increase dedicated art activity for youth
- Increase and encourage Nga toi Maori Art or craft
- Produce urban city vibrancy activity around key events and dates important to the region
- Install new FlagTrax system to reduce costs associated to this activity and encourage more use throughout the year and by community groups
- Support for Te Matatini Kapa Haka Championships 2025 - \$200,000 to be allocated
- Develop New Local Arts Event / winter workshop / demonstration / speakers / purchase of supplies / trade show style event to be developed to connect artists with potential work shop members / suppliers and community

Arts Facilities and Venues

8.11 Description of focus area

Arts based facilities and venues within the region supported by Council include The Bishop Suter Gallery, Theatre Royal, Arts Council Nelson (includes the Refinery Community Gallery) and Nelson School of Music. There are also art studios and the Musical Theatre based in Founders Park. These Council funded facilities are supplemented by a robust commercial gallery sector that include co-op outlets, solo representative galleries and dealer galleries.

Council funded the Ghost Light Theatre with a grant of \$16,500 towards its development in 2017/18.

Unique to this region is the many open studios available for visitors by private appointment.

There is also a strong sustaining sector of dance, music and performance learning opportunities. In partnership with the School of Music, a wide range of music lessons and community choirs, bands, and orchestras thrive.

8.12 Issues

- Proliferation of trusts that govern these many facilities and subsequent watered down skills.
- Ownership and loans relating to asset development are treated differently across similar facilities.

8.13 Future work

- Partner with Whakatu Marae to develop a shared cultural space – that could incorporate weaving and carving opportunities.
- Better alignment across all facilities is achievable through publications such as the Cultural Heart brochure.

9. Customer feedback and expectations

9.1 Results from the 2017 Nelson City Council Residents Survey for this activity are as follows.

9.2 Fifty-nine per cent of residents have visited the Suter Art Gallery in the past two years - either in its temporary location, or the redeveloped gallery. This year's result is a significant increase in usage from last year, likely because the gallery was in its temporary location (59% cf. 2016, 48%).

9.3 64% of residents are satisfied (32%) or very satisfied (32%) with the Suter Art Gallery. Overall satisfaction has increased 16% from 2016's results.

9.4 Close to half of residents (49%) are satisfied (33%) or very satisfied (16%) with public art in the city. Reasons for dissatisfaction include residents feeling money could be better spent on other things (56%), they don't like the art or sculptures (21%) and they would like to see different art (17%).

9.5 Attendance of Council events has increased this year across all events, notably, summer festival events (55% cf. 2016, 43%) and arts festival events (27% cf. 2016, 22%). Attendance of the masked parade (39%) has also increased by 5% this year.

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10. Levels of service (What we provide)

- 10.1 Activity Management Plans set out what Council will deliver by way of Levels of Service for the activity.
- 10.2 Levels of service are intended to:
- Inform people of the proposed type and level of service to be offered
 - Act as a focus for the work required
 - Enable people to assess suitability, affordability and equity of the services offered.
- 10.3 The following need to be considered when deciding what level of service the Council will aim to provide:
- The needs and expectations of the community
 - Statutory obligations
 - Alignment of services with Council strategy, policy and objectives
- 10.4 Affordability of the level of service
- 10.5 The future levels of service and performance indicators for Council funded arts activity are summarised below. They describe the outputs and objectives Council intends to deliver for customers.

Public Art

Level of Service	Measure	Target
Provide public art works in public places that add visual interest and enhance the experience of visitors and residents.	Commission, install and maintain public art, particularly at priority sites identified in the Council Art Policy 2010. Use of public art is consistent with Nelson's branding as an arts destination.	Public art works listed in Council's inventory are celebrated and promoted to the public. Listed priority sites in the Arts Policy have art installed upon them. Three yearly public satisfaction with public art activity is exceeded or maintained (49% in 2017).

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Community Arts and Arts Services

Level of Service	Measure	Target
Council provides support for the arts sector to provide arts advice, advocacy and promotion, to strengthen the sector	Arts Council Nelson is supported to provide arts advice, promotion and network opportunities	The community is informed of arts opportunities and events and the sector is provided with network opportunities
	Creative Community Scheme funding is allocated successfully to community art projects through Arts Council Nelson	Funding allocations lead to improved community art outcomes

Arts events and festivals

Level of Service	Measure	Target
Deliver high quality, popular and accessible arts events that showcase local, national and international excellence in the arts. To support social connectedness and encourage participation in the arts by a wide cross-section of the local community. Build on the success and popularity of the Masked Parade with visitor numbers and community participation in mind.	Produce the Nelson Arts Festival, Summer Programme and Opera in the Park that is well-supported by the local community measured by Council survey every 3 years. Satisfaction levels of attendees is measured at events each year.	All festivals to meet or exceed benchmarks set in 2013: Council resident survey attendance levels maintained or exceeded from; 53% Summer festival 44% Masked Parade 31% attend arts fest event 30% attend Opera in the Park Number of tickets sold remains constant in relationship to total tickets available. Nelson Summer Programme: Resident satisfaction surveys conducted at events gives same or increased satisfaction levels and attendance at events maintained or exceeded.

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Arts Facilities and Venues

Level of Service	Measure	Target
The Bishop Suter Art Gallery: Provision of a regional art gallery that engages, educates and entertains the community with a diverse and stimulating programme of visual arts' exhibitions.	% residents satisfied with facility Number of visits per year	80% resident satisfaction with facilities. 30,000 visits to the galleries per year. Three yearly satisfaction survey and visitor counts.
The Theatre Royal: A regional theatre that is widely used by the community for a diverse and stimulating range of performance art.	% residents use or visit the facility % satisfied or very satisfied with facilities	44% of residents use or visit the facility 93% of those are satisfied or very satisfied with facilities Three yearly satisfaction survey and event user and attendance counts.
The Nelson School of Music: An independent music school providing musical education, performance/ event spaces for hire, practice rooms for musicians and a resource centre of musical scores and books.	% residents satisfied with facilities Number of visits per year	80% resident satisfaction with facilities. 60,000 visits to the school per year. Three yearly satisfaction survey and visitor counts.

11. Risk management (dealing with uncertainty)

- 11.1 The main risk associated with events is public safety, this is managed through risk assessments and health and safety plans for events.
- 11.2 The risk of community grants not spent as per agreed outcomes is mitigated by having a legal contract in place.
- 11.3 Potential issues with public art installation is mitigated by the process being managed by council with approved H&S contractors, as well as engineering assessment prior to approving art works for commission.

12. Financial summary (what it will cost and how we will pay for it)

Financial statements and projections

12.1 Appendix 1 shows the financial forecasts (2018-28) for Arts activity where the table outlines funding required over the next ten years to implement the work in this Activity Management Plan and includes:

- Expenditure projections for current year
- Forecasts by year by sub-activity, broken down into programmes/services/projects
- Does not include staff time and overheads

Total budget

Activity – Operational budget	Expenditure 2018/19	Income 2018/19
Arts facilities and venues	\$972,325	
Public Art	\$49,100	
Community arts and arts services	\$159,852	
Arts events and festivals	\$193,394	\$51,921
Nelson Arts Festival	\$616,017	\$386,892
Total	\$1,990,688	\$438,813
Capital Expenditure		
Flagtrax installation	\$90,000	
Art works	\$81,098	
Total	\$171,098	

Revenue and Financing Policy

12.2 Arts Activity is primarily funded through rates, and in the case of Festivals offset by income from ticket sales, grant funding, sponsorship and in-kind contributions. The Creative Communities Scheme funding is provided by Central Government, while Council provide a contract fee for the administration of the scheme as a partnership.

Key assumptions

- 12.3 All expenditure is stated in dollar values as at 1 July 2018 with no allowance made for inflation over this period (inflation is added at final budgeting stage).
- 12.4 Council will continue to be involved in Arts activity.

Appendices

A1: Financial Information

Arts AMP 2018-28 budgets

Cost code / name	2017/18 Est	2018/19 Yr 1 LTP	2019/20 Yr 2 LTP	2020/21 Yr 3 LTP	2021/22 AMP	2022/23 AMP	2023/24 AMP	2024/25 AMP	2025/26 AMP	2026/27 AMP	2027/28 AMP
Arts facilities and venues											
38072310. Bishop Suter Operating Grant	482,141	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000
38074312. Suter Maintenance Grant	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
38702312. Grant: School of Music	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
38802312. Operating Grant - Theatre Royal	119,910	124,268	124,268	124,268	124,268	124,268	124,268	124,268	124,268	124,268	124,268
38804312. Community use subsidy - Theatre Royal	109,093	113,057	113,057	113,057	113,057	113,057	113,057	113,057	113,057	113,057	113,057
Public art											
38014031. Artworks Maintenance	43,386	43,386	43,386	43,386	43,386	43,386	43,386	43,386	43,386	43,386	43,386
38014032. Condition Assessments	5,490	5,714	5,714	5,714	5,714	5,714	5,714	5,714	5,714	5,714	5,714
3807230143. Art Works Programme (Capital expenditure)	78,989	81,098	81,098	81,098	81,098	81,098	81,098	81,098	81,098	81,098	81,098
Initial flagfix	0	90,000	0	0	0	0	0	0	0	0	0
Community arts and arts services											
380143321260. Art Strategy Implementation	32,494	33,825	33,825	33,825	33,825	33,825	33,825	33,825	33,825	33,825	33,825
38654312. Creative NZ Admin	5,500	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
753043120756. Grant: Arts Council	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
753043120757. Grant: Refinery Art Gallery	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
104023100600. Nelson City Brass	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Community arts centre development	0	25,000	0	0	0	0	0	0	0	0	0
Nelson Arts Festival											
Income											
385001591145. Grant: Creative NZ	-35,000	-35,000	0	0	0	0	0	0	0	0	0
385002011145. Sponsorship: Arts Festival	-55,000	-55,000	0	0	0	0	0	0	0	0	0
385002201145. Pub Charities: Arts Festival	-7,500	-7,500	0	0	0	0	0	0	0	0	0
385002201145. Grant: Rata Foundation - Art Fest	-17,392	-17,392	0	0	0	0	0	0	0	0	0
385005101145. Advertising: Arts Festival	-16,000	-16,000	0	0	0	0	0	0	0	0	0
385005111145. Fees: Arts Festival Box Office	-200,000	-200,000	0	0	0	0	0	0	0	0	0
385005301145. Sundry Income: Art Festival	-16,000	-16,000	0	0	0	0	0	0	0	0	0
385005601145. Bar Sales - Art Festival	-40,000	-40,000	0	0	0	0	0	0	0	0	0
Expenses											
385043121145. Arts Festival Grant	0	0	556,632	556,632	556,632	556,632	556,632	556,632	556,632	556,632	556,632
385043421145. Provide Arts Festival Program	606,316	616,017	0	0	0	0	0	0	0	0	0
38504310. Grant Staff Contra	0	0	-337,632	-337,632	-337,632	-337,632	-337,632	-337,632	-337,632	-337,632	-337,632

Item 8: Draft Arts Activity Management Plan 2018-28: Attachment 1

Draft Arts Activity Management Plan 2018-28												
Arts AMP 2018-28 budgets												
Cost code / name	2017/18 Est	2018/19 Yr 1 LTP	2019/20 Yr 2 LTP	2020/21 Yr 3 LTP	2021/22 AMP	2022/23 AMP	2023/24 AMP	2024/25 AMP	2025/26 AMP	2026/27 AMP	2027/28 AMP	
Arts Events and Festivals												
Income												
385002011598. Sponsorship: Summer Festival	-3,000	0	0	0	0	0	0	0	0	0	0	
3850020201598. Pub Charities Summer Festival	-5,000	-8,490	-8,488	-8,488	-8,488	-8,488	-8,488	-8,488	-8,488	-8,488	-8,488	
3850020301598. Grant: Riata Foundation - Summer Fes	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	
3850020910800. TDC Summer Events Guide	-12,000	-7,500	-7,500	-7,500	0	0	0	0	0	0	0	
385005101136. Park Consent Use fee	-512	-500	-500	-500	-500	-500	-500	-500	-500	-500	-500	
385005101598. Advertising: Summer Festival	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	
3850051111413. Opera ticket sales	-100,000	0	-100,000	0	-100,000	0	-100,000	0	-100,000	0	-100,000	
385005111598. Fees: Summer Festival Box Office	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	
385005301413. Sundry Income : Opera	-512	-531	-531	-531	-531	-531	-531	-531	-531	-531	-531	
385006801598. TDC Contribution: Summer Festival	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	-2,400	
Expenses												
38502602. Bank Fees	1,500	1,677	1,677	1,677	1,677	1,677	1,677	1,677	1,677	1,677	1,677	
38502634. Resource Consent/ Monitoring	10,000	10,161	10,161	10,161	10,161	10,161	10,161	10,161	10,161	10,161	10,161	
385026371598. Event Insurance	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
385026450800. Summer Events Guide	35,000	31,560	31,560	31,560	31,560	31,560	31,560	31,560	31,560	31,560	31,560	
385041103007. Festivals Governance Structure	15,000	0	0	0	0	0	0	0	0	0	0	
385043420109. Festival. Broadgisen/ Isel	9,114	9,443	9,443	9,443	9,443	9,443	9,443	9,443	9,443	9,443	9,443	
385043421393. New Year Eve Event	55,500	57,683	57,683	57,683	57,683	57,683	57,683	57,683	57,683	57,683	57,683	
385043421413. Opera in the Park	249,451	0	258,714	0	258,714	0	258,714	0	258,714	0	258,714	
385043421598. Summer Festival (General)	79,195	99,789	99,789	99,789	99,789	99,789	99,789	99,789	99,789	99,789	99,789	
367943128062. Youth performance event	30,000	30,000	30,000	30,000	0	0	0	0	0	0	0	
City vibrancy events	0	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	
Te Maatiri Kapa Haka Championships	0	0	0	0	0	200,000	0	0	0	0	0	

Nelson Arts Festival Governance

1. Purpose of Report

- 1.1 To decide on the external governance structure for the Nelson Arts Festival, including the masked parade and readers and writers programme.

2. Summary

- 2.1 Council decided in the Long Term Plan 2015-25 to establish an independent governance structure for the Nelson Arts Festival and establish an external Transition Group to consider options.
- 2.2 The Transition Group recommendation of a Council Controlled Organisation was then consulted on with the community and the feedback from this process, as well as a further detailed analysis of risks on each option, leads to the recommendation in this report to establish an Independent Governing Body as a Charitable Trust to oversee the Nelson Arts Festival.

3. Recommendation

That the Committee

Receives the report Nelson Arts Festival Governance (R7929) and its attachments (A1786221) and (A1835044).

Recommendation to Council

That the Council

Establishes a Charitable Trust, registered as the Nelson Festivals Trust, to provide governance and operations of the Nelson Arts Festival as an independent governing body; and

Implements the transition timeframe and actions outlined in this report (R7929), with transfer of operations to occur in time for the Trust to

shadow the 2018 Nelson Arts Festival and to operate the Festival from 2019; and

Directs an interview panel comprising of the Chair Community Services, Deputy Chair Community Services and Her Worship the Mayor, to commence recruitment for a Chair of the Trust and recommend a preferred candidate to Council for approval; and

Notes that due to timeframe requirements, the recruitment process for the Chair will commence before formal Council approval on 9 November 2017, identifying within the application process that it is subject to Council approval; and

Directs the interview panel to assist/advise the newly appointed Chair to appoint the remaining Trust Board members.

4. Background

4.1 The Nelson Arts Festival is the only one of its kind in New Zealand to be operated by a Council. Most Festivals of this nature are operated by Independent Trust boards.

4.2 Council first formally considered the option to move the Nelson Arts Festival to an external governance structure in 2011, following a review of Festivals by Bbrink consultants (A617920), with another report on Governance Options for the Festival by consultant Helen Gilbert in 2014 (A1252097) leading to the decision in the Long Term Plan 2015-25:

- *THAT an independent governance structure be established for the Nelson Arts Festival with transfer of operations to occur in time for the new entity to be responsible for the 2017 Arts Festival;*
- *AND THAT Council express its preference for the Arts Festival to remain an annual event;*
- *AND THAT the Masked Parade and Readers and Writers Week be transferred with the Nelson Arts Festival to the independent governance structure;*
- *AND THAT the allocation in the draft 10 year budget for the Nelson Arts Festival, Masked Parade and Readers and Writers week be confirmed at current levels;*

4.3 Since this time, Council established an external Transition Group to consider the options in more detail from a community perspective. On 18 February 2016 Council resolved:

THAT Council approve the draft Arts Festival Transition Group Terms of Reference;

AND THAT the Arts Festival Transition Group is established.

- 4.4 The Transition Group report was submitted to Council in January 2017 (A1700021), followed by a workshop presentation by the Transition Group Chair in March. Subsequently Council decided to seek feedback from the public on the preferred option of the Transition Group to establish a CCO and in June 2017 resolved:

That the Committee

Notes the recommendation of the Nelson Arts Festival Transition Group to establish a new Council Controlled Organisation to deliver the Nelson Arts Festival, and directs the Chief Executive to:

- *Seek feedback from the community on the establishment of a Council Controlled Organisation to deliver the Nelson Arts Festival.*

- 4.5 Feedback was received from 15 submitters and is attached for reference (A1786221). The feedback can be summarised as follows

Response	Number of responses
In favour of CCO	3
Not in favour of CCO	1
Agree on external structure but not sure which	5
In favour of IGB not CCO	4
Other comment – Council representative on external group	1
Other comment – In support of biannual Festival	1
Total	15

- 4.6 Following receipt of this feedback, a subsequent Council workshop was held in August 2017 to further explore risks and considerations for each option (A1810433).

5. Discussion

- 5.1 Two options have been considered for this decision, in addition to the status quo. These are a Council Controlled Organisation (CCO), and Independent Governing Body (IGB).
- 5.2 Both a CCO and IGB would be established and operated as a Charitable Trust with a Trust Board.
- 5.3 The main benefits of having an external structure include: independence of Council will increase the ability to attract sponsors, benefactor donations, and will mean the entity can apply for Creative NZ Kahikatea funding. Being independent of Council will lead to higher community engagement and sense of ownership of the Festival, staff would be able to focus solely on the Festival, specialist governance and strategic direction for the Festival will be able to be realised.
- 5.4 Of the two options, an IGB has more benefits because a CCO is more likely to still be associated with Council which may affect the likelihood of obtaining benefactor donations or sponsorship.
- 5.5 A CCO is the least cost effective option because of the associated administrative and statutory compliance requirements which will be required to be managed by Council as well as officer time. In addition, the audit costs of a CCO are estimated at \$10,000 per annum. In the report "Governance Options for the Festival" by consultant Helen Gilbert in 2014 (A1252097), it is noted that: "CCO monitoring and reporting costs including audits may be substantial, and this option potentially has the highest compliance costs of all three options".
- 5.6 Council has decided to continue to support the Festival under current budget allocations, so any increased costs such as those associated with CCO requirements will therefore lead to a reduced operational budget for the Festival.
- 5.7 Though a CCO or IGB have independence of Council, stringent measures of accountability can be put in place through the funding agreement between Council and the entity to ensure Council's investment meets desired objectives. A CCO would require additional reporting in line with the Local Government Act 2002 and would prepare Statements of Intent to be approved by Council. Though a requirement that will allow for clear objectives to be met, this can also be achieved with an IGB through the funding agreement, with reporting requirements and outcomes required.

Trust Board establishment

- 5.8 A Trust can be established by Council. It is recommended to have six Trust Board members including a Chairperson. Through the Trust Deed, Council can establish the objectives and the rules of the Trust. This can include that any changes to the rules that the Trust wish to make in future, are subject to Council approval, and is recommended.

- 5.9 It is not recommended to have a Council appointee on the Trust, rather to have a Councillor Liaison role, as per Council Policy on external appointments 2015 (A1554165). A draft Trust Deed will be prepared and presented to Council for approval.
- 5.10 It is recommended to establish the Trust with a financial year starting April, ending March. This is in line with standard financial year timing and aligns with the timeframe for the production of the Festival.

Timeframe

- 5.11 The recommended timeframe to establish the Trust, appoint board members and transition functional operations to the new entity is outlined in attachment 2 (A1835044).
- 5.12 The proposed timeframe outlines both the key tasks to establish the structure, as well as timing for the transition of operations such as artistic direction, financial management and contracting, with a staged approach to allow for a smooth transition.

Risk analysis

- 5.13 The risk analysis undertaken for the Council workshop in August 2017 (A1810433) identified that each option has different levels of risk in different areas. The status quo has the most risks rated 'high', followed by a CCO, whilst an IGB had the lowest risk overall.
- 5.14 The importance of a strong governance board was discussed at the Council workshop, with the need for specific skillsets for the best outcome. There was mixed concern over the ability to source the calibre of Trustees locally, and there was some desire to provide remuneration to attract Trustees. It is recommended not to provide remunerated positions as this aligns with models around New Zealand, as well as the fact that providing Trustee remuneration would subsequently reduce the overall operational budget for the Festival.

Resourcing

- 5.15 Council has previously decided to continue supporting the Festival at the current budget levels. A grant would be made to the Trust to achieve its outcomes as per a funding agreement. Timing for funding is recommended as follows:
- 2017 – NCC funded and operated
 - 2018 – NCC funded and part operated, part Grant to Trust for aspects of operation (transition year)
 - 2019 – Grant to Trust for operation of Festival
- 5.16 The current (2017/18) total cost of the Festival is \$943,948 (\$337,632 for staff time, \$606,316 for operating costs). This is offset by income of

around \$387,316 from ticket sales, sponsorship and other income. A further amount of \$47,500 is attracted in contra sponsorship.

- 5.17 Under current (2017/18) budget allocations, a grant of \$556,632 would be provided to the Trust to deliver the Festival. The Trust would also generate income from ticket sales, brochure advertisements, food and beverage sales, sponsorship and grant funding as well as benefactor donations.
- 5.18 The level of the grant provided for 2018/19 may be amended depending on which functions might be retained by Council during the transition period (e.g. financial management).

Naming the Trust

- 5.19 It is recommended that the new entity is named the 'Nelson Festivals Trust' for the purposes of establishing the entity. This name allows for the Nelson Arts Festival to be delivered under the Trust while allowing flexibility should the Trust wish to deliver other events in future.

6. Options

- 6.1 Council has three options to consider, the status quo, to establish a CCO or to establish an independent governing body. The discussion of this report outlines in further detail some of the considerations for each option – the recommended option is to establish an independent governing body. This option provides the most benefits, with the least risk associated to Council and will allow for a higher level of community engagement and sense of ownership of the Festival.

Option 1: Status Quo	
Advantages	<ul style="list-style-type: none"> • Council retains full control over Festival operations
Risks and Disadvantages	<ul style="list-style-type: none"> • Unable to access additional funding through benefactor donations • Sponsors are less likely to want to sponsor a Council operated event • Staff are unable to focus solely on the Festival • Unable to apply to Creative NZ Kahikatea Fund • Specialist governance skills and expertise not utilised
Option 2: Council Controlled Organisation	
Advantages	<ul style="list-style-type: none"> • Able to access additional sponsorship and benefactor donations • Able to apply to Creative NZ Kahikatea Fund

	<ul style="list-style-type: none"> • Staff would be able to focus solely on the Festival • Able to recruit and retain high quality staff and board members who might not be available to be members or employees of a local authority • Governing board members provide specialist governance and strategic direction for the Festival • Community engagement and sense of ownership of the Festival more likely
Risks and Disadvantages	<ul style="list-style-type: none"> • Still perceived as part of Council • Additional costs associated with a CCO • Costs of running a standalone entity may lead to reduced Festival operational budget
Option 2: Independent Governing Body	
Advantages	<ul style="list-style-type: none"> • Completely independent of Council therefore more attractive to sponsors and donors • Less costly to operate than a CCO model • Able to access additional sponsorship and benefactor donations • Able to apply to Creative NZ Kahikatea Fund • Staff would be able to focus solely on the Festival • Able to recruit and retain high quality staff and board members who might not be available to be members or employees of a local authority • Governing board members provide specialist governance and strategic direction for the Festival • Community engagement and sense of ownership of the Festival more likely
Risks and Disadvantages	<ul style="list-style-type: none"> • Costs of running a standalone entity may lead to reduced Festival operational budget

7. Conclusion

- 7.1 Council decided to establish an external governance structure for the Nelson Arts Festival during its Long Term Plan 2015-25.
- 7.2 In consideration of the risks and benefits of each option, the recommended option is to establish an Independent Governing Body, as

a Charitable Trust to operate the Festival, with a transition of operations and a fully effective Trust to be in place by July 2019.

Shanine Raggett

Manager Community Partnerships

Attachments

- Attachment 1: A1786221 - Submission feedback on Council Controlled Organisation for the Nelson Arts Festival [↓](#)
- Attachment 2: A1835044 - Nelson Arts Festival transition timeline [↓](#)

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>This decision allows Council to make a contribution to the wellbeing of the community and provide vibrancy to the City in a cost-effective way by establishing an external governance structure to oversee the Festival.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The report aligns with Council’s Community outcome: “our communities have opportunities to explore their heritage, identity and creativity” and specifically “We have a strong sense of community, enhanced by activities, festivals, events and celebrations that reflect our distinct environment and people”.</p>
<p>3. Risk</p> <p>Risks for the recommended option in this report have been outlined in the body of the report.</p>
<p>4. Financial impact</p> <p>There are no costs associated with this decision as the recommendation is within existing budget allocations and Council has previously decided to allocate funding towards the external governance structure to operate the Festival within current funding allocations.</p>
<p>5. Degree of significance and level of engagement</p> <p>The decision to establish an external governance structure for the Nelson Arts Festival was consulted on through the Long Term Plan 2015-25. The Nelson Arts Festival Transition Group consulted with a large number of relevant stakeholders. A public feedback process on establishing a CCO structure resulted in 15 submissions which are attached to this report. No further engagement on this decision is recommended.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Maori have not specifically been consulted in relation to this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the responsibility for considering Community Festivals and Events and has the power to make a decision on this matter.</p>

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13415

Name	Mr Dan McGuire	Phone	
Organisation		Mobile	
Designation		Email	dan.sullivan@kinect.co.nz
Address	45 Domett Street	Status	Accepted
Town	Nelson	Received	6/14/2017 12:00:00 AM
Postcode	7010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>It would be costly to the ratepayers to take the suggested approach. It would destroy transparency because funding issues would be handled behind closed doors, away from public scrutiny. This dilutes the democratic process and I believe this is council's intention.</p> <p>There should be a block grant for funding the festival to an organisation independent of council. This will stop the problems that have existed in the past, where council's regulatory role gets confused with its operational one.</p> <p>I wish to speak to my submission, even if it must be at a public forum.</p>

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13395

Name	Mrs Preitner Leigh	Phone	03 545 0656
Organisation		Mobile	
Designation		Email	leigh.preitner@gmail.com
Address	5 Ledbury Road	Status	Accepted
		Received	6/12/2017 12:00:00 AM
Town	Nelson		
Postcode	7010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		I would like to see a permanent member of the organising group to include a council member in order to protect our community's interests as well as encouraging local artists. This must be a Nelson Festival and not just a platform for commercial gain.

Item 9: Nelson Arts Festival Governance: Attachment 1

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13419

Name	Mrs Pip Jamieson	Phone	
Organisation		Mobile	0272472450
Designation		Email	pip@pjamieson.co.nz
Address	45 Chamberlain Street	Status	Accepted
Town	Nelson	Received	6/14/2017 12:00:00 AM
Postcode	7011		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		I totally support the establishment of a third party entity to oversee the Nelson Arts Festival, Masked Parade, Page & Blackmore Readers and Writers program and other future events that align with these that may be established in the future. A CCO may well be the best model to ensure transparency, sound governance and oversight. I wouldn't want the administration and reporting to become too onerous and overshadow the core role of such an entity though. I believe the directors appointed should be done on a merit basis and not representational, but should reflect the diversity that leads to good decision making

Item 9: Nelson Arts Festival Governance: Attachment 1

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13422

Name	Mr Bob Bickerton	Phone	
Organisation		Mobile	0274384048
Designation		Email	mail@bickerton.co.nz
Address	48 Todd Bush Road	Status	Accepted
Town	Nelson	Received	6/15/2017 12:00:00 AM
Postcode	7071		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		I support the concept of the Nelson Arts Festival being produced by a council controlled organisation.

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13449

Name	Mrs Jill Southon	Phone	0220493759
Organisation	1961	Mobile	0220493759
Designation	1961	Email	jill.southon@gmail.com
Address	8 Bisley Avenue	Status	Accepted
Town	Nelson	Received	6/17/2017 12:00:00 AM
Postcode	7011		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>The council has not provided a full picture of reasonable options for the public to consider under this feedback process to establish an Arts Board.</p> <p>There should be at least 2 x options presented to the public for feedback A board which is 1) Under NCC control hence paid by ratepayer Or 2) Independent paid from there own efforts</p> <p>It's a good idea to have a board of experts or interested parties in addition to our current donation of ratepayers funds by NCC.</p> <p>Ratepayers already heavily supports the Nelson arts with 600k donation. If the board choose to pay themselves with the ratepayers 600k donations or fund and from the success of the arts program in Nelson, then I am happy to support for a separate Arts board or committee.</p> <p>I DO NOT SUPPORT A RATEPAYER FUNDED BOARD ON TOP OFF THE</p>

Item 9: Nelson Arts Festival Governance: Attachment 1

			CURRENT DONATION OF 600K.
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Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13464

Name	Ms Linley Taylor	Phone	
Organisation		Mobile	
Designation		Email	LTT98@xtra.co.nz
Address	72 Halifax Street East	Status	Accepted
Town	Nelson	Received	6/19/2017 12:00:00 AM
Postcode	7040		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>I thoroughly endorse the proposal to have the Nelson Arts Festival become a Council Controlled Organisation.</p> <p>I believe that this would allow creative independence, ability to seek more and varied funding, while maintaining a Council involvement - in general expanding the whole concept of the Festival.</p> <p>Linley Taylor</p>

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13471

Name	Ms Jo Dippie	Phone	35489992
Organisation	Falling Leaves Ltd	Mobile	035489992
Designation	Falling Leaves Ltd	Email	jo@pageandblackmore.co.nz
Address	Page and Blackmore	Status	Accepted
Town	Nelson	Received	6/20/2017 12:00:00 AM
Postcode	7040		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>I agree with the proposal to have the Nelson Arts Festival run by a CCO.</p> <p>However my concern is that this, potentially, could mean the current organising staff is changed?</p> <p>In my brief time of being involved with the Fest (2016 was my first year as sponsor), I was hugely impressed with the work, passion and commitment of Charlie, Amanda and the rest of the team. This year Naomi has been a fresh, vibrant and very professional addition. I feel that this team needs to stay with the Festival.</p>

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13486

Name	Ms Margot Haley	Phone	5489435
Organisation	Alton St Heritage Precinct	Mobile	0276887889
Designation	Alton St Heritage Precinct	Email	margothaley@xtra.co.nz
Address	37 Alton Street	Status	Accepted
		Received	6/21/2017 12:00:00 AM
Town	Nelson		
Postcode	2010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>Dear Mayor and Arts Festival Team,</p> <p>I believe, the heritage sector is developing a list of heritage events.</p> <p>Kai festival international food and dance, Chinese New Year, Classic Boat Show, Japanese Blossom Festival, Mexican Day of the Dead, Classic Car Show etc</p> <p>My question to you is does the Arts Festival have to be every year?</p> <p>Wellingtons Arts Festival is Bi-Annual, it gives time for better planning especially if international acts are bought in. Being Bi-annual does not over load the public with events and gives the schools more time to plan also.</p> <p>Thank you for your consideration.</p> <p>kind regards, Margot Haley</p>

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13508

Name	Mrs Deborah Daniell-Smith	Phone	
Organisation		Mobile	
Designation		Email	Hope3d@gmail.com
Address	547 Rocks Road	Status	Accepted
		Received	6/22/2017 12:00:00 AM
Town	Nelson		
Postcode	7011		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		A simple charitable Trust rather than a CCO is the best vehicle for the Nelson Arts Festival. A CCO is an expensive structure to run, lots of reporting and will create costs that the festival can ill afford. If NCC chooses the CCO model I would expect that the Council funding put aside to assist the festival reflects the extra administration costs. I'd prefer to see any extra funding used to make the festival more able to grow artistically.
Community Development	Arts Festival Council Controlled Organisation Proposal		

Item 9: Nelson Arts Festival Governance: Attachment 1

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13532

Name	Mr Steve Cross	Phone	03 548 6356
Organisation	Nelson Residents Association	Mobile	021 899 853
Designation	Nelson Residents Association	Email	stevecross@xtra.co.nz
Address	8 Bisley Avenue	Status	Accepted
Town	Nelson	Received	6/26/2017 12:00:00 AM
Postcode	7011		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		Please see attached document

Submission from Nelson Residents Association on Nelson Arts Festival Governance

Summary

- Nelson Residents Association ("NRA") agrees that the Nelson Arts Festival should be moved to an independent governance structure.
- NRA disagrees that the governance structure should be a Council Controlled Organisation ("CCO").
- NRA considers that the appropriate structure is that of an independently governed body ("IGB").

The reasons for NRA favouring the option of IGB over that of a CCO are:

1. A CCO would be out of step with what every other Council in NZ involved with an Arts Festival does in respect to governance.
2. A CCO is the governance option least likely to secure external funding.
3. A CCO would have the highest cost to ratepayers out of these two options.
4. A CCO is the most complex option from an administrative and statutory compliance perspective. A CCO would see Councillors involving themselves in low-value decision making which is an unnecessary distraction from the far more pressing issues that Councillors should be focussed on.
5. Establishing a CCO for governance of the Arts Festival would set an unhelpful precedent for other Council funded Trusts.
6. Proceeding with a CCO may shut off options for optimising the NCC Group tax position.
7. NCC has a poor record of CCO governance.
8. The recommendation from the Arts Festival Transition Group is self-serving and could be seen as "jobs for mates" at the expense of ratepayers.

There are no compelling reasons for Council to adopt a governance model that is the most costly; the most complicated from a compliance perspective; at odds with governance structures elsewhere; and which is least likely to result in external funding.

Analysis

1. The established governance model for Arts Festivals in NZ is that of an Independently Governed Body ("IGB")

In a report produced for Council by HGConsulting ("Governance Report on Options for Nelson City Council Festivals - September 2014), the author noted that:

"The main art festival in most centres throughout New Zealand is provided by an independent charitable trust".

The report further noted, in respect to the CCO option

"This structure has potentially the highest accountability and monitoring costs for Council and is not used by any sizeable art festival in New Zealand." [emphasis added]

The HGConsulting report was a comprehensive report but appears to have been completely ignored in the latest analysis provided to Council, begging the question as to why Council is re-

inventing the wheel. It appears that the main observations from the HGConsulting Report don't fit the pre-determined outcome desired by either the Transition Group or Council administration.

Governance structures used elsewhere are detailed below:

Festival	Governance Model
Bay of Islands Arts Festival Trust	Independently Governed Body*
Southern Lakes Arts Festival	Independently Governed Body*
Dunedin Fringe Arts Trust	Independently Governed Body*
Taranaki Arts Festival	Independently Governed Body*
Tauranga Arts Festival Trust	Independently Governed Body*
Otago Festival of the Arts Trust	Independently Governed Body*
Hamilton Gardens Art Festival	Independently Governed Body*
Hawkes Bay Arts Festival	Independently Governed Body
Christchurch Arts Festival	Independently Governed Body*
Nelson Music Festival Trust	Independently Governed Body*
Auckland Festival Trust	Independently Governed Body*
Nelson School of Music	Independently Governed Body
New Zealand Arts Festival (Wellington)	Independently Governed Body
Southland Festival of the Arts	Joint Committee (Ventures Southland)

*Trust Deed specifically prohibits remuneration of Trustees

The one exception to this list is the World Buskers Festival in Christchurch, which is a CCO. There seem to be some particular circumstances around this festival which may account for its governance structure. Firstly, the event was purchased by the Christchurch City Council, who clearly are then motivated to retain ownership of it. Secondly, the event is expected to break even in any year, and in fact has generated a surplus in past years.

2. A CCO is the governance option least likely to secure external funding.

It must be in the interest of ratepayers that the Nelson Arts Festival receives as much external funding as possible, thereby minimising the call on support from ratepayers.

The report from the Audit Office "Governance and Accountability of Council-Controlled Organisations" notes that

"potential donors can be reluctant to donate funds to a Council-owned entity because benefactors think that they are subsidising the Council. This concern has led to the establishment of independent fund-raising foundations¹."

This concern is also echoed in the HGConsulting report.

"Under this option [CCO] there is a risk that the perception that Council owns and operates the festival may persist. The board would need to ensure it distinguished itself from Council in a range of ways."

Knowing that they are a Council-owned organisation, with Council standing behind it, disincentivises potential donors and reduces the incentive on Trustees to secure external funding.

¹ Governance and Accountability of Council Controlled Organisations, sec 4.14
<http://www.oag.govt.nz/2015/cco-governance>

3. **A CCO would have the highest cost to ratepayers out of these two options, with no offsetting benefits**

A CCO governance structure would cost ratepayers considerably more than a conventional independent governance body would, and there are no offsetting benefits associated with these extra costs. Governance costs alone would amount to around \$50,000 per annum, based on governance costs for the Suter Art Gallery. In addition, there are substantial costs, both for the CCO and for Council in monitoring, reporting, and administering a CCO. To quote once again from the Auditor General's report "Governance and Accountability of Council Controlled Organisations" :-

"3.10

Although setting up a CCO to manage a local authority service may have cost efficiencies, there will be additional overhead costs associated with establishing and continuing to oversee a CCO. The CCO will have its own overhead costs. It will have a management and administration structure separate from the local authority. It will incur costs in preparing a statement of intent and in reporting against it, and will also incur audit fees. It may have additional accountability requirements under legislation other than the Act, such as the Companies Act 1993 or the Charities Act 2005.

3.11

*Local authorities should be aware of these costs and take them into account when deciding whether a CCO is the most appropriate model. **In short, the scale of a CCO's undertaking should be large enough to justify the additional costs.**" [emphasis added]*

Council officers, in report A1709008 which purports to be a Sec 17A Service Delivery Review of the Nelson Arts Festival concludes that

"Option 12 [a CCO] has a higher associated cost with audit but will result in less associated risk and is therefore the most cost effective."

The report discounts an IGB, saying

"this option is not recommended as it would mean that Council has no control over the outcomes of the Trust."

This report is a poor piece of work. No attempt has been made to quantify the total costs of the CCO, which extend far beyond audit costs. The statement that a CCO will result in "*less associated risk*" is just plain nonsense. The report presents some sort of bogeyman of risk, without actually saying what this risk is or why these undefined risks exist in an IGB but not in a CCO. The truth is, an IGB can be managed just as effectively as a CCO through the Trust Deed and Contract for Services. Ultimately, if Council doesn't like the way an IGB is working it can cut its funding. He who pays the bills calls the tune!

The HGConsulting report also notes the higher costs associated with a CCO:

"CCO monitoring and reporting costs including audits may be substantial, and this option potentially has the highest compliance costs of all three options."

Interestingly, the HGConsulting report notes the risk associated with CCOs:

"Almost one in five CCOs had one or more incidents of fraud in 2010 according to the Office of the Auditor-General."

Given NCC's previous history with Everyman records, and more recently with conflict-of-interest issues with event management, there is no evidence that a CCO governance structure somehow minimises risk.

4. A CCO is the most complex option from an administrative and statutory compliance perspective.

A CCO is subject to a raft of compliance requirements, as laid out in Secs 64 to 70 of the Local Government Act 2002 ("LGA"). These requirements include:

- Regular performance monitoring by the Shareholder (Sec 65(1))
- Agreement of a Statement of Intent each year (Sec 65(2))
- Provision of a half yearly report (Sec 66)
- Provision of an Annual Report (Sec 67)
- Provision of Financial Statements along with an audit report from the Auditor General (Sec 69)

Schedule 8 of the LGA details the requirements for a Statement of Intent and these, in themselves, are onerous.

All these requirements translate into a considerable administrative burden for NCC itself, quite apart from the CCO. All these reports get reported to Council, along with officer's reports. Decisions have to be made and minuted. The NCC Annual report consolidates the financials from its CCO's and also reports on the results of performance monitoring.

All in all, CCOs impose a large and costly administrative burden on both the CCO and on Council. It is true that an exemption may be able to be obtained for some of these requirements, but that would then remove any logic at all for having the Arts Festival as a CCO in the first place.

The recommended option of a CCO is unnecessarily bureaucratic and involves much red tape.

Recent discussions around the Council table in respect to the Suter Art Gallery (another CCO, oddly enough) show how easy it is for Councillors to end up "dabbling" in the affairs of a Trust. Much time was spent debating whether or not the Suter should charge an admission fee; whether any fee should apply to locals, whether compensation for the loss of fee should include or exclude donations etc. This \$20,000 decision overshadowed issues of far greater importance that Council should have been spending time on, such as the \$3.50 million increase in staff expenses contained in the Annual Plan.

It is hard to see how continued Council involvement in the Arts Festival, through a CCO, will add any value to the governance process over what would occur with an IGB.

5. Establishing a CCO for governance of the Arts Festival would set an unhelpful precedent for other Council funded Trusts.

Within Nelson we have several IGBs that are largely Council-funded, including the Theatre Royal; the Nelson School of Music; and the Nelson Music Festival Trust. What is so precious about the Arts Festival that it be given different status to these entities? And surely, if Council does proceed

to create a CCO for the Arts Festival, surely it will come under pressure from these other entities for a similar status (with the implied remuneration for what are now volunteer Board members).

Many, many Nelsonians freely give of their time to help govern many worthwhile charitable organisations - for example, SPCA; Red Cross; Hospice; Big Brothers Big Sisters and so on.

Surely it isn't unreasonable to expect the arts community, receiving around \$550,000 per annum of Council funding for an event that less than 5% of the Nelson/Tasman population attends, should actually be prepared to freely volunteer time to provide governance for this event?

6. Proceeding with a CCO may shut off options for optimising the NCC Group tax position.

Section 4.18 of the Auditor General's report "Governance and Accountability of Council Controlled Organisations" notes

"Tax is a complex area on which a local authority should seek specialist advice."

Certainly, some Councils have found to their cost that there can be tax consequences from disestablishing a CCO. There are no indications that NCC has taken tax advice in respect to the establishment of a CCO for the Arts Festival.

Unlike most other Councils that operate CCOs or CCTOs, NCC makes no effort to minimise the tax payments of its CCOs.

We have the extraordinary situation of a 100% owned subsidiary, Nelmac, whose income mostly comes from NCC, paying income tax of around \$300,000 per annum.

Most other Councils in the country offset the tax bill of their CCTO's against the donations they make to charities. There are a number of mechanisms for doing this. The easiest mechanism would be for NCC to tell the Nelmac directors that, instead of paying a \$350,000 dividend to NCC, they are required to make a \$350,000 donation to a Council-sponsored charity. Council would then reduce the donation it directly makes to the charity by a similar amount. The \$350,000 paid by Nelmac is deductible for tax purposes and so would result in a lower tax bill for Nelmac.

All of this structuring is normal business practice. There is no element of tax evasion to it.

However, such an optimisation is far more defensible if the "donation" made by the CCTO is to an arm'slength independent charitable trust, rather than to another CCO.

Tax optimisation is a very compelling reason to keep charities that NCC donates to as fully independently governed bodies.

7. NCC has a poor record of CCO governance.

The question has to be asked as to why NCC is considering yet another CCO when it has a poor record of governing the CCOs it already has.

As a case in point, until the last couple of years, Nelson Airport Ltd was completely mismanaged. NAL constantly failed to meet its own strategic plans. Its Balance Sheet hadn't been revalued for 17 years. The Chairman signed Statement of Intent declarations to the effect that the market value of the airport was \$9.6 million, when we now know that it has been valued at around \$55 million. Claims were made that the airport company was making superior returns when in fact it was the worst performing airport of its size in Australasia. NCC signed off on a financial projection provided by the airport which showed the company using more equity to produce a return less than that for the previous year! This from a monopoly!

More recently, Nelmac has failed to meet timelines for submission of its Statement of Intent - a matter that the Auditor General has previously commented on in respect to other NCC CCOs.

Quite simply, there is no evidence that any NCC CCO has benefitted from NCC oversight. Indeed the evidence shows that NCC exercises poor governance over its CCOs.

8. The recommendation from the Transition Group is self-serving.

The recommendation of the Transition Group is self serving because, if a CCO option is selected there is a well established practice that Board members will receive payment whereas IGBs do not normally pay fees to Trustees - in fact Trust Deeds usually prohibit payment of fees . For this reason the report from the Transition Team should be disregarded on the basis that the Transition group clearly have an interest. Based on the experience from establishing the NRDA, it is highly likely that many, if not all, of the Arts Festival Transition team will be appointed to the Board of any CCO that is established. Any decision on governance options should be made on the advice of a non-interested party (such as Council officers). The report by Council officers on the governance options is scant and deficient in key aspects and needs to be revisited. There is no good reason why the very comprehensive HGConsulting report can't be used as a basis for decision-making on the appropriate governance structure.

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13552

Name	Mrs Deirdre Lusby	Phone	6435440191
Organisation		Mobile	027 643 5123
Designation		Email	dlusby@xtra.co.nz
Address	27 Te Aro Lane	Status	Accepted
Town	Richmond	Received	6/29/2017 12:00:00 AM
Postcode	7081		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		As a former Festival Director of the Nelson Winter Festival, Christchurch City Council Events, Community Arts Council Events and Whitecliffs Festivals, I fully support the move to Nelson Festivals Trust to allow more opportunity for funding, appointment of staff and future direction and management.

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13553

Name	Mr Roger Lusby	Phone	
Organisation	Private individual and festival supporter	Mobile	
Designation	Private individual and festival supporter	Email	rlusby@xtra.co.nz
Address	27 Te Aro Lane	Status	Accepted
Town	Nelson	Received	6/29/2017 12:00:00 AM
Postcode	7081		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		Although the council has the ability to manage the festival, I believe the skills required to ensure arts festivals succeed is best controlled and managed by people who have more ability to arrange funding from sources other than council, and have a skill set dedicated to the arts.

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13556

Name	Mr Colin Wragg	Phone	
Organisation		Mobile	
Designation		Email	wraggroberts@yahoo.co.nz
Address		Status	Accepted
		Received	6/30/2017 12:00:00 AM
Town	Nelson		
Postcode	7010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		Put it into a trust.

Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13557

Name	Mrs Jacquetta Bell	Phone	546 9661
Organisation	Nelson Media Agency	Mobile	027 249 1206
Designation	Nelson Media Agency	Email	jacq@nelsonmedia.co.nz
Address		Status	Accepted
		Received	6/30/2017 12:00:00 AM
Town	Nelson		
Postcode	7010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>Thank you for the opportunity to provide feedback on the recommendation to establish a CCO to oversee Nelson Arts Festival operations. I was the publicist for the Nelson Arts Festival for many years and also the coordinator of the Readers and Writers programme.</p> <p>I thought one of the main reasons for the festival to move out of council was so it could access more funding from trusts, Creative NZ etc; and that becoming a trust was the best way to do this.</p> <p>My understanding is that almost all arts festivals around NZ are administered by trusts.</p> <p>I gather it is more straightforward for a trust to gain funding from Creative NZ than for a CCO to do so.</p> <p>In these times of low interest returns and government handing over responsibilities to NGOs, trusts are already under pressure with far more funding requests than money to service them. Does this not make it risky for a CCO to get the response - 'It's a council organisation - let</p>

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			<p>the council look after it.'</p> <p>I suppose the decision has already been made, and my main concern is that the Festival continues to get Council support, which it will do under a CCO.</p> <p>It is also important that the Festival remain artistically independent and not subject to any influence on programme selection, image use etc from Councillors or Council management.</p> <p>Best regards</p> <p>Jacquetta Bell Nelson Media Agency P:03 546 9661 M:027 249 1206</p>
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Submission Summary

Nelson Arts Festival Council Controlled Organisation Proposal - Submission #13558

Name	Mrs Kay Switzer	Phone	
Organisation		Mobile	
Designation		Email	k.switzer@xtra.co.nz
Address		Status	Accepted
		Received	6/30/2017 12:00:00 AM
Town	Nelson		
Postcode	7010		

Subject Summary:

Department	Subject	Opinion	Summary
Community Development	Arts Festival Council Controlled Organisation Proposal		<p>Dear Shanine</p> <p>I am no expert on governance structures for events but as a general observation I make the following points:</p> <p>1 The fact that Nelson is the only Council left running major arts events suggests that other councils have found it unwise or unprofitable. Maybe we should learn from their experiences.</p> <p>2 Councillors are elected for a variety of skills mostly based on voters' perceptions of these skills. There are councillors with many excellent skills but the skills they have are not the ones you would look for to successfully run an event. I imagine that in practice the staff do the work and have to filter it through the council's hierarchy. My impression is that having a more direct governance structure with fewer complications would be preferable.</p> <p>3 The skills and constraints required for local government staff are also not those most suited to running major events.</p>

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			<p>4 My last thought is that seeking feedback on a technical governance matter from the generally uninformed public (ie people like me) is not the best way to make a binding decision. Hopefully some more expert opinion will direct the final decision.</p> <p>Kay Switzer</p>
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Item 9: Nelson Arts Festival Governance: Attachment 2

Transfer of operational functions from NCC to Trust Board

Function	Transition year (April 2018 – March 2019) Responsible	Continued operations – from April 2019
Artistic direction and performers	Trust Board	Trust Board
Marketing and publicity	Trust Board	Trust Board
Patron and sponsor development	Trust Board	Trust Board
Funding applications	Trust Board	Trust Board
Communications and website	NCC	Trust Board
IT Support	NCC	Trust Board
Financial operations	NCC	Trust Board
Contractors and contracting	NCC	Trust Board
Health and safety	NCC	Trust Board
Vehicle licensing / use	NCC	Trust Board
Insurance	NCC	Trust Board
Office and overheads	NCC	Trust Board

Trust Board members - appointment timeline

Task	Date
Trust Board Chair	
Applications open	24 October 2017
Applications close	10 November 2017
Shortlisting of Candidates	w/s 13 November 2017
Approval by Council	28 November 2017 (Community Services Committee) / 14 December 2017 (Council)
Trust Board Members	
Applications open	8 January 2018
Applications close	26 January 2018
Shortlisting of candidates	w/s 29 January 2018
Board members added to Trust Deed	February 2018

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Nelson Arts Festival transition timeline

October 2017 – April 2019

Month	Task / milestone	Responsibility
2017		
October	Nelson Arts Festival	NCC
November	<ul style="list-style-type: none"> Appoint Trust Board Chair Approve draft Trust Deed 	NCC NCC
2018		
January	<ul style="list-style-type: none"> Commence application process to appoint Board members 	NCC / Trust Chair
February	<ul style="list-style-type: none"> Appoint Board members Submit application to Registrar of Incorporated Societies Submit application to Charities Commission for charitable status (backdated) 	NCC / Trust Chair NCC / Trust Board NCC / Trust Board
April	Trust in effect (April – March financial year) <ul style="list-style-type: none"> Submit application to Creative NZ Kahikatea Fund for 2019 and 2020 <p>Trust board take over responsibility for:</p> <ul style="list-style-type: none"> -Artistic direction and performers -Marketing and publicity -Patron and sponsor development -Funding applications <p>Transfer of other functions to take place over the following 12 months, NCC responsible until transfer complete.</p>	Trust Board Trust Board
October	Nelson Arts Festival	NCC / Trust Board
2019		
March	<p>End of financial year for Trust</p> <p>Transition of responsibility of all operations complete:</p> <ul style="list-style-type: none"> -Communications and website -IT support -Financial operations -Contractors and contracting -Health and safety -Vehicle licensing /use -Insurance -Office and overheads 	
April	Trust take over all operations for Festival Start of financial year for Trust	Trust Board
October	Nelson Arts Festival	Trust Board
2020		
March	End of financial year for Trust	

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Item 9: Nelson Arts Festival Governance: Attachment 2

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Draft Youth Strategy Action Plan

1. Purpose of Report

- 1.1 To approve the draft Youth Strategy Action Plan and approve funding for youth activity in 2017/18.

2. Summary

- 2.1 Council's Youth Strategy was adopted in August 2017. A draft Action Plan to implement the Strategy has been developed to achieve the vision and goals of the Strategy.

3. Recommendation

That the Committee

Receives the report Draft Youth Strategy Action Plan (R7927) and its attachment (A1831993); and

Approves the draft Youth Strategy Action Plan (A1831993); and

Allocates the \$78,400 budgeted in the Annual Plan 2017/18 for youth activity towards the following for one year as outlined in report R7927:

- Youth Sector Leadership group and projects \$58,400***
- Youth Forum establishment and actions \$20,000***

4. Background

- 4.1 In June 2016, Council decided to develop a Youth Strategy, to guide Council's future investment and support for youth development. Council

has developed and consulted on the strategy over the 2016/17 financial year and on 10 August 2017 resolved:

That the Council: *Adopts the Youth Strategy (A1580206)*.

- 4.2 A subsequent Youth Strategy Action Plan has been drafted to sit alongside the Strategy to set out the activity that will be implemented (A1831993 – attachment one).
- 4.3 The Action Plan will be delivered through the community, with a partnership approach, driven by the Community Partnerships team. It is a medium term plan with an estimated 3-5 year lifespan, to be reviewed after 3 years, or as necessary.
- 4.4 The Action Plan has been developed alongside the community, allowing for thorough engagement with the community and youth sector to confirm its direction and to ensure it will meet the needs and aspirations of young people in Nelson.

5. Discussion

- 5.1 Council's Youth Strategy outlines four key goals for Council's commitment to supporting better outcomes for young people. To implement the vision of the Youth Strategy and its goals, a draft Action Plan has been developed which sets out actions and measures for each goal.
- 5.2 The Action Plan outlines a strategic approach to allocating Council's resources towards youth to allow for targeted measurable outcomes to drive change rather than through a contestable fund. The opportunity for youth related services to apply for Community Investment Fund grants and agreements to meet specific needs that fall outside the Action Plan will remain.

Engagement process

- 5.3 Engagement on the draft Action Plan took place to:
 - Confirm partners and identify stakeholders.
 - Confirm the effectiveness of the activities in the draft action plan with these partners and stakeholders.
- 5.4 Engagement took place over a day and an evening where potential partners and stakeholders were invited to attend open sessions and provide feedback on the draft Action Plan. Over 130 organisations were invited to attend the sessions and were provided with information relating to the Youth Strategy, the draft Action Plan and an engagement pack.
- 5.5 Pre-engagement meetings were also conducted with 21 organisations prior to the engagement open sessions to gain further individualised feedback from those interested.

- 5.6 Over the course of the two engagement sessions
- 38 Individuals / Organisations attended
 - 16% of these were young people
- 5.7 The focus of the engagement was around organisations and agencies that will help to engage the plan, with the key actions of the plan to establish a framework for a youth-led approach to deliver the outcomes.
- 5.8 The draft Action Plan attached with this report is the final version informed through engagement process.

Partnering for action

- 5.9 The work Council does to contribute to outcomes for young people identified in the Strategy cannot be achieved in isolation and will be undertaken in partnership with key stakeholders. Working with key agencies and funders will increase collaboration in the sector and allow Council to leverage its contribution.
- 5.10 Partners include groups such as education providers, non-government and government agencies, health service providers, Marae/Iwi/Kaupapa Maori community groups, local community centres, community organisations, and others, where alignment and partnership is possible. Precedent has already been set with this approach with the successful application process and partnership / co-creation approach that was undertaken for the recent Tō Tātou Hapori (Ministry of Youth Development LG Partnership project) application process.

Meeting Goal outcomes

- 5.11 The draft Youth Strategy Action Plan proposes several new initiatives to achieve the goals of the Strategy.
- 5.12 Goal one: positive youth development. Establishing a Youth Sector Leadership group will encourage a community led approach to building a strong youth sector. This will allow future work to be more community-led.
- 5.13 Goal two: The community told us that a significant barrier to accessing services, was understanding where to go. By mapping youth services, youth and their parents and guardians will be better placed to have access to the services and information specific to them.
- 5.14 Goal three: physical environment and services, includes improving access to transport information and ensuring local neighbourhoods provide activity for young people to have the opportunity to socialise and engage in their community.
- 5.15 Goal four: active youth citizenship sees the strength of Nelson's Youth Council continue and establishing an additional Youth Forum to increase

the youth voice from a wider range of young people, including those who are less likely to engage.

- 5.16 Part of the further engagement with the community will be to test if the Action Plan sufficiently meets the goals, and test the sector-led Youth Sector Leadership group as a mechanism to engage with the delivery and outcomes of the Action Plan, with a report back on outcomes to Council by June 2018 to provide an update and recommend any changes.

6. Resourcing

- 6.1 The recommendations in this report incur no additional cost to Council. Rather, it focusses current allocations to leverage as much change as possible, while engaging further with the community, especially young people, to action the plan for future years.
- 6.2 As partnerships in the sector increase and a clearer sector and community led vision for youth development across Nelson grows, Council funding should be flexible and responsive enough to leverage off outcomes from partner and partnership activities.
- 6.3 It is proposed to undertake a combination of existing as well as new initiatives as identified in the draft Youth Strategy Action Plan
- 6.4 Continued activity - for the 2017/18 financial year the following activity currently provided for youth (and confirmed in the Annual Plan) will be continued:

Continued activity	2017 /18 existing budget allocation	Fit with Youth Strategy Goal
Youth Events	\$30,720	Goal 1, 2
Youth performance event	\$30,000	Goal 1, 2
Youth Events and Masked Parade and Carnivale	\$8,960	Goal 1, 2, 4
Youth Council	\$11,153	Goal 1, 2, 4
Youth council events	\$8,232	Goal 1, 4
Community youth volunteer awards	\$512	Goal 1, 4
Youth Recreation Programme	\$10,924	Goal 1, 2

Connections youth provider forum	\$3,000	Goal 2
Youth Nelson	\$13,384	Goal 1, 2
Youth Vans	\$6,198	Goal 1, 2
Youth Development Fund	\$3,273	Goal 1
Street Ambassadors	\$48,000	Goal 1, 2, 3

- 6.5 New initiatives - The new initiatives proposed will help strengthen the youth sector and allow for direct feedback to Council on the draft Youth Strategy Action Plan.
- 6.6 It is recommend to allocate the current remaining budget of \$78,400 to implement the Youth Strategy Action Plan. It is noted that of the \$102,400 available for funding youth activity in 2017/18 that \$24,000 of this has been allocated to deliver a project that directly relates to Youth Strategy outcomes through the Ministry of Youth Development Tō Tātou Hapori partnership fund. In August 2017 Council resolved:
- Approves the allocation of partnership funding of \$24,000 for the application to the Ministry of Youth Development Partnership Fund for 2017/18 from existing budgeted allocations.*
- 6.7 It is proposed to allocate the remaining \$78,400 budgeted for in the Annual Plan 2017/18 as follows:

New activity
<p>Youth Sector Leadership Group and projects - \$58,400</p> <p>This allocation includes the development of a youth sector leadership group and to support the activities which they will be required to deliver. Each representative organisation will include a young person participating as their youth representative on this group. These activities will be linked to the activities set out in the Action Plan.</p> <p>A Youth Strategy Implementation Group will be established as part of the Leadership Group – to oversee the implementation of the Youth Strategy Action Plan and ensure a partnership approach is taken.</p> <p>A collective impact approach will be developed to monitor key indicators for youth wellbeing aligned with Youth Strategy goals. These will be defined and monitored by partners. This approach includes developing key data streams that would inform progress towards goals over a medium term time frame.</p>

These could include health/ mental health, education, wellbeing, justice and employment.

5 projects in current financial year will be decided by the youth sector leadership group, these will support a collective impact approach towards the goals indicated in the youth strategy. These will be based on the activities in the youth action plan.

Projects and activities that have taken place across 2017/18 will be profiled to the sector and participating young people and young leaders, through a sector led hui held on project outcomes and successes.

Activities would align with the following activity areas from the Plan:

- 1.2 – Youth leadership development
- 2.1 – Youth service mapping
- 2.2 – Employment pathways
- 2.3 – Local neighbourhood participation
- 2.4 – Youth expo
- 2.8 – Events
- 3.1 – Places and spaces
- 3.2 – Transportation
- 3.3 – Environmental outcomes
- 4.2 – Youth volunteerism

Indicative budget

General admin of sector group	3,400
Youth sector leadership group capacity development	12,000
Collective impact approach	8,000
Project funding (3-5 projects)	30,000
Outcomes Hui	5,000
Implementation group admin	1,000

Youth Forum establishment and actions - \$20,000

To establish the 'Nelson Youth for Nelson Forum', run by and for young people.

This includes development and secretariat support and to link in with the Tō Tātou Hapori (MYD LG Partnership project) and the Youth Sector leadership group (final distribution of funds to be decided through co-construction process). There is also a component of increasing engagement via new technologies and a specific focus on development participation and engagement via new technologies in the real world.

Indicative Budget

General admin of sector group / Hui support	2,500
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Co-ordination	7,000
Enabling / development of young people / participants	5,000
New Technologies / engagement	5,500

7. Options

7.1 The Committee can decide to:

-Approve the Youth Strategy Action Plan and proposed expenditure. This option is recommended.

Or

-Amend the Youth Strategy Action Plan or proposed expenditure before approved. This option is not recommended.

Option 1: Approve the Youth Strategy Action Plan	
Advantages	<ul style="list-style-type: none"> Implementation of the Action Plan can begin 2017/18
Option 2: Amend the Action Plan	
Advantages	<ul style="list-style-type: none"> There may be new ideas Council wishes to add to the Action Plan
Risks and Disadvantages	<ul style="list-style-type: none"> Delays could result in the Action Plan no longer being achievable or realistic

8. Conclusion

8.1 Council had adopted its first Youth Strategy to guide its support for youth activity and initiatives. Outcomes of the Strategy will be implemented through the Youth Strategy Action Plan.

8.2 It is recommended Council approve the draft Youth Strategy Action Plan.

Shanine Raggett
Manager Community Partnerships

Attachments

Attachment 1: A1831993 - Draft Youth Strategy Action Plan [↓](#)

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>Council has decided to develop a Youth Strategy to be better positioned to target the funds it has to achieve Council's desired outcomes in a cost effective manner.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The recommendations support the following Community Outcomes;</p> <ul style="list-style-type: none"> • Our communities are healthy, safe, inclusive and resilient • Our communities have access to a range of social, educational and recreational facilities and activities • Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement <p>The recommendations support the following Nelson 2060 objectives;</p> <ul style="list-style-type: none"> • We support and encourage leaders across our community. • We are all able to be involved in decisions. • Everyone in our community has their essential needs met.
<p>3. Risk</p> <p>Risk has been reduced through the opportunity for the community to provide feedback on the draft Youth Strategy and the outcomes in the Action Plan align with the Strategy.</p>
<p>4. Financial impact</p> <p>The recommends in this report do not require any additional resource to that budgeted in the 2017/18 Annual Plan.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of medium significance because once approved the Youth Strategy Action Plan will implement Council's targeted support of youth activities. There has been a high level of engagement across the youth sector throughout the development of the Strategy. Because the Action Plan directly links to the Strategy to implement the goals, it is deemed not necessary to undertake any further engagement.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Maori have not been specifically consulted with in writing this report.</p>


7. Delegations

The Community Services Committee has responsibility for considering Community Development, including youth issues, and social well-being. The Community Services Committee has the power to make a decision on this matter.



DRAFT YOUTH STRATEGY ACTION PLAN




Goal	Activity	Measures	Youth Strategy Goals / New or existing	Co-create	Participate	Kept informed
 <p>GOAL 1</p> <p>Positive youth development:</p> <p>Nelson's young people have opportunity for positive growth and development.</p>	1.1 Youth Sector Leadership Establish and enable a sector led leadership group to work in a collaborative and coordinated way to inform, support and build capability of the wider youth sector	<ul style="list-style-type: none"> A collective impact approach leads to clear work streams around employment, participation, health / wellbeing, activities and facilities, participation and engagement Young people are represented in the leadership group for each organisation involved 5 projects are actioned and funded through decision making process by sector led group Partnership funding is received to match Council's contribution to increase participation in activities that contribute to impact across work streams Sector led group enables a hui on project outcomes and success of sector led group 	Goal 1, 2, 4 New activity	Nelson Ark, Nelson Tasman Pacifica Community Trust, Sport Tasman, Nelson Youth Council, Tairāwhiti Community Centre, Wharua Iti Outdoors, Volunteer Nelson, Ngāi Toa, Wharua Iti Youth, Youth and Community Works, Youth Nelson, Nelson Tasman Youth Workers Collective, Ministry of youth development, MBEI, Q-youth	GAYAD - Health Action Trust, Nelson Ark Youth Action Social Group, Nelson Tramping Club, IEX	Victory Community Centres, Deaf Adharaa
	1.2 Youth leadership development - Increase the leadership capacity and capability of young people in Nelson	<ul style="list-style-type: none"> 2 programmes are developed with a partnership co-creation approach and co-delivered with local youth agencies 10 young people participate in a youth to youth workers - pathway to leadership programme 10 young people participate in a youth to governance - pathway to leadership programme 	Goal 1, 2, 4 New activity	Tairāwhiti Community Centre, Wharua Iti Outdoors, Volunteer Nelson, Nelson Tasman Pacifica Community Trust, FracCoach.com, Youth and Community Works, Sport Tasman, Nelson Marlborough, Nelson Ark, Ministry of youth development, Q-youth	Wharua Iti Youth, Nelson Youth Council, Nelson Tasman Youth Workers Collective, Nelson Tramping Club, Big Brothers Big Sisters	Youth Nelson, Deaf Adharaa, Victory Community Centres
	1.3 Community Youth Volunteer Awards - Recognise youth achievements	<ul style="list-style-type: none"> Civic awards are presented at school award ceremonies to recognise achievements 	Goal 1, 4 Existing activity	Existing partners - Secondary schools	Nelson Youth Council	
	1.4 Communication streams - celebrating achievements/sharing information and opportunities	<ul style="list-style-type: none"> Council social media platforms celebrate and share youth achievements Opportunities are shared through information portals in schools 	Goal 1, 2 Existing activity	Existing partners - schools, NMT		
	1.5 Youth leadership grants - for youth development activity	6 young people are provided a grant of up to \$500 towards attending a residential leadership or development programmes annually	Goal 1 Existing activity	Existing partners - NTA		

 <p>GOAL 2</p> <p>Quality relationships, connections and pathways:</p> <p>Young people can access pathways that support their future in Nelson.</p> <p>Young people are connected to their community and their community supports them.</p>	<p>2.1 Youth service mapping - Develop a clearer way for young people to find activities, opportunities and resources that meet their needs</p>	<ul style="list-style-type: none"> Options are considered to enable young people to find information and opportunities available to them through the development of an online directory Youth participation and engagement shape the needs and design of the directory Consider integration with the Found directory and Top of the South maps Partners are identified for the development of the directory The ability to develop an app based conversion is investigated 	<p>Goal 2, 1</p> <p>New activity</p>	<p>Nelson Marlborough District Health, Sport Tairāwhiti, Volunteer Nelson, Q-youth</p>	<p>Whakatu Marae, Nelson Tairāwhiti Youth Workers Collective, Whānau Youth, Nelson Tramping Club, Tairāwhiti Community Centre, Whānau Ihi Outdoors</p>	<p>Nelson Tairāwhiti Pasifika Community Trust, Nelson Ark, Deaf, Aotearoa, Ngāi Toi, Ministry of youth development</p>
<p>2.2 Employment pathways - Consider opportunities for employment pathways</p>	<p>2.2 Employment pathways - Consider opportunities for employment pathways</p>	<ul style="list-style-type: none"> Council provides and seeks intern opportunities 5 Cadetship opportunities are provided at NCC in partnership with NMIT Young people develop pathways in education and employment Partner with education and employment sector to create opportunities for young people, encourage youth friendly workplaces and connect pathways Council considers social procurement to create employment opportunities for young people 	<p>Goal 2, 1</p> <p>Existing and new activities</p>	<p>Nelson Youth Council, Ministry of Education, Whānau Ihi Outdoors, Top of the South Trades Academy, Fraucouch.com, Nelson Marlborough PHS intern programme, Sport Tairāwhiti, MBEI</p>	<p>Nelson Marlborough Health Careers Day, Tairāwhiti Community Centre, Youth Nelson, Volunteer Nelson, Whakatu Nelson Tairāwhiti Youth Workers Collective, Nelson Tairāwhiti Pasifika Community Trust, Victory Community Centre</p>	<p>CAYAD - Health Action Trust, Big Brothers, Big Sisters, Whakatu Marae, Deaf Aotearoa, Adult Learning Support, Whānau Youth, Ngāi Toi, Nelson Ark, Ministry of youth development, Q-youth</p>
<p>2.3 Local neighbourhood participation - Build youth engagement and participation in local neighbourhoods</p>	<p>2.3 Local neighbourhood participation - Build youth engagement and participation in local neighbourhoods</p>	<ul style="list-style-type: none"> Youth participation groups are run in neighbourhood clusters, groups discuss activities, issues and needs for young people in their community Activities are run in each neighbourhood and community hubs provide programmes, resources and environments for a diverse range of young people Communities support each other to strengthen local participation by young people through networking and partnering 	<p>Goal 2, 1, 3, 4</p> <p>New activity</p>	<p>Whakatu Marae, Nelson Ark, Sport Tairāwhiti, Volunteer Nelson, Tairāwhiti Community Centre, Whānau Youth, Fraucouch.com</p>	<p>Nelson Tairāwhiti Pasifika Community Trust, Nelson Youth Council, Nelson Tairāwhiti Youth Workers Collective, Victory Community Centre, Nelson Marlborough District Health</p>	<p>Big Brothers, Big Sisters, Deaf Aotearoa, Nelson Tramping Club, Ministry of youth development, Q-youth</p>

	2.4 Youth Expo – event to showcase employment, health, recreation and wellbeing opportunities	<ul style="list-style-type: none"> A Youth Expo event is held annually with key partners Youth are connected to opportunities and information 	Goal 2, 1 New activity	Volunteer Nelson, Fraucoach.com, Youth and Community Works, Q.youth	Sport Tasman, Nelson Tasman Youth Workers Collective, Nelson Marlborough District Health / PHO's, Top of the South Trades Academy, Nelson Tamping Club, Adult Learning Support, Deaf Aotearoa, Nelson Tasman Pasifika Community Trust, CAYAD - Health Action Trust, Tahunanui Community Centre, Nelson Youth Council	Whakatu Marae, Ministry of Education, Whanake Youth, Ngahi Toa, Nelson Art, Ministry of youth development
	2.5 Alternative education - Support at-risk young people through alternative education	<ul style="list-style-type: none"> At-risk young people are able to access alternative education and programmes 	Goal 2 Existing activity	Existing partners – Secondary schools, Youth Nelson		
	2.6 Youth provider forum - Support youth service providers to meet and connect	<ul style="list-style-type: none"> Funding is provided for youth service agencies to meet with 4 forum meetings held per year to strengthen relationships, practice and process within the youth sector 	Goal 2, 1 Existing activity	Existing partners – KTYWC	Youth service agencies	
	2.7 Funding - Funding is provided for youth activity	<ul style="list-style-type: none"> Community Investment Funding is allocated towards youth projects and activities in alignment with criteria and priorities of the Fund, leading to positive outcomes for youth Seek additional funding to deliver specific projects on a case by case basis 	Goal 2 Existing activity	Existing partners – Ministry of Youth Development	Youth sector agencies	
	2.8 Events - Provide events; cultural and recreation opportunities	<ul style="list-style-type: none"> 6 youth specific events each year for 15-18 year olds Youth specific recreation activities to engage young people in activity Events provided by Council are youth friendly and engage young people to be involved in planning 	Goal 2, 1 Existing activity	Existing partners – NMIT, Council Festivals team	Youth and Community Works, YMCA	

 <p>Physical environment and services:</p> <p>Nelson's young people value our natural environment. Council considers the needs of young people in the design and provision of public facilities and spaces.</p>	<p>3.1 Places and spaces – Engage with young people so their needs are considered in design of facilities and spaces</p>	<ul style="list-style-type: none"> Young people are engaged with on new developments both youth specific or where a project may affect their outcomes (e.g. library redevelopment, transport projects such as cycle ways, bus networks) Young people lead and deliver public place-making projects to provide areas for youth to gather and interact (e.g. giant games, pop up park activity) 	<p>Goal 3, 1, 4</p> <p>New and existing activities</p>	<p>Nelson Youth Council; Whanake Youth; Tahurangi Community Centre; Nelson Tasman Pasifika Community Trust; Sport Tasman; Nelson Marlborough District Health; Nelson Marlborough Health public Health Unit</p>	<p>Whakatu Marae; Big Brothers Big Sisters; Youth Nelson; Nelson Tasman Youth Workers collective; Frisco.co.nz; Volunteer Nelson;</p>	<p>Nelson Ark; CAYAD – Health action Trust; Youth and Community Works; Deaf Aotearoa; Adult Learning Support; Ngati Toi; Ministry of youth development ; Q-youth</p>
	<p>3.2 Transportation – Increase access and support</p>	<ul style="list-style-type: none"> Improved journey planning, road safety, routes and connections considered in their relation to young people 	<p>Goal 3</p> <p>Existing activity</p>	<p>Existing partners – NZTA, HCC</p>		
	<p>3.3 Environmental outcomes</p>	<ul style="list-style-type: none"> Young people undertake action learning on environmental projects through Enviroschools at 3 secondary schools The Big Beach Clean Up event involves young people to promote and attend the annual event Nelson secondary school students given opportunity to work with Council on monitoring water quality to enhance their study projects Opportunities are provided for young people to participate in Council-led environmentally focused projects 	<p>Goal 3, 1, 4</p> <p>Existing activity</p>	<p>Existing partners – Secondary schools</p>		

 <p>Active youth citizenship:</p> <p>Nelson's young people understand how democracy works, how to have their voices heard, and how they can give back to their community.</p>	<p>4.1 Nelson Youth for Nelson Youth (working title) – Establish a forum to increase Nelson's youth voice</p>	<ul style="list-style-type: none"> A forum is established, run by and for young people The forum has at least 20 young people engaged and involved 6 meetings of the forum are held through the year The forum makes deputation to youth council and meets with other youth participatory groups across the city Engagement and participation by youth and for youth is increased 	<p>Goal 4, 1, 2 New activity</p>	<p>Volunteer Nelson, Nelson Youth Council, Sport Tassan, Whenua iti</p>	<p>Nelson Tasman Pasifika Community Trust, Youth Nelson, Tahunanui Community Centre, Whakatu Marae, IEX, Q-youth</p>	<p>Youth and Community Works, Nelson Tasman youth Workers collective, CAYAD – Health, Action Trust, Big Brothers Big Sisters, Deaf Adolescence, Ngati Toa, Ministry of youth development</p>
	<p>4.2 Youth volunteerism – Young people engage with their community through volunteering</p>	<ul style="list-style-type: none"> Volunteer opportunities for young people are publicised and supported 	<p>Goal 4, 2, 1 New activity</p>	<p>Tahunanui Community Centre, Volunteer Nelson, FreeCoach.com, Nelson Ark, Nelson Tasman Youth workers collective, Youth and Community Works</p>	<p>Whakatu Marae, Big Brothers Big Sisters, Nelson Youth Council, Whenua Youth, Whenua iti Outdoors, Nelson Tasman Pasifika Community Trust, IEX</p>	<p>Deaf Adolescence, Nelson Tramping Club, CAYAD – Health, Action Trust, Ngati Toa, Ministry of youth development ; Q-youth</p>
	<p>4.3 Youth Council – Provide continued support for the Nelson Youth Council</p>	<ul style="list-style-type: none"> 20 youth provided with leadership opportunity & learn about local government Youth Council lead projects to achieve positive outcomes for young people 	<p>Goal 4, 1, 2, 3 Existing activity</p>	<p>Existing partners – MRF, Secondary schools, Youth Nelson</p>		
	<p>4.4 Neighbourhood grants – Encourage young people to access funding</p>	<ul style="list-style-type: none"> 3 projects are funded through neighbourhood grants that are youth related or applied for by young people Funding is easy to access through a simple process 	<p>Goal 4 Existing activity</p>	<p>Existing partners – Neighbourhood support</p>		

CCTV Services

1. Purpose of Report

- 1.1 To consider the current CCTV arrangements and those proposed following a review with Police.
- 1.2 To recommend a way forward with respect to the new CCTV requirements.

2. Recommendation

That the Committee

Receives the report CCTV Services (R8072) and its attachments (A1847247 and A1758371); and

Notes that a new CCTV contract will be prepared for tender, including renewal of existing services and addition of new services; and

Delegates approval of the successful tender to the Chair of the Community Services Committee and the Chief Executive if the budget is exceeded.

3. Background

Current Provision

- 3.1 Currently Council operates 16 CCTV cameras in Nelson CBD, Neale Park and Victory Square which are monitored by the Nelson Police District Command Centre for security purposes. CCTV cameras are used as one of the primary tools for identifying crime during and after an incident has occurred.
- 3.2 On Friday and Saturday nights a volunteer from Community Patrol monitors the cameras from 10pm - 3am.

- 3.3 Council provides for a contractor to maintain the CCTV facilities, which are owned by Council. The services contract has expired and is continuing on a month-by-month basis. A budget of \$47,500 is provided annually for maintenance of the current CCTV facilities.

Future Provision

- 3.4 The positions and quality of the CCTV facilities has been reviewed in consultation with Police.
- 3.5 The view of Police is that the 16 existing locations need upgrading to allow for facial recognition and that ideally new installations are required at Stoke (2), Nelson CBD North (1) and Anzac Park (1). See attached letter of support from the Police (Attachment 1).
- 3.6 In addition a mobile camera for short-term site specific monitoring at Council sites that could also aid the Police or EIL would be beneficial.
- 3.7 The detailed business case is attached as Attachment 2.

Criteria for Consideration of Future CCTV Cameras

- 3.8 The future determined need for CCTV cameras has been considered on a case-by-case basis. Consideration includes the following criteria:
- Police statistics showing a significantly high crime rate in the area
 - Support from residents and business in the area evidenced through letters of support or other documentation
 - Consultation with the community to determine the need for and desirability of a camera
 - Support from and capacity of the Nelson Police District Command Centre to monitor the cameras.

4. Discussion

- 4.1 It is assumed that CCTV will continue to be provided by NCC with monitoring by the Police.
- 4.2 The analysis from Police is that an additional 4 sites are required, making a total of 18 permanent sites.
- 4.3 A budget of \$92,560 has been allocated in 2017/18 for CCTV renewal.
- 4.4 The estimate for an additional 4 permanent cameras (\$10k) and a mobile camera (\$20k) is around \$30,000, bringing the total required budget to \$122,520.
- 4.5 A budget of \$47,500 is provided annually for maintenance of the CCTV facilities. This will be adequate for 2017/18 due to the timing of the procurement of new services.
- 4.6 Renewal and operational budgets for the 2018-28 LTP will be amended to cater for any decision arising from this report.

- 4.7 It is timely to re-tender the CCTV services contract and include the provision for the new CCTV cameras. The new tender will include the supply and installation of new cameras, removal of old cameras, operation of the CCTV services, and supply and management of the mobile camera with a maximum contract term of 5 years (3+1+1).
- 4.8 In addition to CCTV cameras, \$120,000 funding is included in the LTP for new traffic cameras at traffic signal sites. These are not secure facilities, do not have data storage and are primarily used for traffic monitoring, but can be used by Police in addition to CCTV if required.

5. Options

- 5.1 Options considered in the detailed business case are summarised below.
- 5.2 Officers support going to tender and due to the time constraints and quantum of money involved recommend delegating acceptance of the tender (should the budget be exceeded) to the Chair of Community Services and the Chief Executive.

Option 1: Retain existing cameras and contractor	
Advantages	<ul style="list-style-type: none"> • No initial cost associated with additional or upgrading cameras. • No community engagement required for new or relocated cameras.
Risks and Disadvantages	<ul style="list-style-type: none"> • Would not meet police standard for facial recognition • Cameras don't cover wider area • Existing contract will need to be renegotiated, but will not have the benefits of market competition. • No additional camera sites added • No provision for a mobile camera • Risk of loss of service through failure, or camera become irreparable due to age and technology. • Risk of ongoing contract costs, outside market value because not openly tendered. • Cameras are at the end of their economic life, maintenance costs could increase with a decrease in reliability decrease.
Option 2: New Supply, install and operate Contract	
Advantages	<ul style="list-style-type: none"> • Police standard for facial recognition and coverage

	<ul style="list-style-type: none"> • Council owns the cameras, so has more control over supply and installation, and retains these in event of default of the operation contract. • Allows for mobility to target new areas of concern • Lower operational costs
Risks and Disadvantages	<ul style="list-style-type: none"> • High capital costs for initial setup • Suitable locations for new camera installations can be secured • Tender prices exceed estimates so would require additional budget or reconsideration of services provided. • Public consultation for new camera locations could be contentious
Option 3: New Lease and Operate Contract	
Advantages	<ul style="list-style-type: none"> • Less capital cost • Upgraded, new and mobile cameras are included
Risks and Disadvantages	<ul style="list-style-type: none"> • High capital cost for initial setup. • Given technological advances, useful life of cameras may be less than expected, could lead to early renewal. • Suitable locations for new and relocated cameras can be found. • Tender prices exceed estimates so would require additional budget or reconsideration of services provided. • Public consultation for new camera locations could be contentious

Peter Anderson
Manager Roading and Utilities

Attachments

Attachment 1: Letter of Support from Nelson Police (A1847247) [↓](#)

Attachment 2: Business Case for Renewal CCTV (A1758371) [↓](#)

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>Providing for public security and safety is a good fit with the purpose of Local Government.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>This project contributes to Goal 9 of Nelson 2060: Everyone in our community has their essential needs met by providing people friendly, safe public spaces by providing an unobtrusive security tool to help Police address antisocial and/or illegal activities.</p>
<p>3. Risk</p> <p>The success of this project is very high because it has Police support. This project reduces the risk associated with accidental loss of service from the current old technology by planning for new and upgraded technology. The project has assessed the risk to security in the city, and provides CCTV cameras in new locations of current demand. The changing demands are catered for with a mobile camera.</p>
<p>4. Financial impact</p> <p>A new tender will likely be more than the current renewals budget. The current 2017/18 operational budget of \$47,500 is expected to be adequate.</p> <p>There is not expected to be additional staffing resources required for the CCTV work as this is already included in staff time allocations, and the specific operation of the CCTV services will be contracted out to external providers.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of low significance but does have a social benefit. General public notification will be through Our Nelson and mandatory signage at CCTV locations as required by the Police Crime-prevention-cameras-CCTV-public-places-policy.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Māori have not been consulted on this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the responsibility for community facilities, and the power to make a recommendation to Council on matters relating to this area of responsibility.</p>

12th October 2017



Nelson City Council
P O Box 645
NELSON 7040

ATTENTION: Kayleen Goldthorpe

Dear Kayleen

RE: Upgrade of Nelson CCTV's

The Nelson Police supports Nelson City Council (NCC) in their planned upgrade of the present CCTV system.

Police will be providing support to the local Community Patrols in manning the camera's in peak times of disorder happening mainly on Friday and Saturday nights.

Police have solved several crimes with the help of these cameras and they support the goal of the community feeling safe. The current cameras have served well but are now of poor quality compared to modern CCTV systems.

Any upgrade would be welcomed by Police.

If you require more information I am happy to discuss them with you.

Yours faithfully

S/Sgt Blair HALL
Acting Area Commander
NELSON BAYS

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

Activity Area:	5510 7140 2942
Prepared by:	Kayleen Goldthorpe – Asset Engineer Transport
Reviewed by:	Don Bartkowiak – Senior Asset Analyst (v17, 4Oct17) Paul Deveraux – Senior Asset Engineer Transport
Last update:	5 October 2017

Purpose:	To determine the best solution for CCTV services for Nelson.
Funding available:	551023100701: Provide CCTV Operation: \$47,500 17/18 (yearly provision) 551071402942: Renewal CCTV: \$94,787 allocated in 17/18. 551071402942: Renewal CCTV: \$96,000 allocated in 2022/23 (to be confirmed). 551023100701: Provide CCTV Operation: \$108,800 (2018 LTP to be confirmed - yearly provision)

STRATEGIC CASE

Problem/ Opportunity Statement(s)

The existing CCTV contract has expired and technological advancement and changing expectation for security surveillance mean the current services are not meeting current demands.

Existing Arrangements & Background

Network Tasman hold the existing contract for CCTV cameras (EC3258). This contract has expired and is on a monthly basis until terminated by either party.

There is public demand for surveillance of areas in the CBD and outlying areas frequented for night time public activity. Some areas are currently serviced and some are new.

There is police demand for surveillance of areas in the CBD and outlying areas frequented for night time public activity. Some areas are currently serviced and some are new. See A1847247 for letter of support for this CCTV upgrade project.

This project aims to upgrade existing CCTV installations and install CCTV cameras in areas of new demand. This work may also relocate existing cameras to provide better surveillance.

Installations must comply with the Police Crime Prevention Cameras (CCTV) in Public Places Policy.

NCC will be reviewing the CBD Wifi services in 2017/18. The CCTV contract is to be extensible to include other devices which NCC may wish to use on vendor's network at a later date, particular expectation is that wifi could be accessed through the CCTV data network connection. This provision needs to be without compromise to the encryption, or security for the CCTV network. See A1767340.

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Business Case for Renewal CCTV

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Existing Arrangements & Background

There are traffic CCTV at the Motueka Street traffic lights, Hampden Street crossing lights, and Tahunanui Traffic lights at are outside the scope of this project and will remain in their existing format.

Outline Scope

Liaise with NCC, community services, business analyst, and IT to write a contract that can be used for future Wifi services if required.

Consult with NZ police to ensure contractual arrangements will suit their needs.

Coordinate with the existing CCTV service provider to ensure a seamless hand over of CCTV services, so no areas are left without surveillance during handover.

Tender and implement a new contract for supply and management of CCTV services.

Upgrade (replace) existing camera installations.

Provide new camera installations at locations identified through consultation with NZ Police and elected council members.

Relocate existing camera installations where identified through consultation with NZ Police and elected council members.

Provide a mobile camera, and operational arrangement to cover "hot spot" locations. The operational arrangement should include a temporary "home" for when the camera is not in demand. A preferred suggested location for the "home" is the landfill gate. The provision of a mobile camera is to be "provisional" in tender documentation, and maybe removed, with approval of the Council, if scope cannot be cost effectively provided.

Ongoing management of the CCTV contract, including "lessons learnt" to advise the future renewal process in 5 years time.

DESIRED BENEFITS

Benefit	Value	Measure / Investment Objective
Increase quality and appropriate surveillance of public spaces	H	Police satisfaction of the service provided. Drop in crime and antisocial behaviour in areas targeted and successful prosecution when imagery is required for prosecution.
Flexibility to add Wifi services through the CCTV data connections.	M	Ability to add Wifi if required during the contract duration.
Increase responsiveness to area of concern	H	Police satisfaction of the service provided. Drop in crime and antisocial behaviour in areas targeted and successful prosecution when imagery is required for prosecution. Ability to shift cameras to location of concern

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

STRATEGIC FIT

Strategy/ Policy/ Service Level Definition	Contribution
Police Crime Prevention Cameras (CCTV) in Public Places Policy	Guideline document for CCTV installation and operation
Level of Service	There is no current Level of Service for CCTV.
Community Outcomes	Contributes to people friendly, safe, inclusive outcomes by providing an unobtrusive security tool to help police address antisocial and/or illegal activities.
Nelson 2060	Contributes to Goal 9: Everyone in our community has their essential needs met by providing people friendly, safe public spaces by providing an unobtrusive security tool to help police address antisocial and/or illegal activities.

STAKEHOLDERS

Stakeholder	Interest	Consulted?
Transport Operations	Manage new supply and installation contract and ongoing operation of CCTV services	Yes, and to be involved in procurement process
NCC Parks and Facilities	Opportunities to link CCTV for other facilities under one contacted provider	Yes no additional facilities identified
NZ Police	End user of CCTV footage	Yes and to be involved in procurement process
Local businesses	Location of cameras, and possible hosts for installations (eg building walls for cameras and signs, and power supply)	No. Consult on case by case basis at design stage if required
Local businesses/ residents/community groups/iwl	Personal and communal security, and/or invasions of privacy	No. Inform as a community if project proceeds

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

Stakeholder	Interest	Consulted?
NCC Councillors	Champions for Personal and communal security	No. Council report if required
NCC Community Services/ Business Analyst/ IT	Wifi access around CBD, and input to tender documents and specification is required	Yes, confirming requirements to provide option for wifi access through CCTV contract
NCC Landfill Asset Manager and Operations Supervisor	CCTV for illegal rubbish dumping. York Landfill as "home" for the mobile camera	Yes
NCC Nightengale Library	CCTV being installed as part of library upgrade. Include in contract for ongoing monitoring package	Yes confirm requirements for tender package.

RELATED PROJECTS/ STRATEGIES/ ACTIVITIES

Project (ID) or Operational Activity Definition	Implications
LED an future lighting upgrades	High quality, and appropriate illumination at CCTV sites
CBD wifi	Existing Contract provides capability for wifi to be accessed through the CCTV port. Similar capability is required in future CCTV installations. Security so CCTV data cannot be accessed accidentally by unauthorised personnel is mandatory.

STRATEGIC RESPONSE OPTIONS

Options	Est \$
New supply, install and operate contract for CCTV services, including mobile camera and 20% contingency	\$124,520
New lease and operate contract for CCTV services, including mobile camera and 20% contingency	\$94,789

KEY ASSUMPTIONS

Assumption
The existing contract has expired and cannot be extended for these works.
Existing cameras are owned by NCC but are beyond serviceable life and need to be renewed.
Existing cameras will be removed and disposed of as part of this project

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

Assumption
Existing CCTV provider will be advised of the termination of the existing contract, month by month provisions, and there will be no termination costs.
Suitable locations will be found for each camera installation, and if required building owners will assist with permissions to install on building walls or with (low demand) power supply.
Suitable locations, and set up will avoid capture of private property activity.
Operational costs will be met and are affordable.
A cleaning cost of \$42 per installation, 2x year has been included in the operating costs.
Business case for the wifi services will be prepared separately.
CCTV was requested for Church street via the street upgrade stakeholder workshops. This area was not requested by NZ Police, so has not been included at this time. It is assumed it could be added at a later date if required.
Mobile CCTV arrangement includes batteries, solar charging panel, and data storage within the camera. Bluetooth and STD card would allow downloading to a laptop without actually accessing the camera, and could be done by the police when security of the footage is critical.
A suitable home for the camera can be established at the landfill. Suitable installations can be managed when the camera is demanded at "hot spot locations".
A mobile camera will be a provisional item in the procurement process. If a suitable arrangement, and cost cannot be achieved it may be removed from the contract, if approved by NCC SLT, with consultation with the councillors.

STRATEGIC CASE ASSESSMENT

Recommendation
Continue on to complete the Indicative Case – because the existing contract and CCTV provisions are now out of date and renewal is required to keep the service viable.
Approval
Name:
Date:

Reference Material

Document	Tardis ref
Existing CCTV Managed Services Agreement Contract No. 3258	A765977
http://www.police.govt.nz/about-us/publication/crime-prevention-cameras-cctv-public-places-policy	Web page

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

<i>Document</i>	<i>Tardis ref</i>
<i>Budget Summary Form for options</i>	A1761407
<i>CCTV/ Wifi site coordination, history</i>	A1767340
<i>Depreciation, interest and Net Present Value calculations</i>	A1761353
<i>Estimates and workings</i>	A1718002 tab24
<i>Existing and Proposed CCTV locations and types</i>	Ramm
<i>If there is an IT component to this project, use the IT business case and list reference here (it will need to be reviewed by the IT steering committee along with this case)</i>	IT confirming requirement for Wifi access and coordination
<i>#2942 – Renewal CCTV – Business Case Supporting Plans Confidential – 5Oct2017 (confidential unless otherwise authorised by Group Manager Community Services)</i>	A1843342
<i>#2942 – CCTV Upgrade Police Storage requirements – 3Aug2017</i>	A1761353

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

Indicative/ Detailed Case

CRITICAL SUCCESS FACTORS

Indicator	Definition	Weight
Strategic Fit	How well does the option align with activity objectives and organisational goals	25%
Value for money	Option that optimises the return on investments	25%
Achievability	Probability the project will successfully deliver the benefits	25%
Affordability	Impact on debt, rates	25%

SHORT LISTED OPTIONS

Business Option 1 - do nothing different – baseline summary	
Retain existing cameras and extend existing contract (EC3258) to operate the cameras.	
Benefits	<p>No initial cost associated with additional or upgrading cameras.</p> <p>No community engagement required for new or relocated cameras.</p>
Dis-benefits	<p>Would not meet police standard for facial recognition</p> <p>Cameras won't cover wider area</p> <p>Existing contract will need to be renegotiated, but will not have the benefits of market competition.</p> <p>No additional camera sites added</p> <p>No provision for a mobile camera</p>
Finances & Resources	<p>Net CAPEX estimate:</p> <ul style="list-style-type: none"> \$0 <p>Net OPEX estimate:</p> <ul style="list-style-type: none"> \$50,240/year Depreciation, excluded because asset depreciation has already occurred. Interest costs – 4.95% Net Present cost: \$233,722 <p>Staff time estimates: 20hours to renegotiate contract. 2hours week ongoing to manage operation.</p>
Timeframe	Ongoing

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Business Case for Renewal CCTV

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Business Option 1 - do nothing different – baseline summary	
Risks	<p>Risk of loss of service through failure, or camera become irreparable due to age and technology.</p> <p>Risk of ongoing contract costs, outside market value because not openly tendered.</p> <p>Cameras are at the end of their economic life, maintenance costs could increase, and reliability decrease.</p>

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

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Business Option 2 – Supply, install and operate contract	
Council purchases new technology cameras (including a few mobile cameras) and contracts out operation services.	
Benefits	<p>Police standard for facial recognition and coverage</p> <p>Council owns the cameras, so has more control over supply and installation, and retains these in event of default of the operation contract.</p> <p>Allows for mobility to target new areas of concern</p> <p>Lower operational costs</p>
Dis-benefits¹	High capital cost for initial setup.
Finances & Resources	<p>Net CAPEX estimate:</p> <ul style="list-style-type: none"> \$124,520 – i.e. 80% certain, +/- 20%] <p>Net OPEX estimate:</p> <ul style="list-style-type: none"> \$108,800/year (this includes an allowance of \$15,000 for managing the mobile camera) Depreciation, \$24,904/year over 5 years Interest costs – 4.8% Net Present Cost Range, 4.3% discount factor to 5% discount factor – \$604,823 – \$595,567 <p>Staff time estimates: 70 hours to confirm locations, camera specifications and tender and administer installation contract. 2 hours week ongoing to manage operational contract.</p>
Timeframe	<p>New installations 17/18, 3+1+1 year contract.</p> <p>Next capital budget for camera renewal is proposed in 2023/24.</p>
Risks²	<p>Given technological advances, useful life of cameras may be less than expected, could lead to early renewal.</p> <p>Suitable locations for new and relocated cameras can be found.</p> <p>Tender prices exceed estimates so would require additional budget or reconsideration of services provided.</p> <p>Public consultation for new camera locations could be contentious</p>

¹ These are outcomes that are perceived as negative by affected parties; they are actual consequences of doing the project. If the item has some uncertainty, it is a risk

² Risk = effect of uncertainty on objectives. Probability of threat/ opportunity occurring x magnitude on objectives = risk level.

Item 11: CCTV Services: Attachment 2

Business Case for Renewal CCTV

Project #: 2942

Business Option 3 – lease and operate contract	
Contractor owns cameras (including a few mobile cameras) and is contracted to operate and supply data.	
Benefits	<p>Police standard for facial recognition and coverage</p> <p>Allows for mobility to target new areas of concern</p> <p>Lower operational costs</p>
Dis-benefits	Higher ongoing operational costs.
Finances & Resources	<p>Net CAPEX estimate:</p> <ul style="list-style-type: none"> \$69,996 – i.e. 80% certain, [+/- 20%] <p>Net OPEX estimate:</p> <ul style="list-style-type: none"> \$124,893/year for O&M Depreciation, is not applicable and is included in the operational costs Interest costs – is not applicable and is included in the operational costs Net Present Cost range, 4.3% discount factor to 5% discount factor – \$621,342 – \$610,716
Timeframe	<p>New installations 17/18, 3+1+1 year contract</p> <p>Operation till 21/22, plus up to 2 years</p>
Risks	<p>Suitable locations for new and relocated cameras can be found.</p> <p>Tender prices exceed estimates so would require additional budget or reconsideration of services provided.</p> <p>Public consultation for new camera locations could be contentious</p> <p>Contractor could go out of business, would need to plan for that</p>

OTHER ALTERNATIVES CONSIDERED

Options
Internal operation and hosting of CCTV services has not been considered due to the hardware, software, time, and technology resources required.

Business Case for Renewal CCTV

Project #: 2942

SUMMARY TABLE

Attribute	Baseline	Comparison to baseline		
	Option 1 [Status quo] Do Nothing different	Option 2 [Supply, install and operate contract]	Option 3 [lease and operate contract]	
Benefits Value	Low	High	Med	
Benefits Rank	3	1	2	
Dis-benefits Value	High	Low	Low	
Dis-benefits Rank	3	1	1	
Capital investment	\$0	\$124,520	\$69,995	
Operational & Maint costs/year	\$50,240	\$108,800	\$124,893	
Net Present Cost over 5 years – 4.5%	\$220,552	\$602,149	\$618,272	
Financial Rank	1	2	3	
Risk Value	High	Low	Low	
Risk Rank	3	1	1	
Assessed Value for Money Rank	3	1	2	
Overall Rank	3	1	2	
Rationale	Option 2 is recommended. Council purchase and ownership of the CCTV infrastructure provides better financial return, and better facility security over lease. If technology permits and site selection permits, the CCTV could be retained beyond 5 years if council owns the facilities so additional benefits could be achieved.			

Business Case for Renewal CCTV

Project #: 2942

FINANCIAL IMPLICATIONS

Funding Line	Budget 17/18	Option 2 17/18	Option 2 18/19 – 5 years	Comment 17/18
551017402942	\$94,787	\$124,520	n/a	Additional budget of \$29,731 required, includes a mobile camera
551023100701	\$47,500	\$47,500	n/a	
			\$108,800/year	Total operational estimate 18/19 – 5years, including a mobile camera, to be confirmed post tender.

Business Case for Renewal CCTV

Project #: 2942

PREFERRED WAY FORWARD
<p>Select option; Option 2</p> <p>Supply, install and operate contract CCTV Renewal and new services is recommended because the existing CCTV are at the end of their economic life and the existing operational contract has expired.</p> <p>Because option 3 & 2 are very similar, provide flexibility in tender for own vs lease to ensure we evaluation both options based on market conditions with the objective of delivering the most cost-effective solution.</p> <p>It is recommended that a report is prepared for Council to approve the CCTV camera sites and additional funding of \$29,731 to funding line 551071402942 for capital works.</p> <p>Ongoing funding for operational costs can be set through the LTP.</p>
Summarise Implementation Plan
Team/ person to manage the project, approach to procurement and delivery
Approval
Name:
Date:

CHANGE LOG

TYPE OF CHANGE	APPROVAL DATE	EXCEPTION REPORT
Explain the type of change [Scope, funding, timeframe, risks, benefits]		Tardis Ref

Community Services Report for 1 July to 30 September 2017

1. Purpose of Report

- 1.1 To provide a quarterly update on activity and performance for activities within the Community Services portfolio.

2. Recommendation

That the Committee

Receives the report Community Services Report for 1 July to 30 September 2017 (R8048).

3. Background

- 3.1 The report provides progress reporting on activities falling within the area of responsibility of the Community Services Committee. It seeks to give some further detail on progress on annual plan projects and other matters falling under the Community Services portfolio.

4. Discussion – Libraries and Heritage Facilities

- 4.1 This activity area includes the three libraries, Founders Heritage Park, heritage houses (and their grounds), and associated heritage activities.
- 4.2 **Libraries' 175th Anniversary** - The Nelson Library Service celebrated its 175 years anniversary on 27 September 2017. There were speeches, cake, period performance, quiz night, and other activities throughout the day.
- 4.3 **Adult Learners Week** - This annual event encourages adult literacy. The week ran from 4 to 11 September, and included such activities as speed scrabble and a prize drawing. It concluded with a capacity audience to see NZ author Kate De Goldi. Literacy is one of the major emphases for Nelson libraries now and into the future.
- 4.4 **Elma Turner Library Redevelopment**– work continues on the business plan for a community hub. A workshop was held on 31 August which

gave examples of what a hub might include. The Chair and Group Manager Community Services visited examples of community hubs and libraries in Foxton, Levin and Palmerston North on 25 September.

- 4.5 **Nightingale Memorial Library** – the upgrade has now been completed. The foyer is completely refurbished, the staffroom and entryway to the main library room are remodelled, toilets have been reconfigured, a new customer service desk has been added, and reroofing and painting has been done. There will be an official opening celebrated from 11 am to 2 pm on Sunday 15 October.
- 4.6 **Founders Heritage Park** – Founders Heritage Park - The work plan for the new budget year is in place and staff are busy getting onto the projects and tasks involved in that. Founders is gearing up for its part in the Nelson Arts Festival in October, with many events scheduled there. A new Wifi system is being installed at Founders, in time for that festival.
- 4.7 **Heritage houses** – The Broadgreen Society held its AGM on 22 September, and the Chair, the Manager Libraries and Heritage, and the Heritage Programmes Officer attended. The Programmes Officer presented a full report of all the activities that Council helped coordinate over the past year. An interesting programme followed the AGM, highlighting the unique textiles collection at Broadgreen. At Melrose House, plans are underway by the Melrose Society to install the latest in Wifi technology, to help with further attracting meetings and conferences. Other potential projects at Melrose are in discussion between the Society and Council. Isel House is being geared up for the popular annual "Isel in Bloom" event, to be held Labour Day weekend.
- 4.8 **Heritage staffing** - The new Heritage Advisor, Tom Ransom, has been meeting people across the Nelson heritage sector since his start in August. He is presently focussed on getting established in the job and on organising the Heritage Week activities for April. Working across Council heritage facilities will be a Displays and Collections staffing role, which is currently undergoing recruitment.

5. Discussion – Community Partnerships

- 5.1 This activity area includes Community Development, Community Investment Funding, Community Festivals and Events, Arts and Culture, and the Youth Council.

Community Development

- 5.2 **Governance Capacity Development** project underway with Council working in Partnership with the Rata Foundation, Department of Internal Affairs and Volunteer Nelson to understand further the governance needs of third sector organisations in Nelson. Research phase is currently being undertaken with a likely launch event to take place in November. This event will help governance bodies plan how they would like to translate these findings into a stronger sector.

- 5.3 The **Age Connect project** report was launched and Age Connect coalition beginning their work streams across Communications, Intergenerational, Transport, Groups and Organisations, Technology.
- 5.4 The **Nelson Tasman Settlement Forum** was engaged with by NCC regarding pre-engagement for the Long Term Plan
- 5.5 Consultation was carried out on the **Youth Strategy** and the Youth Strategy Action Plan.

Community Investment Fund

- 5.6 The Community Investment Fund Small Grants scheme closed 18 August – 61 applications were received covering a wide variety of activity – decision meeting in October. Total funding of \$50,000 is available with grants to be up to \$2500.
- 5.7 Community Investment Fund Agreements (large grants) were allocated by the Panel In July, a total of \$73,820 was given to 13 organisations:

Name of organisation	One sentence summary	Approved
IHC New Zealand Incorporated	To work with existing organisations to increase volunteer opportunities for people in Nelson with intellectual disabilities.	\$4,000
Male Room Incorporated	To provide males with guidance and support to strengthen their family and community connections.	\$8,000
Neighbourhood Support Nelson	To set up and support neighbourhood support groups and foster community cohesion and resilience.	\$7,000
Nelson Community Christian Night Shelter Trust	To provide temporary accommodation for people in Nelson.	\$3,000
Nelson Community Foodbank Trust	Provide food parcels at no cost to people in the Nelson community facing short-term hardship, and specifically to purchase a laptop and printer and contribute to rent costs.	\$6,350
Nelson Environment Centre	Kai Rescue project: to rescue food that is edible but not saleable and redistribute it to charities and community groups.	\$4,995
Nelson Multicultural Council	To enhance relationships, integration and improve communication through intercultural awareness.	\$6,000
New Zealand Council of Victim Support Groups Incorporated	To ensure a range of practical and emotional support services are provided to Nelson victims of crime and trauma.	\$6,000

Name of organisation	One sentence summary	Approved
Postnatal Depression Support Network Nelson Incorporated	Confidential and professional counselling for mothers in need.	\$5,500
Q-Youth	An exploration of the issues and concerns facing queer youth in our region through community drama.	\$4,000
Stoke School	Positive inter-generational connections and reciprocal learning relationships	\$4,600
Victory Community Centre	To deliver the Victory on the Move programme of activities.	\$3,375
Volunteer Nelson	To increase volunteer recruitment and participation in volunteer activities by people over 60 years of age.	\$11,000
	Total:	\$73,820

Festivals and Events

- 5.8 **Nelson Arts Festival** programme launch was held on 26 July for the event which runs from 11 to 27 October.
- 5.9 Tickets are still on sale with some shows near sell-out. There has been particular interest in Maungatapu, Hudson & Halls and That Bloody Woman.
- 5.10 **China Week** will run from 6 to 11 November 2017. The program is just being finalised and will include business, community, arts and cultural events.

Arts Festival transition

- 5.11 Feedback was sought from the community on the establishment of a Council Controlled Organisation to deliver the Arts Festival.
- 5.12 A workshop was held on 31 August to discuss risks and opportunities with different models. A report with recommendations for structural change is scheduled for this agenda.

Youth Council

- 5.13 Youth Council recruitment closes 19 October for 2018.
- 5.14 Youth Council hosted a well-attended General Election candidates' event 23rd August at NMIT.

6. Discussion – Community Facilities

6.1 This activity area includes Community Centres and Halls, Cemeteries and Crematorium, and Community Housing.

6.2 Greenmeadows Centre

6.3 Following the recent decision to make improved changes to the kitchen area and changes to the electrical switchboard (which will allow the Centre to accommodate a generator allowing it to be used in cases of emergencies) the completion date of Dec 2017 has been revised to February 2018.

6.4 The wet weather and current tight resources experienced nationwide by the building industry is placing pressure on the contractor to meet this revised deadline. However, officers are working very closely with the contractor to achieve the February deadline.

6.5 Cemeteries and Crematorium

6.5.1 Usage as follows:

	Human cremations	Chapel services	Pet cremations
July	34	10	19
August	37	13	61
September	37	13	36

6.5.2 Parking lines outside the chapel have been added to make parking and manoeuvring easier for visitors to the chapel and funeral directors.

6.6 Community Centres and halls

6.6.1 Bookings (hours used) per month over the last quarter were as follows:

6.6.2

	Trafalgar St Hall	Stoke Hall	Wakapuaka Hall	Trafalgar Pavilion
July	55 (94)	79 (200)	2 (2.5)	10 (98)
August	66 (132)	79 (234)	5 (6)	9 (49)
September	74 (158)	70 (169)	5 (9)	3 (17)

6.6.3 Several regular groups continue to utilise the community halls, ranging from Tai Chi, Salsa and yoga, to Stoke Seniors art group, indoor bowls, table tennis and badminton. Stoke Hall and Trafalgar Street Hall have

significantly higher use than Wakapuaka Hall and Trafalgar Pavilion. The Pavilion is an excellent venue for training sessions and seminars, which is reflected by the number of hours it is used, relative to the number of bookings.

6.6.4 A recent highlight at Trafalgar Street Hall was installing three new heat pumps to replace the old ceiling hung heaters. The heat pumps have resulted in many positive comments being made about the improved experience through the winter.

6.7 **Community Housing** – The new contract with the Nelson Tasman Housing Trust has been finalised, and the Trust will take over the management and tenancy support functions from 1 November.

7. Options

7.1 This report is for information and there are no substantive decisions required.

Chris Ward
Group Manager Community Services

Attachments

Nil

Important considerations for decision making	
1. Fit with Purpose of Local Government	This report details a number of local public services that Council provides to its community.
2. Consistency with Community Outcomes and Council Policy	<p>Community Services activities contribute to the following community outcomes:</p> <p>Our urban and rural environments are people-friendly, well planned and sustainably managed; and</p> <p>Our communities are healthy, safe, inclusive and resilient; and</p> <p>Our communities have opportunities to celebrate and explore their heritage, identity and creativity; and</p> <p>Our communities have access to a range of social, educational and recreational facilities and activities.</p>
3. Risk	There is no risk associated with receiving this report.
4. Financial impact	There is no financial impact associated with this report.
5. Degree of significance and level of engagement	This matter is of low significance as it is a report back on approved activities.
6. Inclusion of Māori in the decision making process	Maori have not been involved during the preparation of this report.
7. Delegations	This report has been written to cover the areas of responsibility delegated to the Community Services Committee.

Draft Heritage Activity Management Plan 2018 - 2028

1. Purpose of Report

- 1.1 To approve the draft Heritage Activity Management Plan 2018-28.

2. Recommendation

That the Committee

Receives the report Draft Heritage Activity Management Plan 2018 - 2028 (R8409) and its attachment (A1826798).

Recommendation to Council

That the Council

Approves the Draft Heritage Activity Management Plan 2018-2028 (A1826798) as the version to inform the Long Term Plan 2018-2028.

3. Background

- 3.1 The 2018-28 Heritage Activity Management Plan (AMP) sets out the plan for Heritage activity and includes Founders Heritage Park, three Historic Houses, and heritage activities such as Heritage Week.
- 3.2 This AMP does not cover asset management of heritage buildings; that is included in the Property and Facilities Asset Management Plan (A1654726).
- 3.3 Draft Asset and Activity Management Plans are prepared and approved by Council to inform development of the Long Term Plan 2018-28. Following consultation on the Long Term Plan and subsequent decisions, Asset and Activity Management Plans will be updated to align with the adopted Long Term Plan. The final updated Plans will be brought back to Council early in 2018/19 for adoption.

4. Discussion

- 4.1 This draft AMP will replace the current Heritage Activity Management Plan 2015-2025 (A372602).
- 4.2 It is important to note that this is the draft version and may require updating in the coming months as different key needs and priorities are identified through Long Term Plan consultation and key decisions and the direction for Heritage activity may provide for different outcomes. The AMP will be amended accordingly before the final is presented to Council for adoption.

5. Options

- 5.1 Council can decide to approve the draft Heritage Activity Management Plan to inform the Long Term Plan 2018-28, make changes to the draft before approving, or to not approve the draft.
- 5.2 It is recommended that the Committee seek Council approval of the draft.

6. Conclusion

- 6.1 Council can decide to approve the draft Heritage Activity Management Plan 2018-28 to inform the Long Term Plan, or make amendments to the draft.

Jay Robinson
Manager Libraries and Heritage Facilities

Attachments

Attachment 1: A1826798 Draft 2018-28 Heritage Activity Management Plan [↓](#)

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>This decision allows Council to set its strategic direction for its support and contribution for Heritage activity for the benefit of Nelson.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>This decision aligns with Council’s community outcome:</p> <ul style="list-style-type: none"> • We celebrate and acknowledge our heritage and our history and how that contributes to our distinctive identity. <p>The outcome will also feed into Council’s Long Term Plan 2018-28.</p>
<p>3. Risk</p> <p>Approving the draft Heritage Activity Management Plan 2018-28 is unlikely to result in adverse consequences. Potential risks of the activity have been identified in the draft Plan.</p>
<p>4. Financial impact</p> <p>The draft Heritage Activity Management Plan 2018-28 sets out the budget for the Long Term Plan. The recommended level of funding is currently set at similar levels to the previous Long Term Plan.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of medium significance because the draft Heritage Activity Management Plan 2018-28 will set the direction for the Long Term Plan. No specific engagement on the activity management plan will be undertaken as this will form part of the engagement on the Long Term Plan</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>Maori have not specifically been consulted with in regards to this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the responsibility for considering Arts, Culture and Heritage, and Community Festivals and Events.</p> <p>The Community Services Committee has the power to make a recommendation to Council on Activity Management Plans falling within these areas of responsibility.</p>



2018-28 Heritage Activity Management Plan



Version:	7.0
Date:	11 October 2017
Status:	Draft
Author:	Jay Robinson, Manager Libraries and Heritage
Adopted:	Not adopted

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1 Executive summary

1.1 *Goal of the Activity:*

1.1.1 To provide heritage activities in Council-owned heritage assets and in the wider community, in the most cost effective manner. Heritage assets include Founders Heritage Park, historic heritage houses, Nelson Provincial Museum (jointly with Tasman District Council), and historic memorial sites. Activities include Heritage Week, historic walks linking with interpretive panels, the Heritage Project Fund, heritage awards, and the PROW website. This AMP does not cover asset management of heritage buildings; that is included in the Property and Facilities Asset Management Plan (A1654726).

1.1.2 Heritage buildings such as the heritage houses are an important asset for Nelson City. They provide a sense of place for residents and contribute to Nelson's unique identity. They have the potential to add economic value by contributing to Nelson's image, both as a destination and as specific attractions for tourists.

1.1.3 Founders Heritage Park is performing well at present. Council will continue to encourage revenue from commercial activities to maintain this development. The goal is to better establish a hybrid model of both commercial and community activities at the Park.

1.1.4 A Heritage Strategy is under development, in order to enable alignment of heritage activities across the community, as well as to ensure that the contribution of the heritage sector to economic activity is recognised and enhanced. This will be a hybrid approach combining support for community and commercial activities. It will develop professional, sound, forward-looking policy.

1.2 *Summary Levels of Service (LOS) performance:*

1.2.1 Founders Park LOS have been met with the Park reporting the achievement of 95% occupancy over the last 12 months, generating over \$100,000 of rental income. More than eight public events have been run at the Park and conference-related bookings remain at 2-3 per year. Venue hire including weddings, events and conferences generated \$67,011 in income in 2016/17.

1.2.2 LOS have also been met for Heritage Houses with visitor numbers and bookings increasing across all facilities, two new or enhanced displays provided at each facility, and more than three meetings per year held with volunteer and stakeholder groups of the facilities.

1.2.3 The Heritage Project Fund and the rates remission scheme are fully subscribed and well utilised.

1.2.4 LOS have been met for historic sites with six new interpretive panels created and with four in production.

1.2.5 Heritage Week LOS have been met with at least two community led events held during Heritage Week annually.

2 Introduction

2.1 Purpose of this Activity Management Plan

- 2.1.1 To guide Council in the provision of heritage activities in its own heritage assets and in the wider community. It also outlines how to provide these services in the most cost effective manner, now and in the future. (The Property and Facilities Asset Management Plan covers heritage building asset management, so these issues are not addressed in this plan.)
- 2.1.2 To revise and update the Heritage Activity Management Plan 2015-2025, and to inform Council's Long Term Plan 2018-28. It incorporates the most current strategic planning for the Council's heritage activities.

2.2 Activities included in the Plan

Programmes and activities covered by this Plan are:

2.2.1 Founders Heritage Park

2.2.2 Historic Houses:

- Broadgreen Historic House
- Isel House
- Melrose House

2.2.3 Other Heritage Activities:

- Heritage Week
- Historic Memorial Sites
- Walks/ Interpretive Panels
- Heritage Fund
- The PROW Website

2.2.4 Exclusions from this plan:

- 2.2.4.1 Council owns two heritage listed buildings – Anchor Foundry building on Wakefield Quay and the State Advances building in Trafalgar Street. They are not included in this plan as their management will be discussed in the Property and Facilities Asset Management Plan.
- 2.2.4.2 The Council gives regular assistance to Fairfield House through the annual plan process. Friends of Old Fairfield manage this heritage building, and it is a well-used community facility.
- 2.2.4.3 Tasman Bays Heritage Trust (TBHT) operates Nelson Provincial Museum, on the strength of financial contributions by Nelson City Council and Tasman District Council. TBHT is a Council Controlled Organisation (CCO) and is subject to a separate reporting cycle.

3 Key Stakeholders

- 3.1 Council does not formally consult on its Activity Management Plans but does consult on heritage activities, depending on the significance and location. The

following stakeholders, user groups and area specific user groups may be consulted during the implementation of this Plan.

3.2 Stakeholders identified in this Plan are:

- Tasman District Council
- Nelson Provincial Museum
- Local Iwi
- Melrose Society
- Broadgreen Society
- Friends of Founders Heritage Park
- Friends of Old Fairfield
- Nelson Historical Society
- Heritage Nelson
- Heritage New Zealand
- Department of Conservation
- Nelson Branch of NZ Genealogical Society
- Nelson Regional Development Agency
- Local visitors and tourists

4 The Legislative Context

- 4.1 Councils have responsibilities under various pieces of legislation for heritage management and protection, particularly the Local Government Act 2002 (LGA), Resource Management Act 1991, Building Act 2004, and Heritage New Zealand Pouhere Taonga Act 2014.
- 4.2 The LGA places a legal obligation on Council to manage its assets to a specified standard and in a cost effective manner. Council will do this through its Asset and Activity Management Plans, prepared in accordance with the Council's Asset/Activity Management Policy.
- 4.3 There are provisions in the Nelson Regional Policy Statement 1997 and the Nelson Resource Management Plan, which Council has to follow when considering the use and development of a listed heritage property. This policy statement and this management plan are under current review, in development of a combined "Whakamahere Whakatu Nelson Plan."

RPS Policy NA1.3.4: To allow a wide range of potential uses, as an incentive for the retention of historic sites or buildings, providing these uses protect the heritage value of the resource. Council will actively encourage retention, re-use, care of and interpretation of older buildings and their histories on their original sites.

5 The Strategic Context

5.1 Relationship to the Nelson Long Term Plan

This Activity Management Plan both shapes, and is shaped by, the Long Term Plan (Council's 10-year plan as required under the LGA). Every three years, the current Activity Management Plans provide the basis for the next Long Term Plan. The strategic direction set in each Long Term Plan provides the context for each subsequent Activity Management Plan, when it is reviewed.

5.2 Building and Maintaining Strong Relationships With Iwi/Māori

- 5.2.1 A priority for iwi and Council is to acknowledge the presence of iwi in the rohe (area) and share information about Māori heritage and arts as an integral part of Whakatu/Nelson's identity. Council will play its part by supporting iwi to protect, promote and celebrate their rich cultural heritage.
- 5.2.2 Ensure that Maori ngā taonga tuku Iho (cultural heritage) is represented as part of Nelson's cultural heritage, while acknowledging that Maori ngā taonga tuku Iho in Te Taihū (Top of the South) is broader than Council boundaries, by continuing to support initiatives that promote understanding of Maori culture and tikanga.
- 5.2.3 Promote and foster an understanding of Maori culture and heritage by considering opportunities for Maori art and heritage within public spaces and in events and activities.
- 5.2.4 Iwi management plans are prepared under the Treaty of Waitangi and have status under the Resource Management Act 1991. Nga Taonga tuku Iho ki Whakatu Management Plan was prepared by four of the six tangata whenua iwi of Nelson with the assistance of Council, and is a planning document that Council is required to take into account when preparing or changing the Nelson Regional Policy Statement, the Nelson Resource Management Plan and the Nelson Air Quality Plan. The Nelson Iwi Management Plan documents iwi world views and their aspirations for the management of resources – and it helps Councillors and Council officers to better understand and respond to these issues.
- 5.2.5 Tangata whenua cultural heritage sites (which includes archaeological sites) in Council parks and reserves are reported under the Parks and Reserves Activity Management Plan; e.g., the Rushpool Argillite mines.
- 5.2.6 Tangata whenua cultural heritage sites will be identified in and managed by the Nelson Resource Management Plan, where appropriate. Additional sites are considered too sensitive to publicly identify at present.

5.3 Social Wellbeing Policy 2011

5.3.1 Heritage activities make a contribution to the Cultural Identity objectives and policies in the Social Wellbeing Policy:

To develop a sense of Nelson's distinctive culture by supporting opportunities for Nelson's culture to be expressed...

To tell the local stories, recent and past by providing opportunities for local stories to be heard and understood e.g. through support for interpretative panels, support for the local museum.

5.3.2 Heritage activities are consonant with the building of iwi/Maori relationships as noted above, which is included in this Policy.

5.3.3 Understanding the local heritage and stories helps develop a sense of the Nelson culture and enhances feelings of belonging.

5.4 Nelson 2060/ Sustainability

5.4.1 The LGA requires councils to pursue a sustainable development approach, taking into account:

- The need to maintain and enhance the quality of the environment
- The reasonably foreseeable needs of future generations
- Adherence to Council's four sustainability principles:
 - Environmental
 - Social
 - Economic
 - Cultural

5.4.2 Nelson 2060 envisages a city that has purposefully implemented sustainable development principles and technologies to create a beautiful city and which, amongst other things, recognises, reflects and values our cultural heritage.

5.4.3 Nelson 2060 includes a checklist to help determine whether actions and decisions taken by Council move Nelson towards its vision and goals, are in line with Council's four sustainability principles (noted above), and represent value for money.

5.4.4 The activities described in this Plan contribute to the Nelson 2060 vision for heritage outlined above and to sustainability principle four (i.e., "we meet human needs fairly and efficiently") by providing activities that recognise and celebrate Nelson's built and cultural heritage. The heritage activity has minimal impact on environmental sustainability (principles one to three).

6 Key Issues for this Activity:

Issue	Planned Solution	Indicative Timeframe	Cost Estimate
Interpretive panels: Lack of iwi heritage information in interpretative panels. No budget for maintenance of panels.	Kaihautu to present requests for panels for specific sites as agreed by iwi. Develop maintenance schedule, allowing for replacement and damage repair of panels. Action: Request budget of \$3,000 per year for ten years, in the Long Term Plan (LTP).	Short term (1-3 years) Long term (11+ years)	Staff resource. Approximately \$3,000 per annum.
Heritage Houses and Founders Heritage Park: Maximise stafftime of Council officers.	Work more closely and collaboratively across the Houses and the Park. Annual work programmes developed over all four facilities will offer greater value for money.	Short term (1-3 years)	Staff resource.
There is a need for a new Heritage Strategic Plan; previous plans are out-of-date. No budget for strategic planning.	Consult and prepare a Plan. Action: Request budget of \$20,000 for consultant, in the LTP.	Short term (1-3 years)	\$20,000

Issue	Planned Solution	Indicative Timeframe	Cost Estimate
Heritage Houses: Heritage properties currently have limited use (lack adaptive reuse). Low visitor numbers at some facilities. A fragmented heritage sector means less shared opportunity and alignment. Lack of focus for collections. Out-of-date building conservations plans.	Attract permanent tenants who can contribute to activity and increase visitor numbers. Develop improvements to signage and publicity, including: wayfinding, road signage, brochures, webpages, and social media that promote the heritage facilities. Establish clear positioning for each of the houses and develop programmes and exhibitions that enhance their points of difference, while aligning with rest of sector activity. Joint planning of heritage activities across the sector to build a stronger profile in the community. Stronger connectivity between regional heritage asset, e.g. Nelson Provincial Museum archives, shared care and protection of objects, and development of programmes and exhibitions across regional institutions. Amend leases for heritage houses to ensure alignment of lease expiry dates would assist with future planning. Create clear collection policies for council-owned collection. Update conservation plans for Broadgreen and Isel Houses. The development of a strategic business plan for each house that considers individual and joint strengths and develops a combined marketing plan.	Short term (1-3 years) and Medium term (4-10 years)	Staff resource.

Issue	Planned Solution	Indicative Timeframe	Cost Estimate
Broadgreen House: Displays do not currently represent the house's extensive textile collection.	Provide a display focus on the House's extensive textile collection. Ensure continuous care of the textile collections (including insurance coverage). Action: Request budget of \$800 per year for ten years, in the Long Term Plan (LTP). Investigate the digitization of the collection to assist with preservation and accessibility. Consider joint projects with others in the textile sector, e.g. links with WOW and their textile collection.	Short term (1-3 years) and Medium term (4-10 years)	Staff resource. \$800 per annum
Make adaptive reuse of Glasshouse.	Extend retail range to include more products such as textiles, preserves, Victorian and Rose themed items (potpourri, cosmetics, Christmas cards, etc.). Explore placement of a small café in this space.	Short term (1-3 years)	Staff resource.
Isel House: Lack of identity within heritage sector.	Increased connection with Stoke community and partnership with provincial museum to support Isel's relevance within Stoke; e.g. focus of exhibitions on Stokes history – botanic, agricultural and cultural.	Short term (1-3 years)	Staff resource.
Make best use of the space at Isel.	Use existing rooms differently and create/ define areas: exhibitions, programming, activity rooms, and food outlet.	Short term (1-3 years)	Staff resource.

Issue	Planned Solution	Indicative Timeframe	Cost Estimate
Founders Park: Book fair loan will be fully repaid in 2017/18; then to provide approximately \$100,000 of income per annum, to be reinvested into the park.	Strategic Development Plan to be prepared and presented to Council to provide guidance on priority projects. This will promote development as a community area and development as an economic activity. This hybrid approach will ensure that community and commercial goals of the Park are achieved.	Short term (1-3 years)	Staff resource.
Commercial tenancies need to be maintained at 90%, and community leases maintained at 10%.	Applications for community leases must receive approval of the Community Services Committee. Commercial tenants who wish to build a new attraction within the Park will be encouraged, as space permits	Long term (11+ years)	Staff resource.
A pricing review for venue hires needs to be completed and implemented.	Venue hire charges for commercial activities are likely to increase.	Short term (1-3 years)	Staff resource.

7 Levels of Service 2018/2028

7.1 A key objective of this Activity Management Plan is to match the level of service provided by the activity with the expectations of the community. This requires a clear understanding of customers' needs and preferences. The levels of service defined in this section will be used:

- To inform the community of the proposed type and level of service to be offered
- As a focus for the Activity Management Plan strategies developed to deliver the agreed level of service
- As a measure of the effectiveness of this Activity Management Plan
- To identify the costs and benefits of the services offered
- To enable the community to assess the suitability, affordability and equity of the services offered.

	Level of Service	Measures	Targets
Tangata Whenua Heritage	Support local iwi to protect and maintain their cultural heritage.	Level of consultation on policy and planning decisions relating to tangata whenua cultural heritage.	Iwi are consulted on Council policy and planning decisions relating to tangata whenua cultural heritage.
Heritage Facilities (Heritage Houses and Founders Heritage Park)	Council manages its resources across the Heritage Houses and Founders Heritage Park in a way that provides value for money to ratepayers.	Review the Council's collection management policies within heritage facilities.	Collection policies are reviewed. Revised processes for collection management. Decision on best storage solutions reached.
	Council's heritage facilities provide a range of heritage activities to experience, celebrate and learn about Nelson's history and stories in accessible community spaces.	Number of visitors/users of the facility.	Maintain or increase visitor/user numbers/bookings each year.
		Council co-ordinates regular meetings amongst heritage facilities to ensure co-ordination of heritage events and activities.	Three meetings held per year.
	Council's collection items and displays are used to tell Nelson's heritage stories and attract visitors to the heritage facilities.	Quality of interpretative displays.	Two new or enhanced displays each year at Broadgreen and Isel.
Founders Heritage Park (the Park)	Retain and attract tenants who contribute to Founders Heritage Park as an attraction.	Number of tenants who contribute to Founders Heritage Park as an attraction, and are open during public open hours.	80% of ground floor in the Park areas either have heritage displays or are open during the Park's opening hours.
	Activities in Founders Heritage Park contribute to the Park's running costs.	Commercial tenants who support the Park's vision are prioritised. Less security of tenure for community leases than for commercial tenancies.	Appropriate leasable space is let to community tenants on a short term basis. 95% occupancy of available space maintained.
			Income generated from tenants is not less than \$80,000.
		An additional key attraction is investigated by staff to strengthen the Park's viability. Founders Heritage Park is chosen for an increasing number of events, private functions and conferences.	A proposal about one new key attraction for the Park is presented for consideration in the 2018/19 Long Term Plan. Continue to attract eight events each year. Increase conference related bookings by one per year. Maintain income from public bookings at or above 2013/14 levels.
Historic Sites	The community can easily access information about Council-owned historic sites.	Information about historic memorial sites information is publicly accessible on	Consolidation of panels to enable better promotion and accessibility to existing

	Level of Service	Measures	Targets
		interpretative panels, the PROW or on other created resources.	panels; to consider a digital/ app solution.
Heritage Week	Council provides a range of opportunities for the community to be involved in activities which promote and celebrate heritage in Nelson.	An annual event highlighting Nelson's heritage is run by Council and includes community led events and promotion of public and private heritage sites, organisations and activities.	Two community led events in Heritage Week.
		Use of technology to showcase heritage information.	By 2018 one new or updated method to convey heritage information has been trialled, which can be measured electronically.
WWI Commemoration 2013-2018	Council supports the World War One (WWI) Centenary Commemorations.	Level of support for WWI projects.	One further significant WWI commemoration project being completed in 2018.
Heritage Project Fund	Assist the community to retain, or adapt for better use, heritage items listed in the NRMP (and in its successor, The Nelson Plan).	Uptake of funds by projects meeting the criteria.	The Fund is fully subscribed and funds are used.
Heritage rates remission scheme	Provide funding to give rates relief on specified heritage properties.	Uptake of funds by properties meeting the criteria.	All funds are used.

8 Trends Affecting Demand for Heritage Activities

8.1 The **proportion of older adults in Nelson** is already higher than the national average and this trend is expected to continue. The proportion of the population aged 65 years and over will increase from 18% in 2015 to 25% in 2025 and is likely to make up more than a third of the population in 2045. Conversely, the number of children is expected to decrease after 2018.

8.2 The **ageing population** is expected to result in a shift in demand towards less vigorous physical leisure opportunities, including passive recreation and leisure activities. Heritage facilities and activities may help to meet this demand as long as they are able to meet customer interests and needs (e.g., are accessible). All of Nelson's Heritage Houses have stairs, which can limit the way guides can work on caring for and creating displays and sharing their knowledge with the public. From a health and safety perspective, volunteers need to work in pairs in the Heritage Houses in case of a public or personal emergency.

8.3 Our heritage attractions have the potential to provide satisfying opportunities for **volunteers**.

8.4 Heritage New Zealand encourages **changes to historic buildings to enable new uses** of them, because buildings that are well used are better maintained and appreciated by the community. Consideration of a wider range of activities than currently occur in our heritage assets could be encouraged through changes in lease arrangements.

8.5 Our Heritage Houses **all have stairs and no lifts**. Visitors can be reluctant to use stairs, and they are a deterrent to the disabled. Consideration of how to best use each level of the houses may result in better usage.

9 Founders Heritage Park

9.1 Description of the Activity

- 9.1.1 Founders Heritage Park (the Park) is set out as a "Heritage Village," comprising 32 wooden buildings on about five hectares of landscaped reserve on Atawhai Drive, close to Nelson's Central Business District.
- 9.1.2 The Park tells Nelson stories from early settlement to the 1950s, through permanent displays inside relocated and replica historic buildings and in five open grassed spaces. The Park has a Bristol Freighter aircraft, a lake, a children's playground, and a leased, functioning Heritage Railway (operated by a Trust). The most significant attraction inside the Park is the leased Founders Brewery and Café.
- 9.1.3 Locals have free entry into this facility. The Park has three main sources of income: admission charges, venue hire and tenancies. During the 2016/17 year **56,637** visitors were recorded during the Park's usual opening hours with 75% Nelson/Tasman local visitors, 14% domestic visitors (from New Zealand – but not Nelson), 11% international visitors. This equates to 14,159 paying visitors generating over \$54,743 in admission fees. Of the 42,439 local non-paying visitors 90% were from Nelson and 10% from Tasman.
- 9.1.4 The Park has an important role as an events venue and function facility and has both internal and external spaces suitable for a wide range of activities from festivals, weddings and conferences to small scale meetings. The Park can be hired in its entirety for major festivals or by the room. This activity generated \$67,011 in 2016/17.
- 9.1.5 There are 28 separately tenanted buildings/rooms which are leased out to various small businesses and community organisations in 2016/17. They contribute to the Park's vitality and income, and generated income of \$114,409. These leases are mostly generic agreements offering two, five year rights of renewal, expiring in 2026. A drop in income from leases from \$116,313 in 2012/13 to \$114,409 in 2016/17 has occurred. Part of this is the result of the introduction of community lease rates, and partly from requirement about a caretakers lease.
- 9.1.6 Significant fundraising for development projects in the Park is made possible by the efforts of the Friends of Founders Heritage Park and their annual Book Fair, which is well supported by the community. Sorting and storage space has been

allocated for this fair. The net contribution to Council for Founders from the 2017 Book Fair was \$138,867.

- 9.1.7 The Park has a large collection of donated items which are managed within the Founders Heritage Park Collection Policy. Items have been rationalised according to the Park's ability to display, store and care for them adequately on site. There is still much work to be done to update the displays, make the storage space safe and clean, and record items onto a database.
- 9.1.8 Whakatū Marae shares a boundary with the Park and a strong relationship exists between management of both. Plans to develop a joint cultural space linking the Park with the Marae have been created and Council has funded two pou whenua which mark the boundary where the project may eventually develop over both sites.

9.2 Relationship with other Council Heritage Assets

- 9.2.1 In common with the Heritage Houses, Founders Heritage Park has a working relationship with the Nelson Provincial Museum and The Suter, which provide access to research materials and advice on collection management. All members have access to the outreach programme and museum support offered by Te Paerangi National Services. Some volunteers work at both the Park and the Heritage Houses. These heritage assets rely heavily on volunteers to meet their levels of service.
- 9.2.2 The Park leads many of the Heritage sector promotion activities and participates in cluster advertising and promotion of heritage activities such as the "Cultural Heart" brochure.

9.3 Founders Strategic Direction

9.3.1 Strategic Vision and Mission:

- **Vision:** Founders Heritage Park aims to connect visitors and the community to the region's past, whilst offering opportunities to create new memories and to add to the cultural fabric of our region. The Park will provide opportunity for both community events and commercial activities to flourish, in a hybrid approach.
- **Mission:** Founders Heritage Park is a versatile facility, with a focus on family friendly activities, offering affordable experiences for the visitor.

9.3.2 Strategic Goals:

1) Create Living Spaces

- Developing spatial plan for future development so development is not so ad hoc. To include cultural spaces, community spaces, industrial activity, service infrastructure requirements, playgrounds, outdoor spaces, seats, walkways, toilets, sculpture park, etc.
- Develop interactive play equipment and activate spaces.
- Improve venue facilities to ensure core venue offering is achieved across all venues – examples are: Wifi, additional heating and lighting bars, ceiling and kitchen in Energy Centre, and cash machine.

2) Be Connected *(includes developing partnerships)*

- Complete a visitor-centric, Way-Finding project inside the Park, assist tenants to attract visitors, encourage people to stay longer, inside and outside the park to increase audience.
- Build on the relationship with Whakatu Marae to develop the space between neighbouring sites. Ideas include “virtual waka”, restoration/incorporation of portion of waka at Marae, flax garden, boardwalks, weaving shed, local iwi stories relating to land and sea of area.
- Work closely with other cultural and heritage institutions in the region to ensure increased profile and wellbeing of cultural and heritage sector.

3) Telling our regional story

- Develop exhibitions annually.
- Digitise enough of the collection to use as a resource (e.g., 500 collection items with strong Nelson provenance).
- Update collection policy.
- Incorporate story-telling to the outdoor experience (into living spaces).
- Ensure ground floor tenants contribute to this goal, and ensure criteria reflects this.

9.4 Future Work

- 9.4.1 An accessibility audit (document A1133058) was commissioned in 2012 and has identified priorities. Work will continue to improve the accessibility of the facilities.
- 9.4.2 Cultural space – continue to work with Whakatu Marae to develop a shared cultural park. Seek ways to incorporate iwi heritage.
- 9.4.3 Future growth – encourage established and new tenants to invest in the facility.
- 9.4.4 Lease management – investigate methods of lease management to maintain or improve revenue for the Park. These include maintaining a maximum number of tenants, with highest security of tenure given to commercial tenants, and encouraging new visitor attractions to be based at the Park.
- 9.4.5 Continue to improve buildings where required to ensure a versatile events/conference venue is provided.
- 9.4.6 Improve and expand free wifi coverage at key points in the Park.
- 9.4.7 Explore and implement opportunities for a more co-ordinated approach to Council’s heritage assets. Further planning is required in this area.
- 9.4.8 Review venue pricing to ensure it is in line with other similar commercial facilities in the region, while also allowing community events to be hosted in the park. Maintain a balance of commercial and community events.
- 9.4.9 Improve one major display per year, including but not limited to: Nelson Mail building, cultural space, and Mechanical/ Agricultural area. Recent examples of this have included the Hop Museum and Newmans Livery Stables.

10 Heritage Houses

10.1 Description of Activity

- 10.1.1 The Broadgreen, Isel, and Melrose houses are owned by Council and came into ownership through purchase or gifting to Council in the 1960s and 1970s. All three buildings are listed on the register of the NZ Historic Places Trust (NZHPT) and in the Nelson Resource Management Plan. All are in their original park settings, which is important to the heritage value of each house. These parks and reserves have heritage ratings and Council has a responsibility for the surrounds to the properties¹.
- 10.1.2 Melrose and Broadgreen are governed and resourced in some way by both Council and Friends groups. Melrose House and its footprint is leased to a not for profit Friends group that manage the day-to-day operations of the house. Broadgreen Historic House is also owned and managed by Nelson City Council, supported by Broadgreen Society who manage volunteers to keep the house open year round. The Society also holds a footprint lease with Council for which the Broadgreen Centre is located.
- 10.1.3 In addition to varying levels of Council funding, Friends groups use their charitable status to access external funding. This is used to restore, run and open the houses. All have contributed significantly to the conservation and enhancement of the properties.
- 10.1.4 Without the high levels of volunteer support from the community through these groups, these properties would not be in the condition they are today or be able to be open to the public. The cost to the ratepayer would be higher, without their assistance. Council staff mount exhibitions, and are involved in curation, marketing, promotion and some administration. A stable base of volunteers for the Friends groups will help ensure that these properties are to continue to operate and open to the public.
- 10.1.5 All the houses are heritage attractions that offer visitors an experience of life in early New Zealand and tell the stories of Nelson. All the Heritage Houses host exhibitions and provide information to visitors using personal guides, written walking guides and pre-recorded messages. They are not museums and are unable to offer full museum services, but they are an attractive complement to the Nelson Provincial Museum's activities.
- 10.1.6 The opening hours of each house depends on volunteers being available and they vary from house to house. Broadgreen Historic House opens all year, and Isel is closed during winter apart from pre-arranged tours, with no appreciable difference in visitor numbers. Melrose is available year round, and Melrose café works independently, as a sublet part of the house.

¹ Reserves are managed under the Parks and Reserves Asset and Activity Management Plans

- 10.1.7 The Friends groups for Melrose and Broadgreen have each gathered collections to display within their houses to create a visitor experience, and has worked on improving the properties' interiors. None have many of their original contents and all use loan items from the public and the Nelson Provincial Museum to varying degrees. Melrose Society owns the collection used in the house. Council owns the Broadgreen Historic House collection.
- 10.1.8 All houses have room for wider community activities to occur. Broadgreen Historic House uses the house as display space and has an adjacent multi-purpose modern building that can be hired, the Broadgreen Centre. Melrose is divided into community spaces that can be hired, a commercial café and a residential flat. Isel has display space, a café, a residential flat, and space under renovation. All are set in magnificent gardens with opportunities to link external use with internal use.
- 10.1.9 Popular activities are held in gardens adjacent to Heritage Houses such as the Council funded Rose Day at Broadgreen, Isel in Bloom, and the Teddy Bears Picnic. Such activities raise awareness of the location of Heritage Houses and encourage appreciation for their setting.
- 10.1.10 Heritage Houses can benefit by running fundraising activities when Council festivals and events occur. All houses contribute to cluster heritage sector promotion along with the Nelson Provincial Museum, Founders Heritage Park, and Fairfield House.
- 10.1.11 Since July 2015, Founders Heritage Park, the three Heritage Houses, and all Council-run heritage activities have come under management in the Libraries and Heritage business unit. Joint marketing, creation of exhibitions and activities, curation, health and safety and development of the special nature of all Heritage Houses is discussed in business plans for each facility and a combined overarching plan is to be developed.

10.2 Broadgreen Historic House

- 10.2.1 Broadgreen House was built as a family home in 1855. The Council purchased the property in 1965 and is fully responsible for the state of the building. Council is assisted by the Broadgreen Society, which furnished the house with a loaned and donated collection of items. The Council also owns the on-site collection of 3,000 items, which are mostly costumes and textiles. Storage space for the collection in the Broadgreen Centre and House is limited and at capacity.
- 10.2.2 Adjacent to the House is the Broadgreen Centre, which is wholly owned by the Broadgreen Society and is on Council land. This was built in 2000 by the Broadgreen Society with the assistance of external funds. The Broadgreen Society leases the land on which the Centre is situated. The lease is for a term of 10 years from 1 October 1999, with a right of renewal for a further 10 year term. Rental is a peppercorn. The renewal has been granted and the lease expires on 30 September 2019. There is an agreement between the Society and Council for Council officers to use the office space and facilities at the Centre. Council is responsible for maintaining the exterior of the heritage building, paying the

contents insurance for items owned by Council (within both the Centre and House) and utilities such as power, telephone and water. The Society maintains the Centre and the interior of house and cleans the outside walls and gutters.

10.2.3 Clause E in the Background section of this land lease says:

It is the aspiration of both the Nelson City Council and the Society that in due course, and upon the Society being satisfied its objectives will be faithfully pursued by the Nelson City Council, the Society will surrender the lease herein created and thereby will gift to the City of Nelson the Ancillary Building which is to be known as Broadgreen House Historic Centre.

10.2.4 A general reading of this would suggest that the Centre would be gifted to Council prior to or at the end of the lease in 2019.

10.2.5 Council is prepared to make five-year extensions on the lease, subject to the Society having the capacity to operate the Centre.

10.2.6 The Centre functions as the entrance route to the house for the volunteer guides who show visitors around the house, and has office, kitchen and toilet facilities as well as a meeting room which the Society hires out, room for housing the collection in a controlled environment, and work space for volunteers and curatorial staff employed by Council. The Society hires out the meeting room in the centre during daytime hours with two rates, one for not for profit and one for commercial groups. The room is also used by school and community groups.

10.2.7 The majority of Broadgreen operational costs relate to Council staffing, in particular programming, curatorial, and managerial salary support from the Libraries & Heritage business unit. Council staff are on site during summer (October-May). Broadgreen Historic House volunteers will continue to open the house, and provide reception services and guides year-round with available volunteers working in pairs, for health and safety requirements to be met. Opening hours reflect volunteer availability; winter (June-September) hours are 11am - 3pm.

10.2.8 In September 2015 Council changed the opening hours of Broadgreen House. Later in 2015, there was a review of the financial responsibilities between Council and the Broadgreen Society, and a new financial agreement was signed in January 2016.

10.2.9 There is limited storage capacity at Broadgreen House and Centre. The textile collection is well cared for in a humidity-controlled, purpose-built room within the centre.

10.2.10 Since early 2017 staff have been working closely with a volunteer educator to develop school programmes and holiday activities at Broadgreen House. These have proven to be very well received to date, impacting on increased visitor numbers.

11.3 Broadgreen House Strategic Direction

11.3.1 Strategic Vision and Mission:

- **Vision:** Broadgreen Historic House is to bring Nelson's domestic heritage and our significant textile collection to life.
- **Mission:** To develop a full offering which inspires and involves our visitors to reflect/ understand Stoke's early domestic history, by telling stories utilizing our significant textiles collections with themes from the Buxton (1855) and Langbein (1920's – 1950s) families.

11.3.2 Strategic Goals:

1) Exhibition / Programmes:

- Create a strong textile identity.
- Develop a dynamic programming and exhibitions related to the House's domestic provenance and its collection.
- Develop a strong connection to the Rose Garden.
- Collection/ Textiles.
- Investigate ways to make the collection more accessible, with regular changing exhibition and digitization components.
- Ensure entire collection and supporting documents are digitized.
- Continue to preserve the collection.
- Update the collection policy.

2) Collaboration (externally):

- Develop links with WOW and discuss links to their textile collection.
- Consider joint projects with others in the textile sector/ industry/ collections.
- Identify who else is involved in the domestic heritage sector and consider partnership projects.
- Work with local Rose/Garden clubs to celebrate and promote the Rose Garden, and investigate opportunities to deliver garden tours.

3) Partnerships (internally):

- Maintain a strong relationship with the Society, who manage volunteers/guides to enable the house to be open to the public.
- Develop partnerships with Nelson Provincial Museum textiles department and others in this specialized sector (regionally, nationally and internationally).

4) Communication:

- Develop branding and signage.
- Understand target market focus on visitors/ attraction/ destination.
- Digitize and develop social media presence.
- Be included in the Heritage Cluster.

5) Financial Goals:

- Increase paying visitor numbers.
- Develop related shop offering/ merchandise/ retail experience.
- Explore addition of a café in the glasshouse.

10.4 Isel House

10.4.1 Isel House was built in the late 19th century. The house is set in the 7.16 hectare Isel Park, Stoke, which is maintained by Council. The house opened to the public in 2003.

10.4.2 A number of valuable Nelson Provincial Museum collection items are on display in the Isel exhibition space.

10.4.3 The building is in structurally sound condition. The restoration of the house is to the International Council on Monuments and Sites (ICOMOS) NZ Charter standards. There is a recent conservation plan which can be used to guide further restoration.

10.4.4 The return of Isel House to Council staff management provides an opportunity to explore options for the future of Isel and how greater synergies can be achieved across Stoke's heritage facilities and the wider heritage sector.

10.4.5 The Garden Café at Isel serves the public during the summer months, utilising the space at the back of the House.

10.5 Isel House Strategic Direction

10.5.1 Strategic Vision and Mission:

- **Vision:** Isel House is to be a thriving heritage and botanical hub which enriches the lives of our local community.
- **Mission:** Isel House and Park is to be a platform to understand Stoke's history, focusing on the botanical and agricultural fields, arts, crafts and culture.

10.5.2 Goals:

1) Communication

- Develop branding and signage
- Understand target market
- Digitize and develop social media presence
- Be included in Heritage cluster

2) Collaboration (externally)

- Look for clubs, groups and tenants who can help us achieve our vision
- Develop residency opportunities, if asset development permits
- Encourage and support two way contribution / development opportunities

3) Partnerships (internally)

- Managing and maintaining Council's strong volunteer base to enable the house to remain open over the summer months
- Develop better working relationships and joint planning with Parks, libraries and other in house business units
- Develop partnerships with NPM and others in the heritage sector (regionally, nationally and internationally)

4) Financial Goals

- Increased visitor numbers
- Develop related shop offering / merchandise / small retail experience.

5) Exhibition / Programmes

- A platform to develop local stories that contribute to the evolution of Isel Estate, that further connect Isel to Stoke, and Nelson to the homeland
- Create a Horticultural / Botanical / Sustainable identity
- Develop a strong connection to the grounds and river
- Further develop and enhance displays in the House

10.6 Melrose House

- 10.6.1 Melrose House and gardens were gifted to Council in 1973. The gardens and house exterior are maintained by the Council. The Colonel Noel Percy Adams Trust (the Melrose Society) formed in 1974 and has worked to preserve and refurbish the house.
- 10.6.2 The Melrose Society has leased the land and buildings for 10 years, from 12 January 2008 to January 2018, at a rental of \$200 per annum. The permitted use is "community and public purposes including recreational and cultural activities".
- 10.6.3 The lessee is responsible for keeping and maintaining the interior of the house in good condition, and for monthly owner and building inspections related to the compliance schedule, and has to hold \$2 million of public liability insurance cover. Any significant maintenance or refurbishment or external work requires the approval of Council officers.
- 10.6.4 Council funding is for external programmed maintenance.
- 10.6.5 A sub lease for the café that opened in 2011 pays rental to the Society. The venture has been very popular and has increased opening hours of the house.
- 10.6.6 The house has a self-contained flat on the upper floor. This is currently rented by the café manager.
- 10.6.7 Four rooms are available for hire by the community. The venue is popular for weddings and having the catering facility on site has helped increase use of the asset.
- 10.6.8 When the house was gifted to Council the contents of the house had been sold, and some fixtures and fittings stripped. The Melrose Society has since worked to restore the building's interior and furnish it attractively, in keeping with the period, using loans and donations. Some items are owned by the Society but they have various loans of large items and have an arrangement with an antique dealer to furnish rooms with saleable items. An inventory of furnishings is held by the Society, and the Society's collection is listed electronically.
- 10.6.9 Due to the deterioration of paper archives held at Melrose House, these have been accepted for storage by the Nelson Provincial Museum. Some of the records have now been scanned on to digital discs.
- 10.6.10 Strategic planning for Melrose House is underway, in conjunction with Melrose Society.

10.7 Summary Comparison of the Three Heritage Houses

	Isel	Melrose	Broadgreen
Council funding from rates	\$24,926 in 2016/17	\$29,575 in 2016/17	\$55,184 in 2016/17
Leases	Lease to Garden Café.	Lease to Percy Adams Melrose House Charitable Trust - has an upstairs flat and café area sublet.	Council owns Broadgreen House Land under Broadgreen Centre

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	Isel	Melrose	Broadgreen
		Lease for renewal January 2018. Council prepared to do a short-term extension of the current lease.	lease for renewal 2019. Council prepared to extend lease.
Visitor numbers	2016/17 (10 Oct 16 – 30 Apr 17) 4074 house visitors		2016/17 3523 house visitors
Opening hours	Isel part year only (October to end April, and on weekends or by appointment at other times).	Melrose House available for booking all year round Café is open seven days in October – May but closed Monday and Tuesday in May – September.	Broadgreen House can be visited all year although reduced opening hours over winter. Centre can be booked through the Society.
Display items and heritage collections in Heritage Houses	Museum loans collection. No storage problems.	Melrose Society owns collection, uses loans. Some issues with storage.	Council owned items and loans. Storage for textile collection at capacity.
Income streams	Gold Coin Donations from visitors; tours pay \$5 per person, which includes refreshment; potential hire of a community space. External fundraising.	To the Melrose Society: Café sub-lease, and hire of community spaces.	To the Broadgreen Society: lease of community space in Broadgreen Centre. External fundraising.
Improvements and services provided by Friends groups	Isel is Council owned and operated.	Extensive refurbishment of house interior including heating system, toilets, and installation of commercial kitchen by sub-tenant.	Construction of Broadgreen Centre in 2000, furnishings and fittings for house and centre, paid staff at Christmas period.
Governance structure	None.	Colonel Noel Percy Adams Trust (the Melrose Society).	Broadgreen Society.
Council income from asset	Lease to Garden Café \$228 per annum House entrance fees to Council	Lease to Colonel Noel Percy Adams Trust currently paying \$200 per annum.	Peppercorn lease for land under Broadgreen Centre.
Marketing	Nelson App, Facebook page, Council website, and advertising through Isel in Bloom, Teddy Bears Picnic, and the Heritage Week programme.	Nelson App, Facebook page, website and brochure developed by Melrose Society, Council website, and promotion via Nelson Venues and the Heritage Week programme.	Nelson App, AA listing and brochure developed by Broadgreen Society, Council website, and advertising through Rose Day and the Heritage Week programme.
Membership numbers	Managed by Council.	Committee of eight, 180 on database for newsletters and Facebook.	Six life members, nine honorary members, five associate members, 35 volunteer guides

	Isel	Melrose	Broadgreen
			and one volunteer assistant.
Activities to attract/retain volunteers	Advertisement, Isel in Bloom, social media, website updates. Talks to Probus/ community groups has attracted some volunteers.	Group responded to a recruitment advertisement.	Recruitment advertisement.

10.8 Future Work across the Houses

- 10.8.1 Explore the alignment of governance and management practices across heritage assets to make better use of Council resources and money, and to achieve better community outcomes for the houses.
- 10.8.2 Continue work on aligning lease periods and, where possible, make other lease conditions the same.
- 10.8.3 Review collection management policies and practices to address the focus of future collections, use in displays, and storage issues.
- 10.8.4 Through development of a Heritage Strategy, explore how Council heritage facilities fit into the context of the wider museum and heritage sector, and in evolving Nelson's heritage offering.

11 Other Heritage Activities

11.1 Description of Activity

- 11.1.1 The following heritage activities represent a significant component of Council's contribution to supporting and developing community engagement. Nelson's heritage resources have been developed by Council in response to the need to provide information on Nelson's heritage. Given the increasing public interest in tracing family history and World War One commemoration activities that have happened nationwide, there is likely to be increased demand for these services.
- 11.1.2 Activities are aimed at preserving, protecting, gathering and sharing information on people who contributed to Nelson's development, important built and natural heritage features, public records and memorials. The libraries contribute to this. It is also frequently done in partnership with community organisations or families who have an interest in heritage. Such research information is often provided by members of the Nelson Branch of New Zealand Genealogical Society, Nelson Historical Society and Heritage Nelson.

11.2 Historic Memorial Sites

- 11.2.1 The Heritage Activity Management Plan covers activities relating to memorial sites such as operational and non-operational graveyards and public memorial sites in Council parks and reserves.

- 11.2.2 Cemeteries are valuable historic resources and Nelson's historic cemeteries tell important stories about its early European settlement. The cemeteries database on Council's website remains highly used.
- 11.2.3 Markers and maps have been developed to help people find some of the older sites.
- 11.2.4 Nelson has a number of historic burial areas e.g. Fairfield Park, Hallowell, and Quaker cemeteries – that are now parks. Wakapuaka Cemetery was an early cemetery which is now closed, except for cremations. These historic areas contain a number of headstones that are severely decaying. At present Council does not need to maintain these as, under the Council's bylaws, they are considered the responsibility of the family. Heritage New Zealand is keen for local authorities to care for items over 100 years old but this would be a large unrecoverable expense for councils.
- 11.2.5 A useful management strategy could be to have a photographic record of grave stones, digitised and attached to Council's cemeteries database. Some of this work has already been started by various interest groups. To make this easier in future, as burials occur, it could be mandatory for photographic records to be made of burial sites. Where permission is given to replace an aged stone, or insert a new memorial, a rubbed image or photo of what is replaced could go on record with an image of the replacement. This would sit with records accompanying the cemetery listing.
- 11.2.6 The Early Settlers database holds information listed on the Wakefield Quay memorial, and links to articles and photos relating to settlers, which is added to on an ongoing basis. This database is maintained by Nelson Provincial Museum.
- 11.2.7 Memorials have been added to Geographic Information Systems (GIS) maps. This makes it easier to link separate pieces of information to map co-ordinates, which speeds up the rate at which research is made available.
- 11.3 Walks/ Interpretative Panels**
- 11.3.1 Council has funded the development of heritage walks within Council boundaries, supported by historical information, maps, signs, and markers. There are downloadable podcasts for many of the walks. Three promotional video clips, about Wakefield Quay Art, Queen's Gardens and a war memorials trail, are on the Nelson Tasman Tourism and Council websites and are also used on social media.
- 11.3.2 Heritage walks promote familiarity and interest in historic sites. Walks link with interpretative panels and stories on the PROW website and all are created at the same time to tap into the same research. QR codes and smart phone applications are being investigated to increase public appreciation of Nelson's heritage.
- 11.3.3 NMIT's Augmented Reality project will use research information from existing walks and interpretative panels. The system to be used on smart phones and electronic devices uses technology that recognises a site and brings up information about it, such as what the building may have looked like in an earlier century, who lived there, and their story.

- 11.3.4 Council has erected a number of interpretative panels in key historic sites which explore a variety of heritage themes. The interpretative panels provide focal points, around which walks are linked. Council will continue to increase the number of these panels across key sites.
- 11.3.5 Council will continue to work with Nelson Tasman Tourism to promote heritage activities as part of the tourist experience.
- 11.3.6 Currently, guided walks are offered during Heritage Week and in conjunction with city festivals. These walks are led by the Arts and Heritage Adviser and volunteers. Guided heritage walks are offered in other New Zealand cities conducted by volunteers or run as a business. Those that use a paid co-ordinator for volunteers charge a small fee to visitors to make the service cost neutral.

11.4 Heritage Week

Every April Council runs Heritage Week, employing a new theme each year. Heritage Week is an opportunity to promote Council's heritage facilities, and exhibitions are run in the Heritage Houses, Museum and libraries. Council activities such as the PROW, heritage walks and panels, Heritage Incentive Fund and Heritage Awards are celebrated. The week also highlights heritage activities and organisations within the community. It includes and supports several community-run, heritage-focused, events.

11.5 The PROW Website

Council contributes to "The PROW", a website featuring historical and cultural stories from Nelson, Tasman and Marlborough. It serves as an accessible heritage archive for the community, and is maintained and updated by staff at the libraries.

11.6 Heritage Fund

- 11.6.1 Council has three avenues of financial assistance for heritage property owners and others who want to care for the city's heritage. This assistance for heritage acknowledges the private costs involved in protecting heritage for public benefit.
- 11.6.2 The three avenues are:
- Zero fees for resource consents for non-notified applications to conserve and restore a heritage item.
 - Rates remission for maintenance of heritage properties. Application is required for up to 50% remission for Category A and up to 25% remission for category B heritage items.
 - The Heritage Project Fund. This is a contestable fund for individuals and groups seeking financial assistance towards a specific project, costing a minimum of \$1,000, which relates to the upkeep of a heritage building, object, or site. Grants are available to maintain, repair, restore, stabilise, and provide advice and work for statutory seismic strengthening of buildings, objects, and sites that are identified in the Nelson Resource Management Plan.

- 11.6.3 The Heritage Strategy 2006 (p13, section 2.8.2) says that Nelson will have "targeted rates relief for the highest heritage value buildings (Group A and B listed buildings in the Nelson Resource Management Plan; 50% for Group A Buildings; 25% for Group B) with a commitment to maintain in return."
- 11.6.4 Remissions of rates for heritage maintenance operate in three year 'cycles'; e.g., 2018-2021, 2021-2024, etc. A successful application for a remission made in any year within a cycle remains valid until the end of that cycle.
- 11.6.5 By the end of the last cycle around 60% of eligible properties received a remission. The current cycle is tracking similarly, with a slightly higher uptake.

11.7 Heritage Project Fund

The Heritage Project Fund is regularly oversubscribed with applications seeking a total of more than \$200,000 each year. The amount available has grown from \$35,000 in 2007/08 to \$100,000 in 2015/16, where it currently stands. There is an increasing number of applications relating to earthquake strengthening of heritage buildings.

11.8 Historic buildings owned by Council

Council purchases buildings to meet strategic needs. Their tenancies and maintenance are managed under the Property and Facilities Asset Management Plan. Two buildings of historic value owned by the Council are the Anchor Shipping & Foundry building and the State Advances Building. The future uses of these buildings are presently being planned.

11.9 Fairfield House

Fairfield House is an historic house that serves as an active venue for corporate, private and public sectors, hosting events and other activities. Council provides a \$10,000 grant each year to assist the operations of Fairfield House.

11.10 Funding Strategy

Rates are the primary source of funding for Council to fund heritage activities and events for the community. There are a number of other secondary sources of revenue such as rents, concessions, user charges, grants, donations and other sundry income. These all contribute to limiting the necessary rates take for each financial year.

11.11 Future Work

- 11.11.1 Investigate and trial different ways of using technology to encourage access to Nelson's heritage by linking PROW stories, interpretative panels and maps.
- 11.11.2 Consolidate the work of the Heritage Promotion Group and encourage wider use of community places – encourage more links with libraries, Nelson Provincial Museum, Theatre Royal, the Suter and the Nelson School of Music.
- 11.11.3 Build the profile of the Heritage Awards during Heritage Week with assistance from Heritage New Zealand, and increase community run events during the week.
- 11.11.4 Continue to create and install interpretative panels at historically important sites in Nelson.

12 Financial Summary**12.1 Total budget in the current year:**

Activity – 2017/18	Operational Expenditure	Capital Expenditure	Income
Founders Heritage Park	\$376,489	\$104,255	(\$382,284)
Broadgreen Historic House	\$54,918	\$5,266	(\$5,000)
Isel House	\$26,895	\$3,581	(\$5,500)
Melrose House	\$24,529	\$5,266	(\$220)
Grant: Fairfield House	\$10,000		
Heritage Activities Program	\$62,633		
The PROW	\$11,880		
Heritage Incentives	\$170,000		
Nelson Provincial Museum	\$904,544		
TOTALS	\$1,641,888	\$118,368	(\$393,004)

12.2 Revenue and Financing Policy

12.2.1 Heritage Activity is primarily funded through rates. In regards to the Heritage Facilities, that is offset by income from entry fees, ticket sales, shop sales, venue hire, rental leases, and the bookfair.

12.3 Financial statements and projections

12.3.1 The table below shows the financial forecasts (2018-28) for Heritage Activity, outlining funding required over the next ten years to implement the work in this Activity Management Plan. It includes:

- Expenditure projections for the current year
- Forecasts by year by sub-activity, broken down into programmes/services/projects
- The additional funding as requested via the two Action Points in the Key Issues table (p.8)
- Does not include staff time and overheads

12.3.2 Key assumptions:

- All expenditure is stated in dollar values as at 1 July 2018, with no allowance made for inflation over this period.
- Council will continue to be involved in Heritage Activity.

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Income/ Expenditure Type	Code Description	17/18 Est \$	18/19 Yr 1 LTP	19/20 Yr 2 LTP	20/21 Yr 3 LTP	21/22 AMP	22/23 AMP	23/24 AMP	24/25 AMP	25/26 AMP	26/27 AMP	27/28 AMP
Managing Heritage												
Programmed Expenditure	Heritage Activities Programme	62,633	67,737	67,737	67,737	67,737	67,737	67,737	67,737	67,737	67,737	67,737
	Grant: Fairfield House	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	The PROW website	11,880	12,366	29,563	12,363	12,363	29,563	12,363	12,363	12,363	12,363	12,363
Unprogrammed Expenditure	Strategic Plan Consultant	0	20,000	0	0	0	0	0	0	0	0	0
Museum												
	Grant: NN Provincial Museum	834,138	834,138	834,138	834,138	834,138	834,138	834,138	834,138	834,138	834,138	834,138
	Grant: TBHT Top- Up	70,406	70,406	70,406	70,406	70,406	70,406	70,406	70,406	70,406	70,406	70,406
Financial	Interest	308,489	312,699	318,111	325,928	328,935	331,942	337,354	339,158	339,158	339,158	339,158
Isel House												
	Isel House Lease	(2,550)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)
	Entry Fees	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
	Shop Sales, Net	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
Base Expenditure	Telephones	600	900	900	900	900	900	900	900	900	900	900
	Electricity	3,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	Cleaning	4,500	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
	Security	3,300	800	800	800	800	800	800	800	800	800	800

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	Insurance	4,230	4,409	4,408	4,408	4,408	4,408	4,408	4,408	4,408	4,408	4,408	4,408
	Maintenance	8,765	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,000
	Exhibitions and Activities	2,500	0	0	2,500	0	0	2,500	0	0	0	0	0
Capital Expenditure	Renewals: Structures	3,581	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Melrose House													
Income	Melrose House Rent	(220)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)
Base Expenditure	Prepare Business Plan	0	0	4,000	0	0	0	0	0	0	0	0	0
	Fire Safety BWoF	3,512	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
	Programmed Exterior Cleaning	0	4,500	0	0	4,500	0	0	4,500	0	0	4,500	4,500
	Insurance	5,824	6,014	6,012	6,012	6,012	6,012	6,012	6,012	6,012	6,012	6,012	6,012
	Maintenance	15,193	12,031	9,980	7,030	7,830	7,030	9,980	7,530	7,530	7,530	7,530	7,530
Capital Expenditure	Renewals: Structures	5,266	20,000	6,000	6,000	6,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Broadgreen House													
Income	Entry Fees	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
	Shop Sales, Net	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Base Expenditure	Telephones	1,704	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774
	Electricity	5,212	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
	Water	1,240	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290
	House Cleaning	4,649	4,839	4,838	4,838	4,838	4,838	4,838	4,838	4,838	4,838	4,838	4,838
	Security	3,306	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400
	Insurance	3,783	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	Maintenance	30,524	19,709	9,707	30,914	9,707	9,707	9,707	9,707	9,707	9,707	9,707	9,707

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	Recoveries: Water	(5,000)	(2,653)	(2,653)	(2,653)	(2,653)	(2,653)	(2,653)	(2,653)	(2,653)	(2,653)
	Recoveries: Sundry	0	(531)	(531)	(531)	(531)	(531)	(531)	(531)	(531)	(531)
	Recoveries: Electricity/Phone	(42,960)	(42,448)	(42,440)	(42,440)	(42,440)	(42,440)	(42,440)	(42,440)	(42,440)	(42,440)
Base Expenditure	Volunteer Expenses	3,099	3,226	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225
	Telephones	7,231	7,527	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525
	Electricity	51,705	54,863	54,848	54,848	54,848	54,848	54,848	54,848	54,848	54,848
	Water	12,000	9,678	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675
	Rubbish Removal	7,000	5,377	5,375	5,375	5,375	5,375	5,375	5,375	5,375	5,375
	Building Cleaning	21,693	22,582	22,575	22,575	22,575	22,575	22,575	22,575	22,575	22,575
	Marketing & Promotion	0	21,506	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
	Security	5,000	4,839	4,838	4,838	4,838	4,838	4,838	4,838	4,838	4,838
	Insurance	17,195	23,257	23,250	23,250	23,250	23,250	23,250	23,250	23,250	23,250
	Bank Fees	900	900	900	900	900	900	900	900	900	900
	Commission	3,306	3,441	3,440	3,440	3,440	3,440	3,440	3,440	3,440	3,440
	Valuations / Surveys	3,392	3,531	3,530	3,530	3,530	3,530	3,530	3,530	3,530	3,530
	Maintenance	139,953	183,991	183,966	183,966	183,966	183,966	183,966	183,966	183,966	183,966
Unprogrammed Expenditure	Event and Hall Hire Expenses	18,594	19,356	19,350	19,350	19,350	19,350	19,350	19,350	19,350	19,350
	Sunday Jazz Expenses	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Programmed Expenditure	Development Fund Expenditure	50,101	52,153	52,138	52,138	52,138	52,138	52,138	52,138	52,138	52,138
	Sundry Operating Expenses	10,924	11,371	11,368	11,368	11,368	11,368	11,368	11,368	11,368	11,368

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	Staff Run Park	5,000	10,753	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750
	Events Expenses												
	Displays	12,396	12,904	12,900	12,900	12,900	12,900	12,900	12,900	12,900	12,900	12,900	12,900
	Kai Festival Expenses	3,500	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122
Capital Expenditures	Renewals: Structures	10,532	10,813	10,810	10,810	10,810	10,810	10,810	10,810	10,810	10,810	10,810	10,810
	Minor LOS Improvements	63,191	0	0	0	0	0	0	0	0	0	0	0
	LOS: Accessibility Improvement	30,532	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Heritage Incentives													
Unprogrammed Expenditure	Resource Consent Discounts	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Programmed Expenditure	Rates Remissions	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
	Heritage Project Fund	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000

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Minutes of a meeting of the Nelson Youth Council**Held in the Council Chamber, Civic House, 110 Trafalgar Street, Nelson****On Thursday 15 June 2017, commencing at 1.00pm**

Present: J Morgan (Chair), L Amos, L Bloomfield, S Corkery, S Cronin, E Edwards, C Fearnley-Fitzgerald, C Hagan, A Hunter, A James, L Ly, R Panting, E Rais, J Ripley, C Rollo, F Sawyer, J Stallard, L Wilkes,

In Attendance: Councillor McGurk, Councillor Acland, Councillor Noonan, Councillor Matheson, Councillor Walker, Children's and Young Adults Librarian (N Sharpe), Community Partnerships Adviser (S Stiles), and Cadet – Community Partnerships (K McLean)

Apologies: Apologies were noted from Ben Rumsey and Annie Tonks.

1. Apologies

Apologies were noted from Ben Rumsey and Annie Tonks.

2. Confirmation of Minutes

2.1 12 May 2017

Document number M2563, agenda pages 5 - 12 refer.

Resolved YC/2017/012

That the Youth Council

Confirms the minutes of the meeting of the Nelson Youth Council, held on 12 May 2017, as a true and correct record.

Rollo/James

Carried

3. Councillor Gaile Noonan

Councillor Noonan lead a discussion around mental health. She gave the Nelson Youth Council an update on an event that helped her to understand what mental health felt like and how dark that feeling was. Councillor

Noonan also spoke about strategies that can help and how mental illness can be hereditary.

Youth Councillors shared their experiences around accessing services and how they would like to see things change such as online booking systems when seeking counselling services.

4. Libraries Update

Children's and young adults Librarian, Nicki Sharpe, introduced herself and spoke about service improvements and new services at the libraries. These included:

- Faster and better Wi-Fi coverage
- Young adults area has been moved
- New youth space
- Visits from high schools
- Steam Club
- Young Adults Club at Stoke Library
- Hearthstone online game.

5. Submission on the Draft Suicide Prevention Strategy

Stuart Corkery updated the group on a decision he had made to step down from leading this project, due to deadline and time frame issues.

Samantha Cronin lead a discussion around the two sub-group meetings she had with Chris Alison and updated Councillor Acland on the strategy and Youth Councils main reason for submission.

6. Conflict of Interest

This item was passed and will be on the 14 August 2017 Youth Council agenda.

7 Youth Speak with Sport Tasman

Josephine Ripley updated the group on this project and explained the dragons den workshop. Josephine expressed interest in any ideas on how to get more people involved.

Chekodi Fearnley-Fitzgerald explained in more detail to the group about the award. She covered who won it and explained about the proposed application which took the winning prize.

The group discussed next year's involvement in this project.

7. Active Transport

Linda Ly and Samantha Cronin, spoke to the group about the meeting they had and how Nelson City Council is looking at adopting other transport. She explained that the Stoke loop will be stopped on the 01 July 2017.

Samantha Cronin mentioned collecting opinions about how they use transport and having another workshop with the new information gathered.

Councillor Acland raised concerns if the reasoning behind youth not biking could be linked to social perception of it not being “cool”.

Youth Councillors shared their views on why more youth don’t cycle and that there needs to be more safe cycle ways. It was noted that it’s cooler for males to cycle than it is for females.

8. Environmental Project

Jenna Stallard update the group on moving forward with this project and discussed the ideas around upcycling bikes to put them around the city.

9. Skate Park Project

Campbell Rollo informed the Youth Council about his meetings with Parks and Facilities Contract Supervisor, Mitch Pownall. Campbell explained the ideas they have come up with and that they will send out an email to Youth Council members on how they are moving forward with this project.

Emma Edwards expanded in more detail about the competition they are planning on having, which will determine the design of the skate park.

10. General Election Project

Chekodi Fitzgerald-Fearnley and Reuben Panting updated the group on the progress that has been made with this project to date. Chekodi mentioned an idea around meeting booths.

11. Activate: South Island Youth Connect

Chekodi Fitzgerald-Fearnley, Jenna Stallard and Lilly-Joy Amos reported back to the Nelson Youth Council about their trip to Kaipoi and the Activate conference.

They mentioned the workshops they attended, difficult things that may come up, refugee Youth Councillors, tips on what other Youth Council do to get the most out of there Councils, team building, Treaty of Waitangi and well-being.

It was agreed by all Youth Council members that Emma, Jenna and Chekodi would compile a package of all the information they learnt at Activate and get this to all members of the Nelson Youth Council.

12. Draft City Amenity Bylaw and Youth Council Submission

Cassandra Hagan explained about their completed submission for protesting and what this bylaw entails.

Chekodi Fitzgerald-Fearnley spoke about the subgroup meeting and how effective this was. She mentioned involvement and how it would be great if everyone came and helped out.

Councillor McGurk spoke to the Youth Council about putting in a submission for freedom camping and informed the group of when submissions close and discussed how highly polarising this issue is.

13. Rockquest Award

Alana James spoke to the group about Rockquest and how she felt the process went (compared to last year), and the better results they achieved this year.

Alana mentioned that know online promotion had been done as of yet and it needed to be completed.

A discussion from Youth Council members was held around how they promote themselves at such events.

14. Council Meetings

14.1 Works and Infrastructure Committee meeting – 18 May 2017

Fynn Sawyer and Linda Ly provided an update on the Works and Infrastructure Committee meeting. Fynn mentioned that two cycle ways were discussed and the Tahunanui cycle way was approved. Fynn also spoke about good health and how cycle ways are a fun way to exercise.

14.2 Planning and Regulatory Committee meeting – 25 May 2017

Emily Rais updated the Youth Council on the Planning and Regulatory Committee meeting. She explained about what she had learnt about flooding and earthquake risks.

Emily mentioned discouraging smoking in outdoor areas and encouraging people to reach a smoke free goal by 2025.

Cassandra updated the Youth Council about a workshop she attended called Nelsons Vision, she attended this after the Planning and Regulatory Committee meeting.

14.3 Sport and Recreation Committee meeting – 30 May 2017

Josephine Ripley reported back to the Youth Council about the Sport and Recreation Committee meeting and a discussion was held around the holiday park opening and how much security was needed in the holidays.

14.4 Community Services Committee meeting – 01 June 2017

Emma Edwards updated the Youth Council on the Youth Strategy and the potential for submitting.

Alex Hunter spoke about Arts Festival and how it's internally run with the possibility of transitioning to external arrangements.

Councillor McGurk explained why they are looking at the Arts Festival being externally run and the benefits for more community input.

15. Youth Week

Lilly-Joy explained youth week and updated the group on how they interviewed youth asking what they wanted Councillors to know and then uploading this to Facebook.

A discussion was held in regards to the large amount of views the videos received and Youth Councils thoughts on looking at doing something similar in the future.

16. General Business

Councillor Acland explained the bylaw around freedom camping and asked if Youth Councillors would want to make a submission on this. Youth Council members wanting to submit were; Chekodi, Linda, Lilly-Joy, Cassandra, Samantha, Josephine, Luke, Campbell, Jenna and Alex.

Fynn Sawyer spoke to the Youth Council about suicide prevention and ideas around a stage show with a guest speaker. Youth Council members interested in this project were; Chekodi, Emma, Jenna, Josephine, Linda, Samantha, Lilly-Joy, Cassandra, Luke, Alana, Fynn, Alex, Stuart, Liam and Campbell. Fynn will follow this up in a personal capacity.

Jenna Stallard spoke about the Youth Strategy and asked who wanted to be involved in the submission of this. Those interested were; Chekodi, Emma, Jenna, Josephine, Samantha, Lilly-Joy, Cassandra, Alana, Fynn, Jamie, Alex, Campbell and Emily.

Councillor McGurk asked if any members of the Nelson Youth Council would be interested in accompanying him to the Iron Duke Sea Scouts on 22 June 2017. Those interested were Samantha and Jenna.

Community Partnerships Adviser, Steve Stiles asked for any interest in the Festivals for the Future, held in Auckland from the 04-06 August 2017. Those interested were; Rueben, Campbell, Emma and Emily. Steve Stile also informed Youth Council of a contact sheet located on the table at the back of the room and if they could please update their details on the way out.

There being no further business and the meeting ended at 2.46pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Minutes of a meeting of the Nelson Youth Council

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Thursday 6 July 2017, commencing at 1.02pm

Present: R Panting (Chairperson), S Corkery, S Cronin, C Fearnley-Fitzgerald, C Hagan, A Hunter, L Ly, J Morgan, E Rais, J Ripley, C Rollo, B Rumsey, F Sawyer, and J Stallard

In Attendance: Acting Chief Executive (D Hammond), Councillors B McGurk and S Walker, Asset Management Engineering Adviser (S McAuley), Community Partnerships Manager (S Raggett), Community Partnerships Adviser (S Stiles), Community Partnerships – Cadets (A Borlase and K McLean).

Apologies: Lilly-Joy Amos, Liam Bloomfield, Emma Edwards, Alana James and Annie Tonks.

1. Apologies

Apologies were noted for absence from Lilly-Joy Amos, Liam Bloomfield, Emma Edwards, Alana James and Annie Tonks.

2. Confirmation of Minutes

2.1 15 June 2017

Document number M2659, agenda pages 5 - 10 refer.

Motion[YC/2017/013]

That the Youth Council

Confirms the minutes of the meeting of the Nelson Youth Council, held on 15 June 2017, as a true and correct record.

Stallard/Rais

Carried

3. Active Transport

Asset Management Engineering Adviser, Sue McAuley, attended and provided information about Council transport work and what they are wanting to achieve in the new financial year. Sue McAuley engaged the Nelson Youth Council in a discussion around what the Nelson Youth Council thought were barriers around youth not engaging in public transport and how they can change the attitude of youth.

Some feedback Nelson Youth Council gave around barriers for youth not using public transport:

- Attitude of youth
- Bus cost – a subsidised student fare would help
- Payment methods – Sue McAuley explained electronic ticketing will be available around June 2018
- Bus frequency
- Reliability of buses – Sue McAuley encouraged anyone with feedback on unreliable buses to contact her and feed any information back to her.

A discussion was held around electronic buses and Sue McAuley mentioned this is in the pipeline and a possibility in the next four years. Ms McAuley explained to the group about how retendering contracts work, while also explaining engine requirements and how often they are updated.

Councillor McGurk asked about extending current bus routes and if this was part of the review and what were the lessons learnt from the Stoke bus route. Sue McAuley explained the main lessons learnt with this bus route and invited Nelson Youth Council to a workshop being held on 16 August 2017.

Those interested in attending were; C Fearnley-Fitzgerald, J Stallard, J Ripley, C Hagan, F Sawyer, J Morgan, A Hunter, C Rollo and E Rais.

4. Engagement beyond Youth Council

Nelson Youth Councillor, Jenna Stallard lead a discussion with the group on youth engagement and how they can better engage with youth.

Miss Stallard opened the floor up for ideas to improve engagement with youth. Ideas discussed were:

- Share what is happening at Council in schools
- Encourage other cultures to apply for the Nelson Youth Council
- Facebook
- Snapchat

- Sharing information off the Nelson Youth Councils Facebook page on members personal pages for more views
- Book slots to speak at assemblies
- Utilise social media
- YouTube blogging
- Voting sub-committee.

5. Trustpower Community Awards

Nelson Youth Councillor, Alex Hunter updated the group on the Trustpower Community Awards. Miss Hunter explained how great she found the event and acknowledged the Nelson award that the Nelson Youth Council won along with the prize money of five hundred dollars.

Nelson Youth Councillor, Emily Rais acknowledged last year's Nelson Youth Council members for their hard work contributing to the award and spoke about how great it is when people see the amount of community volunteer work the Nelson Youth Council do.

It was noted that a decision was not made on what to spend the five hundred dollars on.

6. Submission on the Draft Suicide Prevention Strategy

Nelson Youth Councillor, Samantha Cronin thanked everyone for their help on getting a very thorough submission completed on the Draft Suicide Prevention Strategy.

7. Conflict of Interest

Community Partnerships Adviser, Steve Stiles distributed two documents:

- Draft Nelson Youth Council Declaration of Interests (A1790838) and
- Draft Youth Council Interest Register Outline (A1790845).

Nelson Youth Councillor, Fynn Sawyer lead a discussion around the Draft Youth Council Interest Register and asked for feedback.

Councillor McGurk explained reference of personal decisions, political views, leaders in the community, closed minds, high thresholds, interests and public perceptions.

Councillor Walker gave an example of a situation he had recently been in where he had a conflict of interest, which resulted in him seeking legal advice and stepping down from the interest he had. In doing this he was taking himself to a common level where there was longer a conflict of interest.

Councillor Walker explained involvement and how Council take steps compared to how Youth Council would.

A discussion was held around the wording of the Draft Youth Council Interests Register Outline. It was decided that the wording "should not be involved with decision making around this interest" should be changed to "where a conflict of interest is declared a Youth Councillor will be made aware and the conflict will be dealt with on a case by case basis".

Resolved YC/2017/014

That the Nelson Youth Council

Approves Draft Youth Council Interest Register subject to the change "A Youth Councillor will be made aware and the conflict will be dealt with on a case by case basis".

Rollo/Stallard

Carried

Chairperson, Reuben Panting acknowledged Acting Chief Executive David Hammond and welcomed Mr Hammond into the Public Forum.

Attendance: The meeting was adjourned from 1.31pm to 1.36pm, during which time a meal break was given.

8. Skate Park Project

Nelson Youth Councillor, Campbell Rollo updated the group on this project and spoke about working towards a timeline. Campbell explained how the painting will be judged and that only one painting would be expected by one winner.

Campbell informed the group of a meeting coming up on 19 July 2017 at 10.30am if anyone was interested and asked if they could contact him if they wanted to attend this meeting.

9. General Election project

Nelson Youth Councillor, Chekodi Fearnley-Fitzgerald updated the group on the progress with this project and spoke in more detail around advanced voting.

10. Draft City Amenity Bylaw and Youth Council submission

Nelson Youth Councillor, Chekodi-Fearnley Fitzgerald gave an update on the Draft City Amenity Bylaw submission and explained some of the challenges of making an oral submission.

Councillor McGurk gave feedback to those involved with the submission and explained there were 319 submission, 314 that were opposed to the Bylaw. He explained that Youth Council was the only ambivalent submission and appeared to try and please everyone.

Youth Council member, Cassandra Hagan replied to Councillor McGurk explaining that young people had very different views and their submission reflected this.

Councillor Walker expressed to the group how well he felt the Nelson Youth Council members did in the difficult situation they were in.

Attendance: Ben Rumsey left the meeting at 2.25pm.

11. Environmental Project

Nelson Youth Councillor, Fynn Sawyer thanked everyone and updated the group on the big changes that have been made around upcycling bikes and how it is not the best use of Youth Council members time. Fynn explained this decision as being informed by previous projects where bikes were found dumped in the river.

Fynn Sawyer updated the group on a new project plan aimed at helping Council focus on environmental outcomes and submitting on environmental issues.

Attendance: Ben Rumsey returned to the meeting at 2.30pm.

Fynn explained Youth Councils position and how they can make a big impact and provide benefits to the community.

12. NRSBU Resource Consent Meeting Bell Island Wastewater Treatment Plant

Nelson Youth Councillor, Jenna Stallard updated the group on the Bell Island treatment plant applying for renewal. Jenna explained how this treatment plant works and in more detail about the treated water, location, Iwi, public health, risk assessments and safety. Jenna mentioned in 2018 for future Youth Council members there will be a chance to make a submission.

Councillor Walker spoke about his knowledge on the treatment plant and that he can arrange a visit for any Youth Council members interested in doing so.

13. Youth Strategy Submission

Nelson Youth Councillor, Fynn Sawyer thanked the group and gave an individual thanks to Youth Council member, Jenna Stallard. Fynn explained that the submission was delivered to Council and spoke about the Action Plan Council will be developing out of the Youth Strategy and how it is just as important to submit on the Action Plan, if not more important.

14. Freedom Camping Bylaw

Nelson Youth Councillor, Emily Rais updated the group on this project to date and asked if anyone could make the next meeting on 06 July 2017.

15. Council Meetings

15.1 Full Council meeting – 22 June 2017

Chairperson, Rueben Panting gave an overview of the main points from the Full Council meeting. These included:

- Minor changes to the progress report
- Annual Plan
- The Mayors report
- Capital expenditure.

Councillor McGurk explained the importance of this meeting and mentioned this meeting had a large impact on the community, yet the public gallery was empty.

15.2 Works and Infrastructure Committee meeting – 29 June 2017

Nelson Youth Councillor, Emily Rais summarised the Works and Infrastructure Committee meeting and went into more detail around the bike route through Tahunanui and Bolt Road.

15.3 Sport and Recreation Committee meeting – 04 July 2017

Nelson Youth Councillor, Fynn Sawyer updated the group on the Sport and Recreation Committee meeting and mentioned in more detail about the mountain bike hub at the Brook, Andrews Park and the decision to have 30 car parks there.

16. General Business

Youth Councillor, Jamie Morgan wanted to clarify recommended meetings and how many you can miss. Community Partnerships Adviser, Steve Stiles informed the group that there is currently no number however, if you miss 2 meetings without giving your apologies then Youth Council members can decide to strike off the member breaching this rule.

It was decided that missing meetings will be on the Agenda for 14 August 2017 Youth Council meeting.

It was decided Sister Cities will be on the Agenda for 14 August 2017 Youth Council meeting.

It was decided that Festivals will be on the Agenda for 14 August 2017 Youth Council meeting.

It was decided that Policy Coordinator, Jane Loughnan will be invited to provide information on the long term plan at the 14 August 2017 Youth Council meeting.

Community Partnerships Adviser, Steve Stiles made the group aware of a koha of \$100.00 had been given to the Nelson Youth Council for a presentation at the Nelson Tasman Youth Workers Collective meeting.

There being no further business the meeting ended at 2.58pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Minutes of a meeting of the Nelson Youth Council

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Monday 14 August 2017, commencing at 1.01pm

Present: C Fearnley-Fitzgerald, S Corkery, E Edwards, C Hagan, A Hunter, A James, L Ly, J Morgan, R Panting, E Rais, C Rollo, B Rumsey, J Stallard and A Tonks.

In Attendance: Councillors K Fulton, B McGurk, and S Walker, Manager Community Partnerships (S Raggett), Policy Advisor (G Thorpe), Community Partnerships Advisor (S Stiles), Programme Coordinator Festivals (C Unwin), Masked Parade and Carnival Coordinator (M Blackman), Sister Cities Coordinator (G Collingwood), New Zealand China Friendship Society representatives (B Markland and F Van Mansum), and Cadet Community Partnerships (K McLean).

Apologies: F Sawyer, S Cronin, J Ripley and L Amos.

1. Apologies

Apologies were noted for absence from Lilly-Joy Amos, Samantha Cronin, Josephine Ripley and Fynn Sawyer.

2. Confirmation of Minutes

2.1 06 July 2017

Document number M2732, agenda pages 5 – 11 refer.

Resolved YC/2017/015

That the Nelson Youth Council

Confirms the minutes of the meeting of the Nelson Youth Council, held on 06 July 2017, as a true and correct record.

Ly/Stallard

Carried

Attendance: Youth Councillor, Emma Edwards joined the meeting at 1.03pm.

3. Sister Cities Co-ordinating Group

Mrs Markland introduced herself, Ferry Van Mansum and Sister Cities Coordinator Gail Collingwood.

Mrs Markland spoke about the importance of Nelson's Chinese Sister City relationship, Chinese culture and making a contribution to world peace. Mrs Markland raised awareness of the Nelson branch of the New Zealand China Friendship Society and invited youth councillors to attend a pot luck dinner and activities on 29 September 2017 at Founders Heritage Park.

Those interested in attending were; Alex Hunter, Emily Rais, Annie Tonks, Cassandra Hagan and Alana James.

4. Festivals Team

Programme Coordinator, and Masked Parade and Carnival Coordinator, Michaela Blackman, spoke about the upcoming 2017 Arts Festival.

Programme Coordinator, Charlie Unwin distributed a document:

- 2017 Arts Festival brochure (A1820971).

Mr Unwin explained the importance of youth attendance and how youth councillors could act as ambassadors to spread the word about the 2017 Arts Festival.

Michaela Blackman spoke to the group about youth involvement around the Masked Parade. Ms Blackman mentioned advocacy and how encouraging good behaviour of those attended was important. Ms Blackman asked for feedback about activities suitable for youth.

Miss Stallard agreed to send the school volunteer groups contact details to Ms Blackman.

Councillor Fulton held a discussion around the reduced price last minute tickets available to NMIT students and if it could get extended as an initiative to all high school students. Mr Unwin agreed to look into this further.

5. Long Term Plan

Councillor Fulton explained the Long Term Plan process, including how the Annual Plan was based around the Long Term Plan and every three years the Long Term Plan was reviewed. She also spoke about Nelson 2060, a 50 year goal/plan and covered the reasoning behind this document.

Mr Stiles asked for feedback on the Youth Action Plan and asked what needed to be considered in the Long Term Plan.

Resolved YC/2017/016

That the Nelson Youth Council

Approves a sub-group for the Long Term Plan.

Stallard/Edwards

Carried

6. Draft Youth Strategy Action Plan

Community Partnerships Advisor, Steve Stile tabled three documents:

- Nelson City Council Youth Strategy (A1812524) and
- Draft Youth Strategy Action Plan 2017 engagement pack (A1812517) and
- Draft Youth Strategy Action Plan (A1811121).

Mr Stiles explained to the group what the draft Youth Strategy Action Plan was and how Youth Council could be involved.

Resolved YC/2017/017

That the Council

Approves a sub-group for the draft Youth Strategy Action Plan.

Stallard/Rumsey

Carried

Attachments

- 1 A1812524 - Youth Strategy
- 2 A1812517 - draft Youth Strategy Action Plan 2017 engagement pack
- 3 A1811525 - draft Youth Strategy Action Plan

7. Nelson Tasman Youth Workers Collective Youth Summit

Youth Councillors, Alex Hunter and Emily Rais updated the group on the Nelson Tasman Youth Workers Collective Youth Summit held on 2 August 2017. Miss Rais explained the panel and activities held around challenges, including strategies to deal with these. Both Youth Council members were in agreement with this being a really good brainstorming event.

8. Opening of the Arts Festival

Nelson Youth Councillor, Jenna Stallard explained to the group about the launch of the brochure and new programme. The four Youth Councillors that attended were in agreement that it was a really enjoyable night.

9. Blessing of the Fleet

Nelson Youth Councillors, Annie Tonks and Reuben Panting gave a summary of their involvement in the Blessing of the Fleet. They noted they met Councillor Barker and sat with dignitaries, which they both agreed was a great experience. Mr Panting also noted the great community turn-out for the event.

10. Festival for the Future

Youth Councillor, Jenna Stallard spoke about her experience at Festival for the Future, held in Auckland over three days.

Miss Stallard spoke in further detail about:

- Guest speakers
- Workshops
- Panels
- Ideas

Miss Stallard explained her biggest learning point was that "your ideas are your greatest asset".

Miss Stallard informed the group that she had written up a report on the event in more detail and would be emailing this through to everyone.

11. Skate Park Project

Youth Councillor, Campbell Rollo updated the group on the project to run a competition to paint the old skate park at Rutherford Park. Mr Rollo felt that they were at a good stage and by the following week they would be well underway with submissions for the design for painting the skate park.

A discussion was held around publicity and the best way to start promoting this event. It was decided a video should be made and details of the event would be in the Waimea Weekly.

12. General Election Project

Youth Councillor, Chekodi Fearnley-Fitzgerald updated the group on this upcoming event, held on 23 August 2017. Miss Fearnley-Fitzgerald explained that attendance was required and spoke further about the last meeting coming up.

13. Environmental Project

This item was not discussed.

14. Freedom Camping Bylaw

Youth Councillors, Alex Hunter and Emily Rais thanked everyone on their great ideas given and explained how well they felt the verbal submission went.

Councillors Walker, Fulton and McGurk gave positive feedback regarding the Youth Council submission.

15. Council Meetings

15.1 Planning and Regulatory Committee meeting – 27 July 2017

Youth Councillors, Jamie Morgan and Ben Rumsey updated the group on key points they took away from this meeting, these were:

- Gondola progress
- Quarterly Report – huge increase indicating growth
- Building warrants of fitness
- Top of the South conservation partnership model
- National policy statement on urban growth.

Councillors Fulton and Walker gave further information about the gondola project.

15.2 Full Council meeting – 10 August 2017

Youth Councillor, Linda Ly updated the group on this meeting and went into more detail around the Modellers Pond project, Upper Trafalgar Street being closed, CE recruitment committee conversation, elected members Code of Conduct and how there generally was a lot of disagreement at the meeting.

Councillors Fulton and Walker gave further information about the Modellers Pond project, noting the issues, costs and the importance of the pond to the community.

16. General Business

Community Partnerships Advisor, Steve Stiles spoke about next year's recruitment, and Miss Ly agreed to create the recruitment poster. Steve Stiles also asked if current members could book assembly slots around 25 September 2017.

Youth Councillors held a discussion around changing the rules on missing meetings. After a discussion it was agreed that this would be an item on the agenda for the 25 September 2017 Youth Council meeting.

Councillor Fulton encouraged youth councillors to consider having more cultural diversity in representing the Nelson Tasman Youth Council in future members to come.

There being no further business the meeting ended at 2.59 pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Minutes of a meeting of the Nelson Youth Council

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Monday 25 September 2017, commencing at 1.01pm

Present: L Ly (Chair), Youth Councillors L Amos, S Corkery, S Cronin, E Edwards, C Fearnley-Fitzgerald, C Hagan, A Hunter, J Morgan, R Panting, E Rais, J Ripley, C Rollo, B Rumsey, F Sawyer, J Stallard and A Tonks.

In Attendance: Councillor M Rutledge, Community Partnerships Adviser (S Stiles), Team Leader Programmes and Services (S Harley), Library Assistant (L Mitchell), Funding and Community Support Age Concern (C Budge) and Cadets-Community Partnerships (K McLean and P Dunlop).

Apologies: Councillor B McGurk and A James

1. Apologies

Apologies were noted for absence from Councillor McGurk and A James.

2. Confirmation of Minutes

2.1 14 August 2017

Document number M2816, agenda pages 5 - 10 refer.

Resolved YC/2017/018

That the Nelson Youth Council

Confirms the minutes of the meeting of the Nelson Youth Council, held on 14 August 2017, as a true and correct record.

Stallard/Rais

Carried

3. Libraries

Library Assistant, Lucy Mitchell, introduced herself and Team Leader Programmes and Services, Steve Harley. Ms Mitchell explained to the group about the idea of running a young adults summer challenge from December 2017 to January 2018 for 13-18 year olds. Ms Mitchell mentioned the aim is to encourage more youth in libraries and to include genres that don't get much feedback.

Ms Mitchell explained to the Nelson Youth Council how they plan to have around twelve challenges run through Instagram by uploading pictures of completed challenges. Ms Mitchell asked the Nelson Youth Council for any feedback they had on this Library initiative.

A discussion was held around using Instagram and if participants of the programme could upload their photos to a secondary place, for those who don't have Instagram. Nelson Youth Council member, Jenna Stallard spoke about a similar project they carried out at Nelson Girls College and the struggle they had with using social media for reading programmes, as a lot of people were embarrassed due to the stigma attached to being seen participating in a reading challenge.

4. Age Concern

Funding and Community Support, Caroline Budge, presented to the Nelson Youth Council about the AgeConnect initiative and discussed possible collaborations with Youth Council in 2018.

Ms Budge explained a survey was undertaken by older adults and the main response was loneliness. Ms Budge gave examples of why older adults become lonely and how the AgeConnect initiative was important to get younger and older generations together to learn from each other.

A discussion was held around what a great idea this was and that the Nelson Youth Council would like to put a representative forward for this project.

Those interested in being a representative in this project were; Reuben Panting, Linda Ly, Cassandra Hagan, Alex Hunter, Jenna Stallard, Samantha Cronin and Campbell Rollo.

5. Colour Craze

Youth Councillor Alex Hunter, updated the group on what the Tasman Youth Council Colour Craze was and asked if the Nelson Youth Council would like to be involved by volunteering at the event this year.

A discussion was held around individuals volunteering to promote the Nelson Youth Council to the public by wearing the Nelson Youth Council t-shirts. Ms Hunter explained no money would be spent on the Colour Craze and it would be a great way of advertising for the Nelson Youth Council.

Those interested in volunteering individually were; Emma Edwards, Chekodi Fearnley-Fitzgerald, Cassandra Hagan, Alex Hunter, Jamie Morgan, Reuben Panting, Emily Rais, Ben Rumsey, Jenna Stallard and Annie Tonks.

6. Missed Meetings

The Chair Linda Ly, led a discussion about the current rules and procedures around Youth Council members missing meetings.

It was decided not to change the constitution however, at induction emphasis will be placed around how to deal with complaints (informal and formal) and missed meetings.

7. What Now Comes To Nelson

Youth Councillor Cassandra Hagan, informed the group that What Now would be coming to Nelson on Sunday, 08 October 2017 and asked if anyone is available for volunteering at this live broadcast.

Youth Councillor Jamie Morgan, lead a discussion about What Now's Researcher, Kate Morgan, asking for feedback from the Nelson Youth Council about a 3 minute clip of "what makes Nelson uniquely Nelson".

Those interested in volunteering at the live broadcast were; Emily Rais, Annie Tonks, Lilly-Joy Amos, Samantha Cronin, Chekodi Fearnley-Fitzgerald, Ben Rumsey, Emma Edwards, Alex Hunter, Josephine Ripley and Campbell Rollo.

8. General Election Project

Youth Councillor Chekodi Fearnley-Fitzgerald, thanked the Nelson Youth Council and Community Partnerships Adviser, Steve Stiles for all the hard work and dedication that had been put into this project.

Miss Fearnley-Fitzgerald explained to the group how she felt the money spent on this event was worth the outcome. Miss Fearnley-Fitzgerald gave feedback about how they were promoting events in schools, commitment and replying back to emails during the organisation of upcoming events.

Community Partnerships Adviser, Steve Stiles, gave thanks to everyone in the Nelson Youth Council for all the effort that went into this event. Mr Stiles gave advice to the Youth Council about next year and how they can engage in youth watching the elections evening online.

Councillor Rutledge acknowledge those who got involved in the elections project and encouraged the Nelson Youth Council to get input and engagement from youth, whenever possible.

9. Skatepark Project

Youth Councillor Campbell Rollo, updated the group on applications received for this project and how a lot of high school students didn't apply due to mock exams. Mr Rollo mentioned that they had nine applicants in total and two of them were in the age range required to be eligible.

Youth Councillor Emma Edwards, explained to the group that they have extended the closing date of applications and would like all Youth Council members to encourage a group from each school to enter, to make the extension worthwhile. Miss Edwards confirmed the closing date would be 30 September 2017.

10. Nelson Youth Council Recruitment

Youth Councillor Jenna Stallard, discussed the recruitment process for the 2018 Nelson Youth Council. Miss Stallard informed the group that applications were open and would close on 18 October 2017. Miss Stallard encouraged current Youth Councillors that intend to reapply, to do so by email, to Steve Stiles. Miss Stallard held a discussion around bringing possible recruits to the next Youth Council meeting to be held on 24 October 2017, and to keep in mind that this person needs to be someone you would be happy with taking your place in the Nelson Youth Council.

A group discussion was held around promoting applications for the 2018 Youth Council and the best way to get a diversity of applicants to apply.

Some ideas the Nelson Youth Council came up with were:

- Promotion in schools
- Getting involvement from the Nelson City Council Communications Team
- Promoting Youth Council at sports and church
- Presenting a video of the Nelson Youth Council at assemblies
- Promoting the Nelson Youth Council to Māori and refugee youth.

Councillor Rutledge spoke about his experience in becoming a Councillor and how he was encouraged by a long term Councillor, which gave him the confidence in himself to put his name forward. Councillor Rutledge felt that it was the current Youth Councillors collective responsibility to bring on new Youth Council members.

11. Nelson Youth Council Training and Induction

Community Partnerships Adviser, Steve Stiles, invited all Youth Council to induction on 06 and 07 December 2017 with the new Youth Councillors for 2018. Mr Stiles asked for ideas on where the induction should take place and if there was any interest in an overnight induction.

Venue ideas were:

- National Outdoor Leadership School
- A Marae
- Whenua Iti Outdoors
- Bridge Valley Adventure Centre
- Teapot Valley Christian Camp.

Youth Councillor Emily Rais, encouraged Youth Council members at induction not to cluster together and focus on making it an enjoyable time for new Youth Councillors and to branch out of their groups.

12. Community Youth Volunteer Award

Community Partnerships Adviser, Steve Stiles, explained to the group that the Community Youth Volunteer Award was an award given out at schools for youth volunteering and to encourage involvement. Mr Stiles asked the Nelson Youth Council if he could have one volunteer to be a judge for this award from each school.

Those interested were:

- Nelson Boys College – Ben Rumsey
- Nayland College – Fynn Sawyer
- Garin College – Reuben Panting
- Waimea College – Stuart Corkery
- Nelson Girls College – Cassandra Hagan, Samantha Cronin and Jenna Stallard.

13. Council Meetings

13.1 Sport and Recreation Committee meeting – 22 August 2017

Youth Councillor Emma Edwards, updated the group on the Brook Holiday Park staying open.

Councillor Rutledge mentioned the meeting was very short and they discussed the Brook Holiday Park and the decision to keep it open and increase promotion over summer.

13.2 Works and Infrastructure Committee meeting – 24 August 2017

Youth Councillor Samantha Cronin, updated the group on the Works and Infrastructure meeting, and mentioned how short this meeting was. Miss Cronin explained that New Zealand Post was wanting approval for a new mail system which involves driving on the foot path.

13.3 Community Services Committee meeting – 31 August 2017

Youth Councillor Chekodi Fearnley-Fitzgerald, reported to the wider group about the Community Services Committee meeting and mentioned that the Youth Council's election sub-group was mentioned.

Some key points from this meeting that Miss Fearnley-Fitzgerald mentioned were; the Community Partnerships activity management plan, a debate around the insulation of housing and the approval of the Youth Strategy.

13.4 Full Council Committee meeting – 21 September 2017

Youth Councillor Jenna Stallard, updated the group on the special housing areas approved at the meeting, including Marsden Valley, Tasman Street and The Brook. Miss Stallard also mentioned the pest control plan and the public forum presentation on "out of the blue", a big music festival that was seeking financial support.

14. General Business

- A discussion was held around the Upper Trafalgar Street being closed for four months and how Youth Council could be involved in the opening of Upper Trafalgar Street. Councillor Rutledge asked the Youth Council to think what they could do to make it a public space and what would make it an engaging space to spend time in.
- It was decided to be an item on the 24 October 2017 Youth Council meeting.
- Youth Councillor Jenna Stallard, informed the group that her Youth Council t-shirt would be travelling to Japan with her.
- Community Partnerships Adviser, Steve Stiles, spoke about Rob Mokaraka coming to Nelson in November and if the group could have a think if they are interested in this. Mr Stiles gave the group some background information about Rob Mokaraka and his struggle with mental health. Mr Stiles spoke about how Mr Mokaraka almost lost his life to this battle and now performs a one-man theatre play called Shot Bro – Confessions of a Depressed Bullet.

Mr Stiles noted that Youth Council declined to change the constitution with regards to the number of meetings missed and suggested a working group to discuss this issue further.

Those interested in being a part of the working group were; Stuart Corkery, Samantha Cronin, Emma Edwards, Chekodi Fearnley-Fitzgerald, Alex Hunter, Jamie Morgan, Reuben Panting, Emily Rais, Fynn Sawyer and Jenna Stallard.

There being no further business the meeting ended at 2.50pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date