



AGENDA

Ordinary meeting of the

Community Services Committee

**Tuesday 26 February 2019
Commencing at 9.00a.m.
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

**Pat Dougherty
Chief Executive**

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

Quorum: 4

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee Agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision.

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

Nil

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

4.1 Steve Cross - the review of pet cremation operations

5. Confirmation of Minutes

5.1 27 November 2018

9 - 17

Document number M3949

Recommendation

That the Community Services Committee***Confirms the minutes of the meeting of the
Community Services Committee, held on 27
November 2018, as a true and correct record.*****6. Chairperson's Report****18 - 19**

Document number R10014

Recommendation

That the Community Services Committee***Receives the report Chairperson's Report
(R10014).***

- 7. Youth Council Update**
- 8. Community Services Committee Quarterly Report to 31 December 2018** **20 - 44**

Document number R9929

Recommendation

That the Community Services Committee

Receives the report Community Services Committee Quarterly Report to 31 December 2018 (R9929) and its attachments (A2125593 and A2134396).

- 9. Pet Cremations Review** **45 - 61**

Document number R9575

Recommendation

That the Community Services Committee

Receives the report Pet Cremations Review (R9575) and its attachments (A1484302, A1881839, A2136225 and A2123279)

Recommendation to Council

That the Council

Approves the continuation of pet cremation services at the Wakapuaka Crematorium.

- 10. Stoke Community Youth Facility** **62 - 98**

Document number R9913

Recommendation

That the Community Services Committee

Receives the report Stoke Community Youth Facility (R9913) and its attachment (A2120557); and

Agrees that Option 4 – go out with targeted options, (from report A2120557), is the preferred option; and

Agrees to hold a Community Services workshop to enable staff to prepare targeted options to take out for pre-consultation, to be followed by wider community consultation.

11. Heritage Activity Management Plan 2018 - 28 99 - 102

Document number R9688

Recommendation

That the Community Services Committee

Receives the report Heritage Activity Management Plan 2018 - 28 (R9688) and its attachment (A1826798).

Recommendation to Council

That the Council

Adopts the Heritage Activity Management Plan 2018 - 2028 (A1826798) to reflect the approved Long Term Plan 2018 - 2028.

12. Arts Activity Management Plan 2018 - 2028 103 - 106

Document number R9687

Recommendation

That the Community Services Committee

Receives the report Arts Activity Management Plan 2018 - 2028 (R9687) and its attachment (A1766400).

Recommendation to Council

That the Council

Adopts the Arts Activity Management Plan 2018 - 2028 (A1766400) to reflect the approved Long Term Plan 2018 - 2028.

13. Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference 107 - 120

Document number R9853

Recommendation

That the Community Services Committee

Receives the report Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference (R9853) and its attachments (A2093465 and A1960223); and

Agrees not to offer new Community Investment Fund applications for 2019/20; and

Notes that the panel will consider rollover funding from the Community Investment Fund for Whanake Youth of \$20,000 p.a. for 2019/20 and 2020/21 on receipt of an acceptable application; and

Agrees that the Community Grant Fund approvals be increased from \$2,500 to \$5,000 maximum for 2019/20; and

Agrees to the updated Community Investment Fund Panel Terms of Reference (A2093465) and Code of Conduct (A1960223).

Recommendation to Council

That the Council

Confirms that new Community Investment Fund applications will not be offered in 2019 /20; and

Confirms that the Community Grant Fund approvals be increased from \$2,500 to \$5,000 maximum for 2019/20; and

Approves the updated Community Investment Fund Panel Terms of Reference (A2093465) and Code of Conduct (A1960223).

14. Greenmeadows Centre - Progress Update (Number Five) 121 - 124

Document number R9861

Recommendation

That the Community Services Committee

Receives the report Greenmeadows Centre - Progress Update (Number Five) (R9861).

PUBLIC EXCLUDED BUSINESS

15. Exclusion of the Public

Recommendation

That the Community Services 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 - 27 November 2018	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)(g) To maintain legal professional privilege • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(b)(ii) To protect information where the making available of the

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information
2	Greenmeadows Centre - Progress Update	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(g) To maintain legal professional privilege • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities

Note:

- **This meeting is expected to continue beyond lunchtime.**
- **Lunch will be provided.**
- **Youth Councillors Cassie Hagan and Zoe Jurgeleit 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 Tuesday 27 November 2018, commencing at 9.01a.m.

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

In Attendance: Councillors L Acland, I Barker and S Walker, Chief Executive (P Dougherty), Group Manager Infrastructure (A Louverdis), Group Manager Community Services (R Ball), Group Manager Corporate Services (N Harrison), Group Manager Strategy and Communications (N McDonald), Governance Adviser (E Stephenson) and Youth Councillors Campbell Rollo and Jaid VandenBerg-Kaire

Apology: Her Worship the Mayor Reese

1. Apologies

Resolved CS/2018/053

That the Community Services Committee

Receives and accepts an apology from Her Worship the Mayor Reese.

Rutledge/Courtney

Carried

2. Confirmation of Order of Business

The Chair advised that if necessary, the meeting would be adjourned for an extraordinary Council meeting to be convened at 11.00a.m.

3. Interests

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

4. Public Forum

- 4.1 Brent Thawley and Sarah Yarrow - Nelson Festivals Trust. An update on the Trust's strategy/visioning process.

Attendance: Councillor Matheson left the meeting from 9.05a.m. until 9.09a.m.

Brent Thawley, inaugural Chair of the Nelson Festivals Trust, updated the Committee on the Trust's strategy/visioning process. A PowerPoint presentation was provided. Mr Thawley highlighted the Trust's progress to date, its strategic planning process, community engagement and partnership. He spoke about the Festival's vision, priorities and profile, its relationship with Nelson City Council and establishing partnerships with Tasman and Marlborough District Councils.

Mr Thawley answered questions regarding festival criteria and consultation. It was noted that the Trust's feedback on the Residents' survey results would be appreciated for the upcoming Governance Committee meeting.

Attachments

- 1 A2100320 - Brent Thawley and Sarah Yarrow PowerPoint presentation

5. Confirmation of Minutes

- 5.1 4 October 2018

Document number M3806, agenda pages 7 - 14 refer.

Resolved CS/2018/054

That the Community Services Committee

Confirms the minutes of the meeting of the Community Services Committee, held on 4 October 2018, as a true and correct record.

Courtney/Fulton

Carried

6 Chairperson's Report

The Chair highlighted items in her report and tabled a document - *Histrionic Times 1918 Armistice Centennial Edition November 2018*. She noted concerns regarding the MenzShed lease, and confirmed that the committee agreed to request that officers investigate options for a potential location for a MenzShed at the Founders Park area and report back to the committee. The Chair noted that there was nothing in the Long Term Plan regarding this. It was pointed out that MenzShed required certainty regarding a site in order to fundraise, but that this was only the start of a process.

Resolved CS/2018/055

That the Community Services Committee

Receives the Chairperson's Report.

Noonan/Rutledge

Carried

Attachments

- 1 Histrionic Times 1918 Armistice Centennial Edition November 2018

7. Youth Council Update

Youth Councillor Jaid VandenBerg-Kaire updated the committee on Youth Councillors' attendance at a Top of the South youth hui, where the focus was youth council inductions and day-to-day operations; mental health, drugs, alcohol, youth-friendly spaces and jobs. She advised that another meeting was planned to discuss how to put solutions in place. Jaid said that the Masked Parade had gone well, with no Police debrief required as youth behaviour had been outstanding.

Youth Councillor Campbell Rollo noted that this was the end of the Youth Council year, that applications for 2019 had been completed and Youth Council was happy with that process, with over 40 applications. He noted that new youth councillor introductions would be taking place in two weeks' time. He said that Youth Council had enjoyed the year, it had made a few submissions and been involved in events. He said that youth councillors were happy with how the year had gone and enjoyed attending Council and Committee meetings.

Attendance: Councillor Rutledge left the meeting from 9.34a.m. until 9.38a.m.

8. Community Partnerships Activity Management Plan 2018 - 2028

Document number R9680, agenda pages 18 - 43 refer.

Manager Community Partnerships, Mark Preston-Thomas, answered questions regarding the community partnerships review process, Stoke youth and a review of the community investment funding process, noting that a future report would be provided on this issue.

Attendance: Councillor Matheson left the meeting at 9.41a.m.

Resolved CS/2018/056

That the Community Services Committee

Receives the report Community Partnerships Activity Management Plan 2018 - 2028 and its attachment (A2012013).

Courtney/Fulton

Carried

Recommendation to Council CS/2018/057

That the Council

Adopts the Community Partnerships Activity Management Plan 2018 – 2028 (A2012013) to reflect the approved Long Term Plan 2018 - 2028.

Courtney/Fulton

Carried

9. Community Services Committee Quarterly Report 1 July - 30 September 2018

Document number R9769, agenda pages 44 - 64 refer.

Attendance: Councillor Matheson returned to the meeting at 9.44a.m.

Manager Community Partnerships, Mark Preston-Thomas, answered questions regarding the relocation of the Welcome Cloak, Quarterly Report terminology, Founders Heritage Park occupancy, library usage and review of the membership process.

It was clarified that Greenmeadows related costs were for a full time clerk of works - a consultant to liaise with tenants, the variation for the resource consent, and an independent building consultant.

Resolved CS/2018/058

That the Community Services Committee

Receives the report Community Services Committee Quarterly Report 1 July - 30 September 2018 (R9769) and its attachments (A2080638 and A2083117).

Lawrey/McGurk

Carried

10. Greenmeadows Centre - Progress Update (number four)

Document number R9770, agenda pages 65 - 68 refer.

Group Manager Infrastructure Alec Louverdis, answered questions regarding progress and noted that official completion would not be until the new year. He reiterated that quality remained the most important criteria in terms of project delivery and agreed that it was likely that because of the extra attention, Council would get a better built centre than originally expected. He answered further questions regarding recycling of removed material, café fit-out progress, the minor defects (snag) list and the opening date.

Resolved CS/2018/059

That the Community Services Committee

Receives the report Greenmeadows Centre - Progress Update (number four) (R9770).

Courtney/Matheson

Carried

11. Community Housing

Document number R9815, agenda pages 69 - 72 refer.

Resolved CS/2018/060

That the Community Services Committee

Receives the report Community Housing (R9815); and

Refers to Council all powers of the Community Services Committee relating to the future of Nelson City Council's community housing.

Rutledge/McGurk

Carried

Recommendation to Council

That the Council

Considers all matters relating to the future of Nelson City Council's community housing with a view to developing a proposal for community consultation in 2019.

12. Exclusion of the Public

Resolved CS/2018/061

That the Community Services 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:

Matheson/Fulton

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	Community Services Committee Meeting - Public Excluded Minutes - 4 October 2018	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)(g) To maintain legal professional privilege • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities
2	Greenmeadows Centre - Progress Update	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(g) To maintain legal professional privilege • Section 7(2)(h)

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		good reason exists under section 7	To enable the local authority to carry out, without prejudice or disadvantage, commercial activities
3	Queens Gardens Toilets Update	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

The meeting went into public excluded session at 10.37a.m. and resumed in public session at 10.55a.m.

Adjournment of Meeting

Resolved CS/2018/062

That the Community Services Committee

Adjourns the meeting until the conclusion of the Extraordinary Council meeting.

Courtney/McGurk

Carried

The meeting was reconvened at 1.30p.m.

Exclusion of the Public

Resolved CS/2018/063

That the Community Services 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:

McGurk/Rutledge

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	Community Services Committee Meeting - Public Excluded Minutes - 4 October 2018	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)(g) To maintain legal professional privilege • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities
2	Greenmeadows Centre - Progress Update	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)(g) To maintain legal professional privilege • Section 7(2)(h) To enable the local authority to carry out, without

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
			prejudice or disadvantage, commercial activities
3	Queens Gardens Toilets Update	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

The meeting went into public excluded session at 1.30p.m. and resumed in public session at 2.41p.m.

There being no further business the meeting ended at 2.41p.m.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Chairperson's Report

1. Recommendation

That the Community Services Committee

***Receives the report Chairperson's Report
(R10014).***

As I write this report we are in day seven of the Pigeon Valley fire and many of our staff are involved in some way in this. It is humbling to see our community when we are under pressure and the care for others which shows through. We have some heroes in our community and we are so fortunate. I saw a couple of our Youth Councillors and other young people have pitched in to help.

You will see from the Quarterly report that some of our work stream has been delayed due to unforeseen activities. The meeting will be longer than usual as a large amount of business needs to be transacted.

I would like to highlight a couple of items covered in the quarterly report.

1. The Tahunanui Lions Toilet upgrade. I attended the public engagement early in February and the suggestions were very helpful to the consultant. I will be liaising with the Chair of the Sports and Recreation Committee as we work through this project.
2. Taurapa sculpture. I attended the dawn blessing, as did many others. It was a very special occasion. It is an impressive work and well worth a special visit.

The Nelson Community and Whanau Network usually meets between 12 noon and 1.30 pm on the second Wednesday of each month at the Trafalgar Pavilion. Volunteer Nelson provides the administrative support, while the Council provides the pavilion as a service. Councillor McGurk regularly attends as an elected member along with Councillor Fulton and officers from Community Services. Approximately 30 to 40 people from various community organisations attend. The usual format is a round of notices where organisations provide an update to their activities and upcoming events. There are usually a couple of presentations on matters of interest to network members. Councillors provide an update and tend to focus upon Council and committee decisions of interest to the network.

Item 6: Chairperson's Report

Key themes from the network tend to be issues of ongoing interest and continuity of funding, unrecognised needs and gaps in services.

I have been working with staff in relation to the Tahunanui Community Centre and they remain available to the new board for any assistance Council is able to provide. It is important however to allow the board to undertake its governance functions, and this appears to be having successful outcomes.

Author: Gaile Noonan, Chairperson - Community Services
Committee

Attachments

Nil

Community Services Committee Quarterly Report to 31 December 2018

1. Purpose of Report

- 1.1 To inform the Committee of the financial and non-financial results for the second quarter for the activities under its delegated authority.
- 1.2 To highlight any material variations.

2. Recommendation

That the Community Services Committee

Receives the report Community Services Committee Quarterly Report to 31 December 2018 (R9929) and its attachments (A2125593 and A2134396).

3. Background

- 3.1 Quarterly reports on performance are being provided to each Committee on the performance and delivery of projects and activities within their areas of responsibility.
- 3.2 The financial reporting focuses on the year to date performance (1 July to 31 December 2018) compared with the year-to-date (YTD) approved capital and operating budgets.
- 3.3 Unless otherwise indicated, all information is against approved operating budget, which is the 2018/19 Long Term Plan budget plus any carry forwards, plus or minus any other additions or changes as approved by the Committee or Council.
- 3.4 There are 14 projects that fall under the Community Services Committee that are included as part of the quarterly reporting. These have been selected if their budget is at least \$250,000 for 2018/19, are multi-year projects with a budget over \$1 million, or have been assessed to be of particular interest to the Committee.

4. Key development for the three months to 31 December 2018

- 4.1 Community Housing: No further changes in this quarter. The renewal budget is being managed closely. Only high priority (renewal) work is being undertaken until more is known about the future of the asset.
- 4.2 Tahunanui Lions Toilet Upgrade: A feedback survey was completed with stakeholders with 198 respondents rating cleanliness as the main driver of the project and increasing the number of toilets as the second priority. An iconic facility (that makes a visual statement) was rated the lowest priority for any possible solutions in the future. Work has been allocated to a consultant and public engagement has begun. A public meeting will be held in February 2019.
- 4.3 Millers Acre Toilet: A meeting with stakeholders was held in December 2018 who provided effective feedback for design options. This is being used to create a design brief for pricing. i-SITE and DOC staff requested that Council consider creating a new front entrance to the visitor centre as part of the design. This work is currently out of scope but opportunities will be explored and reported back.
- 4.4 Queens Garden Toilet: Additional funding of \$227,000 was approved at the Council meeting on 13 December 2018.
- 4.5 Artworks Maintenance: The 'Welcome Cloak', by Aidi Tait, requires relocating and repair following persistent wind damage. Repair and relocation of 'Welcome Cloak' has resulted in media interest in this and related public art. Relocation is scheduled for the i-SITE building, Millers Acre at an estimated cost of \$25,000. Works on assessing practicalities of the placement will take place once Iwi engagement has been undertaken.
- 4.6 Artworks Programme: The Taurapa sculpture has been completed and was unveiled at a dawn ceremony on 2 February. The updated forecasted budget is now \$185,000 over two years. Total budget will be tallied once final costs are known (still to come are costs associated with the installation and unveiling - local transport, crane, event, video, and security). There have been increased costs due to project variations, and delays while further iwi consultation was undertaken. Additional costs are accommodated within the budget of the artworks programme.
- 4.7 Haven Road Mural: The Port Wall mural is on hold after Iwi engagement identified the area as a site of significance. New options are being considered for this area. There is potential that installations of other public artworks will be delayed while the iwi engagement strategy is being developed and other sites of significance are being identified.
- 4.8 Nelson Arts Festival Transition: A three year agreement has now been signed with The Nelson Arts Festival Trust commencing on 1 January 2019. The Trust is a legal entity and has contracted two former Council staff members to support delivery and take over operations. The Trust is

Item 8: Community Services Committee Quarterly Report to 31 December 2018

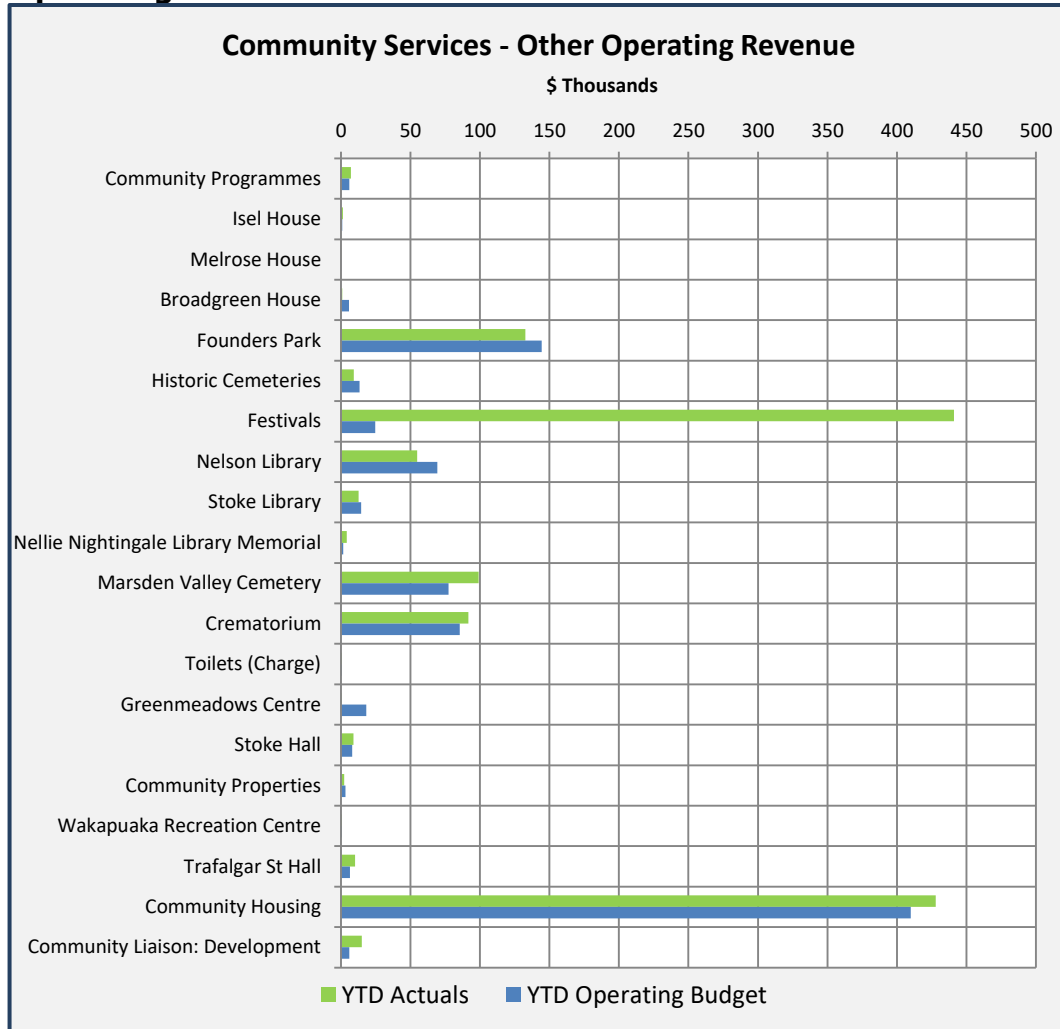
undertaking development work for the Festival to set its strategic direction for 2019 and future Festivals, and will update the Committee with a letter of intent in March.

- 4.9 Marsden Valley Cemetery New Burial Area: Detailed design for resolving the groundwater issues and developing a new burial area has been completed and a review of the design is in progress. Phasing of work and budget is to be reviewed during the Annual Plan. Iwi consultation is required on the cultural aspect of the storm water discharge and has been included in the Iwi Engagement Work Plan 2018-19. Timing of this engagement and potential outcome could impact project progress.
- 4.10 Stoke Youth Project: A youth worker is in place and services are being delivered. Security guard services ceased on 23 November 2018 following positive trends in behaviour. Conversations continue with other agencies for support beyond the end of the project. Community involvement is being developed through use of a steering group involving Library staff, Te Piki Oranga and community representation to ensure outcomes are met by June 2019.
- 4.11 Stoke Youth Park: A detailed report is on the agenda for this Committee.
- 4.12 Greenmeadows: A detailed report is on the agenda for this Committee.
- 4.13 Elma Turner Library: A Request for Proposal (RFP) to select a consultant to undertake community engagement is well underway. Library management are working towards completing a draft strategic plan by the end of January. Library staff will then be consulted for their views, ahead of community engagement.
- 4.14 Stoke Library Structural Improvements: Stantec has been appointed as consultants. A building consent for remedial work was lodged on 11 January 2019, with construction activities scheduled to commence in March 2019, and completion by 30 June 2019. At this stage, it is envisaged that the library will be able to remain open during this period.
- 4.15 Strategy for Nelson's Ageing Demographic: In November 2018, Council sponsored a day long seminar on the ageing workforce for key local employers. Council hosted a community morning tea in December 2018 to discuss the proposed approach to developing the strategy. A grant application to the Office for Seniors was successful and funding of \$12,600 was awarded. The funding will be used to engage with specific groups of older people who might not otherwise have their voices heard: Maori, Pasifika, refugees, migrants and LGBTI.
- 4.16 Heritage Strategy: It is planned to defer the development of the Heritage Strategy until the 2019/20 financial year to avoid overlap with the development of the Founders Park Strategic plan and to allow for effective iwi engagement processes to be developed.

5. Financial results

5.1 Financial information is shown in charts below, with an explanation following

Operating revenue



5.2 **Founders Park is less than budget by \$12,000** - income is slightly behind budget due to a credit issued to a lessee for incorrect power readings dating back to July 2016.

5.3 **Festivals is greater than budget by \$416,000** – variance reflects the timing of the devolvement of Arts Festival activities to a Community Trust structure, which was assumed to occur from July 2018 in the budget. Festivals expenditure is ahead of budget \$584,000.

5.4 **Nelson Library is less than budget by \$15,000** - behind budget in revenue across most income generating activities including extended loan charges, library fees and audio fees.

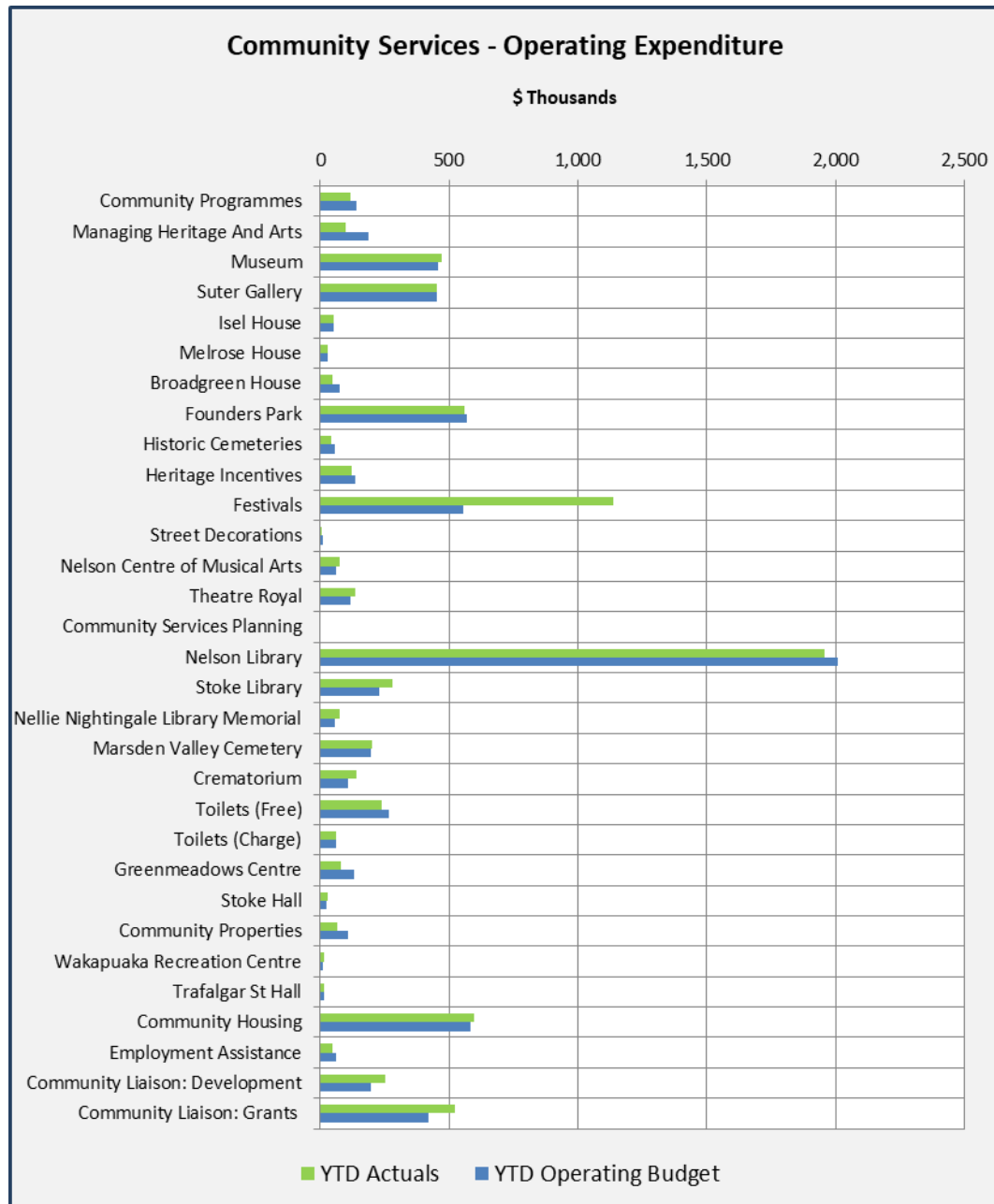
5.5 **Marsden Valley Cemetery is greater than budget by \$22,000** - ahead of budget in sales of ashes plots and ashes services by \$18,000 YTD.

Item 8: Community Services Committee Quarterly Report to 31 December 2018

5.6 **Greenmeadows is less than budget by \$18,000** - expected income for rentals and recoveries has not occurred due to delays in opening the facility.

5.7 **Community Housing is greater than budget by \$18,000** – rental income received YTD is ahead of budget.

Operating expenditure

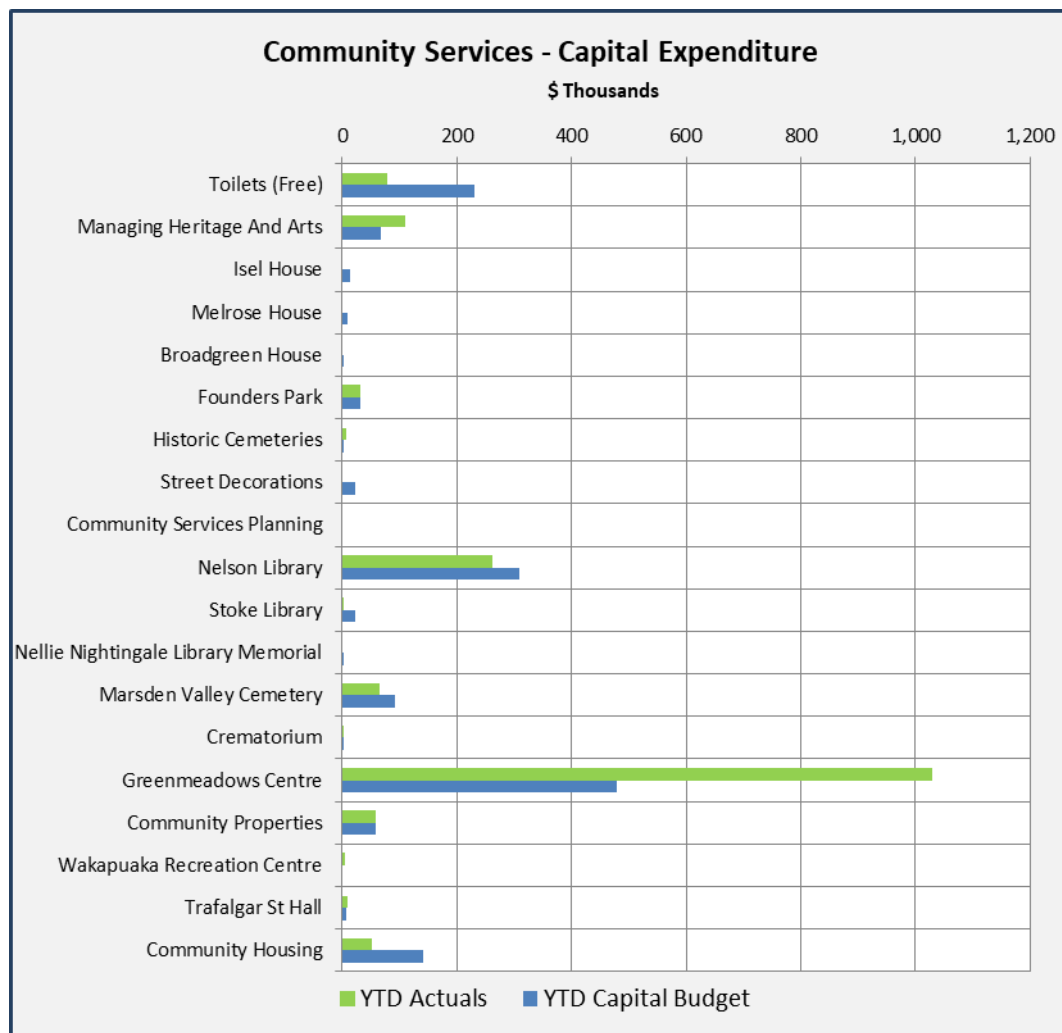


5.8 Some items above (eg Nelson Centre for Musical Arts (NCMA) and Theatre Royal) are included because of their funding relationships to Council activity in the Community Services space. NCMA and Theatre Royal are of course separate entities.

Item 8: Community Services Committee Quarterly Report to 31 December 2018

- 5.9 **Managing Heritage and Arts is less than budget by \$89,000** – allocation of staff costs are behind budget by \$44,000 reflecting staffing changes and vacancies. Most other expenditure items are also behind budget, notably the Heritage Strategy Plan, the grant for the Community Arts Centre, the heritage activities programme and artworks maintenance reflecting vacancies only recently filled within the team.
- 5.10 **Festivals is greater than budget by \$584,000** – variance reflects the timing of the devolvement of Arts Festival activities to a Community Trust structure, which was calculated to occur from July 2018 in the budget. The variance reflects the full expenditure on the 2018 festival and initial payments to the new Trust during the quarter. Festivals income is ahead of budget by \$416,000. In addition, summer events guide costs are ahead of budget by \$21,000 and youth events are ahead of budget \$8,000 due to seasonality of expenditure.
- 5.11 **Nelson Library is less than budget by \$53,000** – various expenditure items are behind budget, including providing Aotearoa People's Network Kaharoa Services by \$15,000 where the annual subscription fee was less than budgeted. Depreciation is behind budget by \$32,000.
- 5.12 **Stoke Library is greater than budget by \$54,000** – allocation of staff overheads are ahead of budget by \$34,000. Unprogrammed building maintenance is ahead of budget by \$14,000 which reflects current maintenance challenges at the facility.
- 5.13 **Crematorium is greater than budget by \$32,000** – application processing fees are ahead of budget by \$16,000 due to no budget being included for EIL processing fees and audit. This has now been amended in future years. Fuel costs are ahead of budget by \$16,000 due to demand and the price of fuel. These are partially offset by income being ahead of budget by \$6,000. Crematorium fees will be reviewed next month, and it is anticipated these will be increased in line with costs.
- 5.14 **Greenmeadows Centre is less than budget by \$53,000** – costs are behind budget due to delays in opening the centre, including depreciation. Legal costs are ahead of budget by \$35,000, with invoices still being received.
- 5.15 **Community Liaison: Development is greater than budget by \$56,000** – allocation of staff costs are ahead of budget by \$97,000 reflecting staff allocating time to other portfolios such as Bay Dreams during the quarter. Service provision is behind budget, including Youth Strategy implementation which is due to timing and is expected to be spent in the current financial year as staff prioritise the youth portfolio.
- 5.16 **Community Liaison: Grants is greater than budget by \$105,000** – Community Assistance Programme grant expenditure is ahead of budget, due to the timing of invoices compared to budget phasing.

Capital expenditure



All capital projects with a budget greater than \$250K in this financial year have a project sheet in Attachment 1 of this report.

6. Commentary on capital projects

- 6.1 There are nine capital projects, within the Community Services Committee delegations, that are included as part of the quarterly reporting. Three of these are over \$250,000 for 2018/19 and one is included as it is over \$1m over three years.
- 6.2 Project status is analysed based on three factors; quality, time and budget. From the consideration of these three factors the project is summarised as being on track (green), some issues/risks (yellow), or major issues/risks (red). Projects that are within 5% of their budget are considered to be on track in regards to the budget factor.
- 6.3 These project updates are appended in Attachment 1.

7. Commentary on operational projects

- 7.1 There are four non-capital projects within the Community Services Committee delegations, that are included as part of the quarterly reporting. These projects, have been selected for quarterly reporting as they make an important contribution to Council's work programme.
- 7.2 These project updates are appended in Attachment 1.

8. Other notable achievements or issues

- 8.1 **Bay Dreams:** The inaugural 2019 Bay Dreams festival went well. The festival was co-ordinated in an unusually short timeframe which both organisers and Council officers wish to avoid going forward. Resourcing this event has led to some re-prioritising of work within the community services space.
- 8.2 There is a debrief process under way where improvements are being identified by all parties. Bay Dreams South would like to return the festival to Nelson over the next five years (2020-2024 inclusive) and officers intend to begin discussions with the promoter in anticipation of this. A report will be brought to Council via the Sports and Recreation Committee, once the debrief process is complete and future intentions are clear.

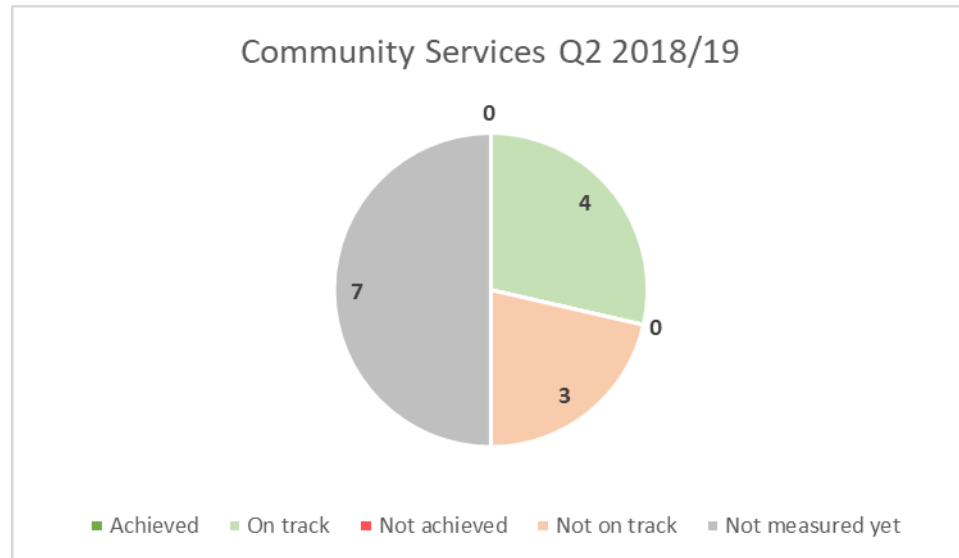
9. Key Performance Measures

- 9.1 As part of the development of the Long Term Plan 2018-28 Council approved levels of service, performance measures and targets for each activity. There are 14 performance measures that are within the Community Services Committee's delegations.
- 9.2 Final results for each measure will be reported on through the Annual Report 2018/19 but this report has included an indication of progress for those measures that an assessment of current performance is available at this quarterly stage.
- 9.3 A number of performance measures cannot be reported on until the end of the financial year, accordingly the scale to report on the performance measures is as follows:
- On track
 - Not on track
 - Achieved
 - Not achieved
 - Not measured yet

Item 8: Community Services Committee Quarterly Report to 31 December 2018

- 9.4 Attachment 2 lists all performance measures within the Community Services Committee delegations, their status and commentary for the quarter.

Quarterly Review of Performance Measures



- 9.5 Four of the 14 measures were on target as at the end of the second quarter of 2018/19.
- 9.6 The results of seven measures cannot yet be reported on as reports are received bi-annually and are yet to be received.

10. Conclusion

- 10.1 The review of performance for the second quarter for the Community Services Committee is included in this report, with project reports and performance measure updates attached.

Author: Mark Preston-Thomas, Manager Community Partnerships

Attachments

Attachment 1: A2125593 - Quarter two project reports [↓](#)

Attachment 2: A2134396- Quarter two performance measure reports [↓](#)

Item 8: Community Services Committee Quarterly Report to 31 December 2018:
Attachment 1

Community Housing Renewals				1486
Renewal work for community housing..				
Status		Quality	Time	Budget
Comments				
Programme confirmed with Nelson Tasman Housing Trust (Oct 2018)				
Project Risks				
No concerning risks to report.				
Issues				
Managing an appropriate programme with consideration for the possible transfer of assets to another provider.				
Budget				
2013/14 to 2017/18 Actuals				383,462
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	290,000	296,380	1,160,009	1,746,389
Carry-forwards	(11,989)			(11,989)
Amendments	-			-
Total Budget	278,011	296,380	1,160,009	1,734,400
Actual Spend	52,537			
Full Year Forecast	150,000	296,380	1,160,009	1,606,389

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Tahunanui Lions Toilet Upgrade				3180
To replace aged toilet facilities.				
Status		Quality	Time	Budget
Comments				
Work has been allocated to a consultant and public engagement has begun. Public meeting planned for February 2019 at the Tahunanui Community Centre.				
Project Risks				
Consultation may create high expectations which could increase costs and extend timeframes.				
Issues				
No concerning issues to report.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	60,000	143,080	313,344	516,424
Carry-forwards	-			-
Amendments	-			-
Total Budget	60,000	143,080	313,344	516,424
Actual Spend	1,426			
Full Year Forecast	60,000	143,080	313,344	516,424

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Artworks Maintenance				
To maintain public artwork				
Status		Quality	Time	Budget
Comments				
Welcome Cloak', by Aidi Tait, requires relocating and repair following persistent wind damage.				
Project Risks				
Portfolio attracts public interest and differing opinions on placement and style. Further delays possible due to Iwi engagement.				
Issues				
The repair and relocation of 'Welcome Cloak' has been covered in media reports. Relocation is scheduled for the i-SITE building, Millers Acre at an estimated cost of \$25,000. Works on assessing practicalities of placement will take place once Iwi engagement has taken place.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	43,386	44,340	393,620	481,346
Carry-forwards	-			-
Amendments	-			-
Total Budget	43,386	44,340	393,620	481,346
Actual Spend	-			
Full Year Forecast	43,386	44,340	393,620	481,346

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Art Works Programme					1143
Public art fund as defined under Nelson Art strategy/policy.					
Status		Quality	Time	Budget	
Comments					
Taurapa sculpture manufacture & fabrication completed. Iwi leaders hui support provided with sculpture turned 180 degrees. Installation unveiled at dawn ceremony on 2 Feb 2019. Forecasted budget is now \$185,000 which is \$45,000 higher than initial budget allocated. Investigating feasibility of a projector for imagery on public buildings and lighting the Taurapa artwork.					
Project Risks					
Potential for criticism of Council for over spend on art work. Budget allocation not committed until iwi engagement strategies confirmed.					
Issues					
No concerning issues to report.					
Budget					
2017/18 Actuals				72,089	
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total	
Initial LTP Budget	181,098	82,882	736,520	1,000,500	
Carry-forwards	46,402			46,402	
Amendments	-			-	
Total Budget	227,500	82,882	736,520	1,046,902	
Actual Spend	96,958				
Full Year Forecast	227,500	72,882	736,520	1,036,902	

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Millers Acre Toilet upgrade				2002
Improve and increase facilities at Millers Acre.				
Status	Quality	Time	Budget	
Comments				
Project allocated to consultant. A meeting with stakeholders has been completed. Feedback is being used to create a draft design brief.				
Project Risks				
No concerning risks to report.				
Issues				
No concerning issues to report.				
Budget				
2013/14 to 2017/18 Actuals				1,985
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	45,000	260,610	208,896	514,506
Carry-forwards	-			-
Amendments	-			-
Total Budget	45,000	260,610	208,896	514,506
Actual Spend	1,879			
Full Year Forecast	45,000	260,610	208,896	514,506

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Attachment 1

Queens Garden Toilet				2909
Stand alone toilet block - Queens Garden.				
Status		Quality	Time	Budget
Comments				
Additional funding of \$227,000 was approved at the Council meeting on 13 December 2018. Additional information has been included in tender documentation to minimise uncertainty for tenderers.				
Project Risks				
Due to the current construction market and given that this project has been tendered previously, there is a risk that contractors may not be interested in tendering.				
Issues				
No concerning issues to report.				
Budget				
2013/14 to 2017/18 Actuals				38,906
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	-	-	-	-
Carry-forwards	186,312			186,312
Amendments	227,000			227,000
Total Budget	413,312	-	-	413,312
Actual Spend	35,973			
Full Year Forecast	363,000	50,000	-	413,000

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Marsden Valley Cemetery				3206
To prepare a detailed design based on the Marsden Valley Cemetery extension concept design and to implement the works.				
Status		Quality	Time	Budget
Comments				
Detailed design completed by consultant. Review of the design is in progress.				
Project Risks				
Phasing of work and budget to be reviewed during the Annual Plan. Iwi consultation is required on the cultural aspect of the stormwater discharge and has been included in the Iwi Engagement Work Plan 2018-19. Timing of this engagement and potential outcome could impact project progress. Work programmed for May and June, dependent on tender proposals.				
Issues				
Potential time delays.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	850,000	-	-	850,000
Carry-forwards	-			-
Amendments	-			-
Total Budget	850,000	-	-	850,000
Actual Spend	52,005			
Full Year Forecast	500,000	350,000	-	850,000

Item 8: Community Services Committee Quarterly Report to 31 December 2018:
Attachment 1

Stoke Library structural Improvements				3302
Remedial Work due to water tightness issues				
Overall Health	Quality	Time	Budget	

Project Update (work completed, in progress, scheduled)
Stantec has been appointed as consultants. A Building Consent for remedial work was lodged on the 11/1/19 with construction activities scheduled to commence in March 2019 to be completed by 8 July 2019. It is envisaged the library will remain open during this period.
Project Risks
There is risk that structural remedial work could be required if the main beam is found to be compromised. This can only be assessed once work is underway. Because of the unknown factors related to the timber condition and mould treatment and the competitive building industry it is highly probable the project costs will increase by approximately 20%.
Project Issues
No concerning issues to report.

Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	-	-	-	-
Carry-forwards	-			-
Amendments	200,000	-	-	200,000
Total Budget (2018-28)	200,000	-	-	200,000
Actual Spend	-			
Full Year Forecast	100,000	100,000	-	200,000

Item 8: Community Services Committee Quarterly Report to 31 December 2018:
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Stoke Youth Project			
Provide youth-friendly intervention as a response to ongoing issues with youth behaviour in and around Stoke Library and the impact on Library staff and the wider community.			
Status	Quality	Time	Budget

Comments
Youth worker in place and services being delivered. Security guard services ceased on 23 November 2018 due to positive trends in behaviour. Conversations continue with other agencies for support beyond end of project. Community involvement is being developed through use of a steering group involving Library staff, Te Piki Oranga and community representation to ensure outcomes are met by June 2019.
Project Risks
Insufficient community change is achieved within the project timeframe and situation worsens when intervention is complete. This risk is being actively addressed.
Issues
No concerning issues to report.

Budget				
2013/14 to 2017/18 Actuals				14,101
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	50,000			50,000
Carry-forwards	-			-
Amendments	-			-
Total Budget	50,000	-	-	50,000
Actual Spend	42,927			
Full Year Forecast	50,000	-	-	50,000

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Stoke Youth Park				1074
Facility for the youth of Stoke				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled)				
First stage of investigation (analysis) completed in draft. To be presented to Committee for adoption (Feb 2019) followed by community consultation to determine the preferred provision option.				
Project Risks				
Time risk if decision on solution takes longer than expected.				
Project Issues				
No concerning issues to report.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	52,660	51,100	501,352	605,112
Carry-forwards	-	12,660		12,660
Amendments	-	(12,660)	-	(12,660)
Total Budget (2018-28)	52,660	51,100	501,352	605,112
Actual Spend	7,500			
Full Year Forecast	40,000	63,760	501,352	605,112

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Nelson Arts Festival Transition			
Transition Arts Festival to the Nelson Festivals Trust			
Status	Quality	Time	Budget

Comments
<p>A 3 year agreement has now been signed with The Nelson Arts Festival Trust to commencing on 1 January 2019.</p> <p>The Trust is a legal entity and has contracted two former council staff members to support delivery and take over operations.</p> <p>The Trust is undertaking strategic development work for the Festival to set its strategic direction for 2019 and future Festivals and will update the committee with a letter of intent in March.</p>

Project Risks
No concerning risks to report

Issues
No concerning issues to report

Budget				
	2013/14 to 2017/18 Actuals			14,101
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	556,632	565,538	574,589	1,696,759
Carry-forwards	-			-
Amendments	-			-
Total Budget	556,632	565,538	574,589	1,696,759
Actual Spend	-			
Full Year Forecast	556,632	565,538	574,589	1,696,759

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Greenmeadows Centre				1175
New sports and community facility in Stoke.				
Status		Quality	Time	Budget
Comments				
Detailed report included in this agenda.				
Project Risks				
1) Quality requirement were not met and strict quality assurance processes and monitoring are in place for rework and work to completion 2) Architectural Masonry remaining covered by plastic until protective seal can be applied in late January 3) Remedial details being produced for areas not constructed to drawings and specifications to minimise rework and achieve acceptable finish 4) Tenant relationships are being maintained through close working with council officers.				
Issues				
Final costs will only be known as consolidated additional costs are identified as the project nears completion and negotiations with the parties involved have been concluded.				
Budget				
2013/14 to 2017/18 Actuals				6,597,582
	2018/19 LTP	2019/20 LTP	2020/28 LTP	2018/28 Total
Initial LTP Budget	125,000	-	-	125,000
Carry-forwards	737,509			737,509
Amendments	-			-
Total Budget	862,509	-	-	862,509
Actual Spend	915,250			
Full Year Forecast	TBC	-	-	TBC

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Elma Turner Library				3206
New public library at the river precinct				
Status		Quality	Time	Budget
Comments				
<p>The Community Engagement RFP recruitment process is well underway. The final date for submitting proposals is 28th January.</p> <p>Library Management has been working towards preparing a draft strategic plan, including vision, mission, values, service responses or areas of focus, challenges and opportunities, etc. It will be completed by the end of January. Library staff will then be consulted for their views.</p> <p>The timing of public engagement is still uncertain and is dependent on decisions yet to be taken by Council.</p>				
Project Risks				
<ol style="list-style-type: none"> Delays in finalising location The facility does not meet community expectations. The community does not participate in the engagement process. Architects and contractors do not deliver a quality building. The facility will not adequately take into account trends in technology, library design and community needs. Combining library services with other functions may dilute the vision of a world class library for the community of Nelson. <p>Robust project planning, contract management, consultation and design work will mitigate these risks.</p>				
Issues				
No concerning issues to report.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	2018/28
	LTP	LTP	LTP	Total
Initial LTP Budget	400,000	1,230,000	13,300,000	14,930,000
Carry-forwards	(200,000)		200,000	-
Amendments	-			-
Total Budget	200,000	1,230,000	13,500,000	14,930,000
Actual Spend	-			
Full Year Forecast	200,000	1,230,000	13,500,000	

Item 8: Community Services Committee Quarterly Report to 31 December 2018:
Attachment 1

Strategy for Nelson's Ageing Demographic			
Development of a strategy for Nelson's ageing demographic			
Status	Quality	Time	Budget

Comments
<p>Progress in the quarter (Oct 2018 – Jan 2019):</p> <ul style="list-style-type: none"> On 13 November 2018, Council sponsored a day long workshop on working with an ageing workforce for key local employers. On 7 December 2018, Council hosted a community morning tea to discuss the proposed approach to developing the strategy. A grant application to the Office for Seniors was successful and funding of \$12,600 has been awarded. The funding will be used to engage with specific groups of older people who might not otherwise have their voices heard: Maori, Pasifika, refugees, migrants and LGBTI.
Project Risks
<ul style="list-style-type: none"> Potential for important partners not buying into project Release of 2018 census data, which is required to inform analysis, is delayed until March 2019. Far-reaching nature of the issue makes it difficult to contain the scope.
Issues
No issues to report

Budget				
	2013/14 to 2017/18 Actuals			N/A
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	10,000	10,000	-	20,000
Office for Seniors grant	12,600			
Carry-forwards				
Amendments				
Total Budget	22,600	10,000	-	20,000
Actual Spend	3,600			
Full Year Forecast	22,600	10,000	-	20,000

A2125593

Item 8: Community Services Committee Quarterly Report to 31 December 2018: Attachment 2

Quarterly reporting 2018-19

Committee responsible	Activity	Number	What Council will provide	Performance measures	Targets	2018/19 Results		
					Year 1 (2018/19)	Quarter 1 result	Quarter 2 comment	Quarter 2 result
Community Services	Social	8.01	Community partnerships address community needs and issues	Number of successful projects funded where officers work with groups to increase partnership opportunities & leverage funding	One new project funded per year that achieves the outcomes of the funding agreement.	On track	The Strengthening Community Governance project with working with Rata, Te Putahitanga, DIA and local agencies to deliver a suite of training opportunities including Governance Bites, Institute of Directors training and develop a governance portal. Additional support provided to Tahunanui Community Centre.	On track
Community Services	Social	8.02	Bishop Suter Art Gallery: a regional art gallery that engages, educates and entertains	% users satisfied or very satisfied with the facility	At least 80% of users satisfied or very satisfied	Not measured yet	Residents' Survey results due in Q4	Not measured yet
Community Services	Social	8.03		Number visits per year	At least 110,000	Not measured yet	Information is only required annually	Not measured yet
Community Services	Social	8.04		Theatre Royal: regional theatre widely used Audience numbers per year and percentage of local audience Days in use per year.	Audience of 40,000 per annum 70% local audience At least 275 days of usage	Not measured yet	Information is only required annually	Not measured yet
Community Services	Social	8.05	Nelson Centre of Musical Arts: independent music school & venue	Audience numbers per year Number of students per year Number of people regularly using recital rooms / facility usage / community participation	Audience numbers per year: At least 13,000 Number of students attending per year, including pathway courses: At least 530 Number of people regularly using facility for community participation: At least 12,000	Not measured yet	Information is only required annually	Not measured yet
Community Services	Social	8.06	Public libraries: well used, welcoming and safe	Customer satisfaction	At least 90% user satisfaction	Not measured yet	Residents' Survey results due in Q4	Not measured yet
Community Services	Social	8.07		Library membership	At least 75% residents are library members	Not on track	Total number of members with Nelson addresses is 33,524. (Total number of members is 38,728. We removed a number of inactive users in December 2018.) The estimated total Nelson population at June 2017 (most recent Statistics New Zealand estimates) is 51,400. This equates to 65.2% which is below the target.	Not on track
Community Services	Social	8.08		Door counts	At least 500,000 per year (except during redevelopment period)	Not on track	For the first quarter of the year, would need to have 125,000 visitors in order to be 'on track' to meet this target. The door count was 108,017 for the first quarter.	Not on track

Item 8: Community Services Committee Quarterly Report to 31 December 2018: Attachment 2

Quarterly reporting 2018-19

Committee responsible	Activity	Number	What Council will provide	Performance measures	Targets	2018/19 Results		
					Year 1 (2018/19)	Quarter 1 result	Quarter 2 comment	Quarter 2 result
Community Services	Social	8.09		Online use (previous 3 years)	Online use increasing each year	On track	Total online usage for the quarter was 454,775. This compares to 2,022,647 for the 2017/18 year. This quarter's result is lower than 25% of the 2017/18 full year result.	Not on track
Community Services	Social	8.1	Founders Heritage Park: well used by residents and visitors	% occupancy of available space	95% occupancy maintained	On track	88% occupancy achieved for the quarter. 3 vacant spaces. Awaiting valuations to be completed before advertising for new tenants.	On track
Community Services	Social	8.11		Number of visitors of the facility per year	Maintain or increase visitor number each year	On track	Visitor numbers down 8% over the quarter reflecting reduced numbers in Oct and Nov and 2% Dec increase. Venue and event visitors on track.	On track
Community Services	Social	8.12	High quality, popular and accessible arts events	Nelson Arts Festival, Summer Programme and Opera in the Park well-supported by local community measured by Council survey of attendance every three years	Council resident survey attendance levels maintained or exceeded: <ul style="list-style-type: none"> 53% Summer Festival 44% Masked Parade 31% Arts Festival 30% Opera in the Park (alternate years) 	Not measured yet	Residents' Survey results due in Q4	Not measured yet
Community Services	Social	8.13		Percentage of available tickets allocated	Percentage of available tickets allocated is greater than 60%	On track	Percentage of available tickets was above target at 68% for Arts Festival. Buskers Festival is still to take place.	On track
Community Services	Social	8.14		Satisfaction levels of attendees measured at events annually	The percentage of attendees' satisfaction at events increases each year from a baseline of 2018/19	Not measured yet	Satisfaction level baseline for 2018/19 can be set once the Buskers Festival has taken place.	Not measured yet

Pet Cremations Review

1. Purpose of Report

- 1.1 To consider the future level of service with respect to pet cremations at the Wakapuaka Crematorium.

2. Recommendation

That the Community Services Committee

Receives the report Pet Cremations Review (R9575) and its attachments (A1484302, A1881839, A2136225 and A2123279)

Recommendation to Council

That the Council

Approves the continuation of pet cremation services at the Wakapuaka Crematorium.

3. Background

- 3.1 Nelson City Council has been providing pet cremations for approximately 15 years at the Wakapuaka Crematorium. The majority of pet cremations have come via the six veterinarian clinics within the Nelson/Tasman region, with the balance from the general public.
- 3.2 In January 2016, Council conducted a review under Section 17A of the Local Government Act for the provision of human and pet cremation services and chapel facilities at Wakapuaka Crematorium (Attachment 1). The review identified that a commercial private business, Pets Everafter, planned to set up a pet cremator in Brightwater by March 2016 (Pets Everafter started operating in October 2016). It was envisaged this operation would result in a decrease in pet cremations at the Wakapuaka Crematorium, requiring an increase in fees for human cremations by 15% per year for three years to achieve Council's funding recovery policy.

Item 9: Pet Cremations Review

Purchasing a Pet Cremator

- 3.3 \$150,000 was set aside in the 2016/17 year for a designated pet cremator, but was subsequently removed. Council resolved at the Council meeting of 24 March 2016 to not proceed with a new designated pet cremator and that the decision be left on the table subject to supplementary information being collated. Crematorium Delivery Review – Supplementary Report (R5737) was subsequently presented to Council 16 June 2016 with the following resolution:
- 3.4 Council hasn't committed any funds through the Long Term Plan to purchase a Pet/Animal Cremator. The Crematorium has two cremators which currently meet the demand for human and pet cremations. Two cremators are required if the situation arises for an emergency or a pandemic.

Resolved CL/2016/001

THAT the report Crematorium Delivery Review - Supplementary Report (R5737) and its attachment (A1521528) be received;

AND THAT based on the feedback received with respect to pet/animal cremations that pet/animal cremations continue at the Nelson crematorium;

AND THAT it be confirmed, at this stage, not to proceed with a new pet/animal cremator and the \$150,000 provision set aside for this in the 2016/17 year be removed;

AND THAT the need for a new pet/animal cremator be re-assessed in two years' time allowing officers time to assess the demand for pet/animal cremations in the region;

AND THAT services for private cremations continue to be offered and that clear requirements be placed on Council's website;

AND THAT to offset any potential risk, that all cremation fees be increased by 5% from 1 July 2016.

Feedback from Veterinarians about pet cremation service

- 3.5 It is noted in the Crematorium Delivery Review – Supplementary Report (R5737) that feedback received from veterinarian clinics and the general public in 2016 supported Council continuing to provide this service.

Item 9: Pet Cremations Review

Council accordingly resolved that pet cremations should continue at the Crematorium in the second pre-existing cremator.

- 3.6 Council received submissions and written feedback related to the Crematorium in 2016. 12 submissions were received, seven supporting the pet cremation service, two against and three unrelated to pet cremation services. The following summarises the feedback received at that time.

- 3.7 Table of submissions

Submitter	Support Pet Cremation Service
Halifax Veterinarian	Yes
Stoke Veterinarian	Yes
Anisy Funeral Services	Yes
Shone and Shirley Funeral Director	Yes
National Council of Women of New Zealand Nelson Branch	Yes
Paul Briggs	No
Steve Cross	No
Sinnet Frisk	Yes
Diane Colquhoun	Yes

- 3.8 The review of pet cremations is listed as a key issue in the Property and Facilities Asset Management Plan (2018-2028).

4. Discussion

- 4.1 The decision to remove funding for a new specific pet cremator resulted in the two existing cremators at the Wakapuaka Crematorium being used separately, one for humans only and one for pets only. The reassessment in this report is considering the continuation of the pet cremation service rather than funding for an additional cremator.

Bulk Animal Cremations

- 4.2 Council received an official request for information from Steve Cross, in relation to the offer made to veterinarian clinics in relation to bulk animal cremations (see Attachment 2 for the response).
- 4.3 In November 2017 local Veterinarians approached Council to consider bulk cremation service for deceased animals whose owner do not wish to claim for private cremation, as an alternative to disposing to the landfill.

Item 9: Pet Cremations Review

A letter was sent out to Veterinarians advising them of the change to bulk cremations. However, this was sent out prior to Council authorisation therefore this proposed service was ceased.

Demand for pet cremation services at Wakapuaka Crematorium

- 4.4 Prior to October 2016, the Wakapuaka Crematorium averaged around 63 pet cremations per month. Once Pets Everafter became operational in October 2016, pet cremations at the Wakapuaka Crematorium dropped to an average of 36 per month. This drop in demand resulted in a loss of revenue from pet cremations.
- 4.5 Notwithstanding the decrease in demand, feedback from vets is that the service is valued because of the proximity to the city. Officers asked four veterinarians to indicate their need for these services. Two replies were received supporting the continuation of the service.
- 4.6 Officers have contacted Pets Everafter and sought their feedback for this report. Pets Everafter has written to Council questioning whether the pet cremations service should be reviewed independently (Attachment 3). It was also questioned whether the matter should be considered by the Governance Committee, and questioning the level of ratepayer support for pet cremations.

Costs associated with pet cremations

- 4.7 Fees for pet cremations are reviewed annually and adjusted in line with CPI and to reflect changes in process and/or costs to Council. Current fees for pet cremations are advertised on the Council website.
- 4.8 Funding recovery set by the Revenue and Financing policy at the Crematorium has a target of 70-90% from user fees.
- 4.9 Most of the cremation costs are fixed costs. The only direct cost is fuel consumption, which is on average 25% of the total fuel cost per annum. Fuel consumption has increased since 2014; part of this increase can be attributed to the increase in human cremations.
- 4.10 The following table shows the separate income from human and pet cremations. The percentages indicate the annual recovery from user fees inclusive of both human and pet cremations, and the fuel costs to operate the crematorium.

Nelson Crematorium income – Cost recovery including fuel costs

	2014/15	2015/16	2016/17	2017/18
Human cremations income	\$105,117	\$146,002	\$152,032	\$179,846

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Animal cremations income	\$45,522	\$51,543	\$27,059	\$31,259
Recovery % of user fees	84%	87%	69%	76%
Fuel costs	\$28,534	\$35,444	\$44,818	\$51,191
Fuel (pets 25%)	\$7133	\$8,861	\$11,204	\$12,797
Gross margin	\$38,389	\$42,682	\$15,855	\$18,562

- 4.11 The table above shows in 2017/18, that pet cremations received \$31,259 in income. The fuel cost for pet cremations based on 25% of the total fuel cost is calculated at \$12,797, which leaves a gross margin of \$18,462. This gross margin is a contribution toward the crematorium's overheads. It is notable that the income from pet cremations has declined as a result of Pets Everafter entering the market in October 2016.

Pet Cremations cost to ratepayer

- 4.12 The crematorium activity is funded between 10-30% by the rate payer. Human and pet cremations expenditure are not separated activities within the crematorium account, therefore it is difficult to quantify the ratepayer contribution toward pet cremations alone. It is apparent however that if pet cremations were to cease then the cost for human cremations would need to increase in the absence of pet cremation income. The attached pet cremation budget breakdown provides an indication of the implication of cremations, with and without pet cremations (Attachment 4).

Pets vs. no pets

- 4.13 This indicates that without pet cremations there would be an additional cost to the ratepayer of \$30,600 per annum. This additional cost would need to be covered by increasing charges on human cremations.
- 4.14 Pet cremations account for on average 17% of the income, and consume on average 25% of the fuel costs. If pet cremations were to cease, there would be a reduction in fuel costs, but this would not offset the reduction in income. Fees for human cremations would need to increase by 10% to achieve the recovery set out in the Revenue and Finance Policy.
- 4.15 If Pet Cremations were to cease, it would be unlikely that the 2nd Cremator would be decommissioned, as it serves as a back-up for the number one cremator. However; there would be expected fuel savings from the base expenditure, as indicated in the table above (fuel costs). The 2nd Cremator is serviced once a year, otherwise the maintenance costs on the 2nd cremator remains relatively low. All other overheads

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associated with operating the Crematorium, remain the same, as shown in the budget breakdown (attachment 4).

5. Options

Option 1: Status quo - Continue with pet/animal cremations. Recommended	
Advantages	<ul style="list-style-type: none"> • Provides a convenient local service in Nelson • The Wakapuaka Crematorium continues to provide a service to the community where there is a demand. • Veterinarians are supportive of pet cremations and offer the option for pet cremations at Nelson as an additional service. • Provides an alternative for families who wish to keep their pet ashes, rather than dispose or bury. Pet ashes are prepared and packaged by Crematorium staff for customers. • Maintain the second cremator as a backup for emergencies.
Risks and Disadvantages	<ul style="list-style-type: none"> • A perceived concern that humans are cremated in the same facility as pets. • Council could be questioned why it is competing with a commercial pet cremator.
Option 2: Cease with pet/animal cremations	
Advantages	<ul style="list-style-type: none"> • Less demand on the cremator resulting in less fuel consumption. • Council won't be seen as competing with an out of district commercial provider.
Risks and Disadvantages	<ul style="list-style-type: none"> • A loss of income from pet cremations would result in an increase of fees for human cremations, and an increase in rates, to maintain the Revenue and Financing policy target. • Removal of a service to the community and people who wished to cremate their pets would be required to travel to Brightwater, which could be inconvenient for some. • The potential of a monopoly in the pet cremations market may increase cost for this service for end users.

Item 9: Pet Cremations Review

	<ul style="list-style-type: none">• The Crematorium has specific pet crematorium equipment which would no longer be required.
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6. Conclusion

- 6.1 In 2016 The Wakapuaka Crematorium was the only provider of animal cremations. The need for pet cremations was requested by Council to be reassessed in two years' time. Since then a private operator, Pets Everafter, has also started providing this service.
- 6.2 Based on consultation in 2016, and some (albeit limited) feedback since then, the pet cremation service is supported by Nelson veterinarians. Pets Everafter does not support Council continuing the service.
- 6.3 The provision of pet cremation services at the Wakapuaka Crematorium enables Council to maintain the Revenue and Finance Policy recovery rate. If the pet cremation service were to cease then there would be a reduction in expenditure including fuel and maintenance. However; an increase in human cremation fees would be required to maintain the expected level of recovery. If Council did not provide a pet cremation service, users would need to travel to Pets Everafter at Brightwater.

Author: Gary Alsop, Team Leader Facilities

Attachments

- Attachment 1: A1484302 - S17A Services Delivery Review [↓](#)
- Attachment 2: A1881839 - Pet Cremations - LGOIMA response to Steve Cross
[↓](#)
- Attachment 3: A2136225 - Pet Cremations - Questions from Pets Ever After [↓](#)
- Attachment 4: A2123279 - Pet Cremations - Budget breakdown [↓](#)

<http://www.honolulu.gov.hk>

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>Provision of cremation services at the Wakapuaka Crematorium supports meeting the need of the community for good quality local public services in a way that is cost effective for households and businesses, including veterinarian services.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The recommendation supports the community outcome of “our communities have access to a range of social, educational and recreational facilities and activities.”</p>
<p>3. Risk</p> <p>The risks associated with continuing the service are considered minor. There might be some negative feedback if the service was withdrawn.</p>
<p>4. Financial impact</p> <p>If pet cremations ceased then it would be expected that the reduction in income would need to be offset by an increase fees for human cremations fees.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of low significance to most members of the public because the Wakapuaka Crematorium would continue to recover the costs of pet cremations.</p> <p>If Council made the decision not to continue with pet cremations, then the impact on the community would be considered of low significance. Veterinarian Clinics and the wider community would need to be informed.</p> <p>Officers have engaged with local veterinarians and Pets Everafter in preparing this report.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>No engagement with Māori has been undertaken in preparing this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the following delegations to consider pet cremations at the Wakapauaka Crematorium:</p> <p><i>Areas of Responsibility:</i></p> <ul style="list-style-type: none"> • <i>Cemeteries and Crematorium</i>

Item 9: Pet Cremations Review

Powers to Recommend:

- *Development of review of policies and strategies relating to areas of responsibility.*

PART ONE: ASSESSEMENT OF NEED FOR FURTHER REVIEW UNDER S17A	
PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	Provision of human and pet/animal cremation service and chapel facilities at Wakapuaka Cemetery, Nelson.
<i>Rationale for service provision</i>	<p>The service is provided because:</p> <ul style="list-style-type: none"> • It contributes to the regional community outcome that "our infrastructure is efficient, cost-effective and meets current and future needs" • It provides a cost-effective alternative to burial and provides additional choice to those wanting to make their own arrangements for the cremation and/or funeral of a loved one and this is recognised in the Property & Facilities Asset Management Plan. • Through the Long Term Plan 2015 – 2025 the Council provides attractive and useful community buildings and places where community services can be delivered and provides for cremation services. • Funding has been placed in the 2015/16 financial year to renew the existing main human cremator.
<i>Present arrangements</i>	The facility is owned, governed and funded by Council, is overseen by Council officers and run under a management contract by Nelmac, an entity fully owned by NCC. This contract expires in June 2016. The service is funded predominantly by users (funding policy target 90%) and 10% rates.
<i>Last review</i>	The last review of this service was undertaken in 2010 when this was last managed internally by Council staff. It was decided to out-source this to Nelmac.
<i>Performance</i>	Council tracks the numbers of human and pet/animal cremations each year and the number of both is rising per year, pet cremations at a greater rate. Affordability, quality & sustainability are measured levels of service and there are also contractual service level measurements and targets in the Property & Facilities AMP. The funding policy requires charges and fees to be 90% operating cost.
<i>Cost</i>	Current contract with Nelmac is \$67,000/year increasing to \$92,000 in 2016/17 onwards to reflect actual costs of running the crematorium.
DECISION TO REVIEW	
<i>Why is the review required (S17A(2))</i>	<ul style="list-style-type: none"> • The Nelmac contract for delivery of the service is due to expire within 2 years, in June 2016 - all Council services must be reviewed at least every 6 years; • The review has been requested by Council. • It is also timely because there have been changes in the regulatory environment since the last review with new H&S legislation about to come into effect plus recommendations

	from the Law Commission about the legislation governing cremations.
<i>Does the cost of undertaking the review outweigh the benefits (s17A(3))</i>	<p>No, for the following reasons:</p> <ul style="list-style-type: none"> • The cost of the review is relatively low and has been undertaken as part of a review of current levels of service; • In addition to the management contract, the annual costs of running the crematorium includes fuel (\$31,000), electricity (\$900), miscellaneous such as BWO, insurance, security and supplies (\$9,000). • The crematorium is not a significant asset but any change to future ownership including closure would likely have high significance.
<i>Recommendation whether or not to review this service more fully</i>	This review is part of a report to be presented to the March 2016 Community Service Committee.
PART TWO: ANALYSIS OF OPTIONS S17A(4)	
<p>The following options are listed under s17(4) of the LGA and are required to be considered as a minimum.</p> <p>(i) a council-controlled organisation of the local authority; or</p> <p>(ii) a council-controlled organisation in which the local authority is one of several shareholders; or</p> <p>(iii) another local authority; or</p> <p>(iv) another person or agency;</p> <p>(v) a joint committee or other shared governance arrangement.</p> <p>The options below are premised on the following:</p> <p>a. That a commercial private business (who currently uses the crematorium) plans to set up a pet/animal cremator by March 2016. This would result in a large portion of pet/animal cremations ceasing at the crematorium and will require a substantial increase in fees. In addition this would require Council to spend around \$150,000 for a designated pet cremator as using a human cremator for pets/animals is uneconomical. Council is not typically in the business of competing against private enterprise as this would ultimately affect cost recovery and the amount the ratepayer will end up subsidising. Pet cremations have thus been removed in all options.</p> <p>b. That the fees charged by NCC will need to rise once animal/pet cremations cease to meet the funding recovery target of 90% user pays.</p>	
Status quo - Governance and funding by Council with delivery through management contract through its CCTO - Nelmac.	<p>No disruption to current levels of service delivery. No complaints have been received about the current arrangements.</p> <p>Under new H&S legislation Council would retain primary duty of care.</p> <p>Council would still need to urgently renew the main cremator.</p>
Governance, funding and delivery by Council	This would require Council to take back operational delivery from Nelmac. There are no staff resources to do so and the current contract is working well. This is not recommended as recruitment,

Item 9: Pet Cremations Review: Attachment 1

	staff management and training would be required.
Governance and funding by Council with delivery through a CCO	There does not appear to be a CCO that could undertake delivery in this area.
Governance and funding by Council with delivery by another local authority	No other local authorities in this region operate a crematorium, so this is not an option.
Governance and funding by joint committee or other shared governance with delivery by Council.	No other local authorities in this region undertake cremations, so this is not an option.
Governance and funding by Council with delivery by a person or agency not a CCO or joint committee.	Without being able to influence governance or funding it is hard to imagine a private agency being attracted to take this on.
Governance by Council , funding and delivery by private entity through lease or through a Joint Venture	<p>All of these options include variations on the purchase of chattels by the private entity (with a buy-back from Council later) and requirement for lessee to pay for outgoings and maintenance.</p> <p>Under most of these, Council would:</p> <ul style="list-style-type: none"> a) still need to renew the existing main cremator; b) only realise rental in the order of between \$12,000 - \$33,000/annum. <p>Independent valuation advice suggests there may be little incentive for a private operator to take this on and that a substantial increase in fees is likely to be required as a minimum to have a viable business.</p>
Conclusion: Which of the above options is most cost effective?	<p>Irrespective of which option Council chooses, the existing main human cremator needs urgent attention and will need to be renewed. Council would still be up for this cost.</p> <p>If run by Council (through Nelmac) an increase in fees will be required once animal/pet cremations cease to meet funding policy targets.</p> <p>Any lease option is likely to require a substantial increase in fees to make a viable business.</p> <p>Nelmac is performing well.</p> <p>There is no CCO that can take this service on.</p> <p>There is no other local authority in the region which undertakes cremations.</p> <p>The most cost effective option as this stage is to retain ownership of the crematorium, keep it open and manage.</p>
Recommendations from the service delivery review	<ol style="list-style-type: none"> 1. Retain ownership of the crematorium and keep open; 2. Renew the main cremator with urgency; 3. Increase fees once animal/pet cremations cease, whilst still offering a cost effective alternative to burial;

	4. Continue with management through contract with Nelmac.
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Review Completed by Sarah Holman – January 2016

Review approved by Alec Louverdis (Group Manager Infrastructure) - February 2016



15 February 2019

Steve Cross
8 Bisley Avenue
Moana
Nelson 7011

Ref: 1760089

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

P 03 546 0200
E rosie.bartlett@ncc.govt.nz
nelson.govt.nz

Dear Mr Cross

OFFICIAL INFORMATION REQUEST FOR INFORMATION ON BULK ANIMAL CREMATIONS

I refer to your official information request dated 1 December 2017 for information on bulk animal cremations through Council's Wakapuaka crematorium.

The information you requested is enclosed.

1. *Is NCC offering these services at a cost less than the full cost?*
The crematorium caters for both human and pet animal cremations. It does not operate on a traditional business model, but operates on 90% private and 10% public cost recovery. The Council agreed to continue with pet cremations in 2016 and pet/animal cremations form part of the overall cost recovery. The individual cost for pet/animal cremations range from \$52.50 for a cat/rabbit/guinea pig to \$210 for an extra-large dog.
2. *What is the assessed cost of providing bulk animal cremation services compared to the cost that is charged?*
Council contract Nelmac to manage the crematorium and their costs and the charges for the pet/animal cremations are taken into account in relation to the 90/10 cost recovery model.
3. *Is NCC satisfied that it is complying with Section 36 of the Commerce Act in providing these services at less than full cost?*
The crematorium operates on a 90/10 cost recovery model in line with Council's Revenue and Financing policy. This policy has been publicly consulted on and complies with legal requirements.
4. *Have the NCC staff responsible for providing and promoting cremation services received training in the Commerce Act and its applicability to their activities?*
The relevant Council staff are familiar with the 90/10 cost recovery model as set out in the Council's Revenue and Funding policy. The Council staff have received no specific training on the Commerce Act.

Internal Document ID: A1881839

5. *How has NCC satisfied itself that crematorium staff are complying with Commerce Act?*

Refer to item 3.

6. *Please provide a copy of any marketing materials or promotional correspondence issued by crematorium staff to veterinary practices in the past six months.*

Local veterinarians have approached Council to consider a bulk cremation service for deceased pet/animals whose owners do not wish to claim for cremation or private burial, as an alternative to disposing of these to landfill. No decision in this matter has been made and officers are currently considering all options in this matter.

Council's contractor did however, prematurely, send out a letter to all veterinarian practices on 17 November 2017 (letter attached) advising of changes to bulk cremations. As noted that letter was premature and the contractor has been spoken to in this matter. In addition, all veterinarian practices were advised before Christmas that this communication was premature.

7. *Please confirm that all services offered by the crematorium are publicly advertised and are available for everyone on the same terms.*

Fees are publically advertised on council's website and pamphlet which can be found at

<http://nelson.govt.nz/services/facilities/cemeteries/cemetery-crematorium-charges/>.

8. *Please confirm that no one customer receives special discounts; rebates or the like for crematorium services.*

The fees charged are as per those advertised on Council's website (refer to link in item 7).

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Rosie Bartlett on 03 546 0223 or email rosie.bartlett@ncc.govt.nz

Yours sincerely

Rosie Bartlett

Manager Parks and Facilities

Enclosed – Communication sent to local Veterinarian practices by Nelmac (17 November 2017)

Gary Alsop

From: June Arthur <petseverafternz@gmail.com>
Sent: Tuesday, 9 October 2018 10:30 a.m.
To: Pat Dougherty; Gary Alsop
Subject: NCC Review of Pet Cremations 27 November 2018. PEA queries

Good morning Gary & Pat

We understand from Gary Alsop that a review will shortly be undertaken (in November 2018) with regard to NCC's involvement in pet cremations.

Firstly

we would like to suggest that you consider that this review be undertaken by an external party. We think that currently the NCC has co opted several people who have commercial expertise, Mr John Murray (Accountant with Crowe Horwath Nelson) and Mr John Peters (CEO Hospital Board Nelson). We have found that when Council staff undertake activity reviews they invariably recommend continuation of the status quo, no matter how illogical that might be. Pets Ever After does not have faith that NCC staff can impartially review the current operations, rather than take a defensive stance.

Secondly

We also suggest that when the review is considered it is run past the Governance Committee.

It seems to be some sort of historic anomaly that a commercial operation such as the crematorium falls within the gambit of the Community Services Committee. Given that Council has two commercially experienced external appointees sitting on the Governance Committee surely it makes sense to involve them in this decision making.

Thirdly

We are concerned that the rate payer subsidy has recently increased to keep pet cremation by the Council going. Is this a good use of rate payer funds when there is a private pet cremation business of long standing offering a service in the Top of the South?

We look forward to your response

Kind regards

June & Arthur
Pets Everafter www.petfunerals.co.nz
03 542 4424 or 0800 738 386
petseverafternz@gmail.com

Pet Cremations - budget breakdown

Account	Total Operating Budget 2018/19	Pet removal effect	Budget excluding pet
4025 Crematorium			
Other Income	(171,000)		(131,000)
40250470. Chapel use	(1,000)		(1,000)
40250510. Fees: Crematorium	(130,000)		(130,000)
402505100254. Fees: Animal Cremations	(40,000)	(40,000)	0
Staff Operating Expenditure	24,688		24,688
40251602. Support Services Overhead	8,012		8,012
40251631. Finance Support Charge	1,183		1,183
40251672. Parks & Facilities	15,493		15,493
Base Expenditure	136,422		127,922
40252010. Property Mtce: Contract	95,000		95,000
40252617. Electricity	721		721
40252618. Fuel	34,000	8,500	25,500
40252627. Ash Transport	700		700
40252628. Fire Protection/ BWOF	500		500
40252633. Supplies	2,500		2,500
40252637. Insurance	1,501		1,501
40252650. Security Services	1,500		1,500
Unprogrammed Expenses	8,000		7,600
40253010. Property Mtce: Minor Assets	8,000	400	7,600
Programmed Expenses	28,300		27,800
40254011. Property Mtce: Programmed Mtce	9,300	500	8,800
40254310. Medical Referees Fees	19,000		19,000
Finance Expenses	10,432		10,432
40255210. Internal Interest	10,432		10,432
Depreciation	23,965		23,965
40255505. Depreciation	23,965		23,965
Total Expenses	231,807	0	222,407
Net Deficit -Cost to Rates	60,807		91,407
Additional cost to ratepayers of stopping pet cremations			30,600

Stoke Community Youth Facility

1. Purpose of Report

- 1.1 To determine a way to progress a facility for youth in Stoke.

2. Summary

- 2.1 Council has been considering a youth facility for Stoke for a number of years. Whilst the initial focus was on providing a skate park, subsequent consultation has identified that there are broader requirements for a facility that meets the needs of a greater number of young people in Stoke.
- 2.2 A consultant was commissioned to review previous consultation carried out by Council and other groups. The consultant's report is attached.
- 2.3 Options for a way forward are presented. A decision is needed in order to progress the project, currently scheduled for construction in 2020/21.

3. Recommendation

That the Community Services Committee

Receives the report Stoke Community Youth Facility (R9913) and its attachment (A2120557); and

Agrees that Option 4 – go out with targeted options, (from report A2120557), is the preferred option; and

Agrees to hold a Community Services workshop to enable staff to prepare targeted options to take out for pre-consultation, to be followed by wider community consultation.

Item 10: Stoke Community Youth Facility

4. Background

- 4.1 During the deliberations on the Long Term Plan 2018-2028, Council decided:

That the Council

Agrees to bring the funding for the Stoke Youth Facility forward, to commence with consultation in 2018/19, investigation and design in 2019/20 and construction in 2020/21.

- 4.2 The Long Term Plan includes funding of \$52,000 in 2018/19, \$50,000 in 2019/20 and \$500,000 in 2020/21.

- 4.3 Officers contracted a consultancy firm (Policy Works Ltd) to provide project management services to investigate and plan an intergenerational activity park in Stoke. Its report 'Stoke Community Youth Facility' is attached (Attachment 1). Policy works Director, Chris Ward, will be available to answer questions on his report.

- 4.4 The report details the history of the project, and of the consultation that has been carried out to date. It makes the following recommendations:

- 4.4.1 Requirements: Following a Community Services Committee workshop to refine options, undertake a targeted conversation with stakeholders (young people and those groups/agencies working with young people) to identify needs and options to address needs.
- 4.4.2 Council works with key stakeholders to develop targeted options (which may include a skatepark or skate elements) which are then consulted on with the broader community.
- 4.4.3 Council should focus on delivery of a youth recreational facility (with facilities that can be used by the wider community) incorporating urban design principles including:
- Provision of age-friendly options including seating areas
 - Landscaping to encourage safety (CPTED)
 - Access ways/path designs which are suitable for all ages (obstruction free)
- 4.4.4 Council should consider using Stoke Memorial Hall, the current Stoke Seniors location (behind the Memorial Hall) and some of the related car parking areas for youth hub and outdoor youth recreation. Outdoor spaces to be accessible for wider community use.
- 4.4.5 Council to hold dialogue with iwi to identify needs and aspirations of young Māori in Stoke.

Item 10: Stoke Community Youth Facility

4.4.6 Two paragraphs on page 13 of the report have been redacted as they relate to confidential discussions. This allows the report to be presented in public rather than public excluded.

5. Discussion

- 5.1 The Stoke Community has consistently given feedback on the 'lack of things to do' or 'places to hang out' for young people in Stoke. Council initially planned for the installation of a skate park. Whilst this would meet some need in Stoke, it is not clear that this will meet the needs of the majority of young people.
- 5.2 There is no clear demand from the community for an intergenerational facility in Stoke. Isel Park, Broadgreen and the Greenmeadows Centre all provide recreational and social opportunities for people of all ages in Stoke.
- 5.3 There is a clear demand for a youth-centred facility for young people to meet and socialise. That facility needs to be recognised as a youth friendly space, but could also be used by the wider community (in a similar way to how the Tahunanui Reserve Youth Park is used).
- 5.4 Engagement would be a 'collaborative/involve' process that would seek to deliver a community facility or services within the constraints set by Council. Following a workshop with the Committee, targeted pre-consultation would be carried out with key stakeholders to identify any 'show-stopper' issues with options. Stakeholders could include the Turf Hotel, St Barnabas Church, Broadgreen intermediate, Plunket and Nelson Basketball as potential affected parties. Youth and Youth agency consultation would also be a priority. It is proposed to use a consultant to undertake this work. A wider community engagement would follow once the results of the targeted consultation had been considered.
- 5.5 The Stoke Redevelopment Working Party should also be involved in this project given its role in providing strategic direction for the development of Stoke. The next meeting of the Working Party is on 12 March 2019 and the Youth Facility project can be added to the agenda.
- 5.6 Separate from this project, Council will be considering options for Stoke Library redevelopment/refurbishment and there may be an opportunity to look at how library youth services might be provided by Council.
- 5.7 Council has also engaged with Whanake Youth who are keen to explore further options for delivery of health and wellbeing services to young people in Stoke.

6. Options

- 6.1 The consultant's report identifies four options to progress the project which are:
 - Do nothing

Item 10: Stoke Community Youth Facility

- Build a skate park
- Consult without recommendations (Blank sheet approach)
- Consult on targeted options determined through a Community Services workshop

6.2 Given the lengthy history of the project, officers support option 4 and recommend that a Community Services workshop be held to refine options before engaging more widely with the Stoke Community.

Option 1: Do nothing	
Advantages	<ul style="list-style-type: none"> • Gives clarity to the Stoke Community • Provides a capital saving
Risks and Disadvantages	<ul style="list-style-type: none"> • Does not provide for the identified needs of young people in Stoke • Reputational damage to Council from not completing the project
Option 2: Build a skatepark	
Advantages	<ul style="list-style-type: none"> • Gives clarity to the Stoke Community • Is consistent with previous Council decisions • Provides something to do/somewhere to hang out for a small section of Stoke Youth • Is feasible within allocated budget • May generate opportunities for third party funding
Risks and Disadvantages	<ul style="list-style-type: none"> • Provides a facility for a minority of youth • Previously it has been difficult to identify a site for a skate facility
Option 3: Consult without recommendations (ie, a 'blank sheet')	
Advantages	<ul style="list-style-type: none"> • Gives Stoke Community opportunity to have a say in what facility is built there • May generate opportunities for third party funding
Risks and Disadvantages	<ul style="list-style-type: none"> • Unrealistic expectations may be raised which cannot be met leading to reputational damage • Significant additional budget will be required for additional engagement and whatever facilities the community requests

Item 10: Stoke Community Youth Facility

	<ul style="list-style-type: none"> • Significant delays to the project are likely
Option 4: Consult on targeted options determined through a Community Services Committee workshop	
Advantages	<ul style="list-style-type: none"> • Gives Council an opportunity to undertake targeted consultation based on previous feedback from the community • Expectations can be managed • Can provide for more of the identified need • Gives opportunity to look at how any new facility could complement existing facilities in Stoke • May generate opportunities for third party funding
Risks and Disadvantages	<ul style="list-style-type: none"> • May result in some delay to any build • May require some additional budget

7. Conclusion

- 7.1 Council has made provision for a youth facility in Stoke in its Long Term Plan. Whilst, historically, Council had planned to build a skatepark in Stoke, a consultant's report has identified an opportunity to better meet the needs of youth in Stoke by broadening the scope of the project.
- 7.2 It is recommended that 2-3 targeted options be developed for consultation with the Stoke Community.

Author: Andrew Petheram, Property, Parks and Facilities Asset Manager

Attachments

Attachment 1: A2120557 - Stoke Community Youth Facility - Policy Works report [↓](#)

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>This project proposes to provide local infrastructure to support the wellbeing of youth in Stoke, in a cost effective way.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The recommendation is consistent with the following community outcomes:</p> <ul style="list-style-type: none"> • Our communities have access to a range of social, educational and recreational facilities and activities • Our urban and rural environments are people-friendly, well planned and sustainably managed <p>The proposed approach is consistent with the Youth Strategy and Community Partnerships Activity Management Plan.</p>
<p>3. Risk</p> <p>There is reputational risk to Council if it decides not to proceed with this project, or if it decides to build a skate park at one of the sites identified in 2014. The recommended option seeks to mitigate reputational risk whilst delivering a project to budget. There is some financial risk in pursuing an option other than a skate park.</p>
<p>4. Financial impact</p> <p>This project is budgeted within the Long Term Plan 2018-28. The recommended option should result in third party funding such as a community funding organisation being available to contribute to the project at a later stage.</p>
<p>5. Degree of significance and level of engagement</p> <p>Council has consulted on this project previously. However, this matter is of medium significance because of the level of public interest that the Stoke Youth Park proposal generated in 2014. Further consultation is recommended.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>No engagement with Māori has been undertaken in preparing this report. However, it is recommended that Māori input is sought if Council decides to consult further on this project.</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.

Powers to decide:

To undertake community engagement other than Special Consultative Procedures for any projects or proposals falling within the areas of responsibility.



Stoke Community Youth Facility



Final

Client: Nelson City Council

19 October 2018

A2120557

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Executive Summary

Nelson City Council has included construction of a skatepark in Stoke in its capital works programme since 2006. It consulted on a potential site in 2011; however design work was subsequently put on hold due to concerns from the community about the safety of the young people, pedestrians and road users in relation to the preferred site (corner Songer and Main Rd Stoke).

The consultation carried out in 2011 had a very narrow scope. Council had assumed that a skatepark was required, and had consulted with local youth and residents on the presumption that it would be built at the preferred site. It did not seek views on what community need existed, or if a skatepark would provide for that need.

Consultation was also carried out in 2012 by the initiative 'Stakeholders in Stoke'. This 'Stoke Youth Survey' showed some support for a skatepark, but also showed support for a place to hang out, and more youth focussed events and activities in Stoke. A relatively small proportion of those surveyed listed skateboarding as an activity that they participated in.

In 2012, The Nelson Youth Council decided that the skatepark project should be renamed the 'Stoke Youth Plaza' to better reflect that it should be an all-ages facility.

Council consulted broadly with the Stoke community during 2014 as part of its Spotlight on Stoke initiative. This consultation was focussed on the general provision of community facilities in Stoke rather than being a specific consultation on youth needs. Youth were under-represented in this survey; however there was still support for both a skatepark and other youth facilities.

Some sections of the Stoke community do not appear to be positively engaged with the project. As a result, Council does not fully understand what the community wants, or where in Stoke any facility could be built with strong community buy-in. Future consultation should focus on building wider community engagement around the project.

Four options are presented to move this project forward. The recommended approach is to carry out targeted engagement with key stakeholders to identify the need and community willingness to participate in delivering a community facility with a youth focus. A community driven approach is likely to give better outcomes in the longer term and is likely attract third party funding for the project.

Background and timeline

Nelson City Council ('Council') received submissions through its consultation on the draft 2006-2016 Community Plan that it should make provision for skatepark facilities in Stoke, Neale Park and Tahunanui. Neale Park was prioritised and was constructed in 2008-09. Funding of \$530,000 for the Stoke Skatepark was included in the 2009 Long Term Plan, with design scheduled for 2010/11 and construction for 2011/12. The design phase was subsequently deferred for a year as a consequence of the Rugby World Cup 2011. Separately, the Saxton Field Working Party had identified the need for a regional facility at Saxton Field. This was never constructed and is not currently in the 2018-28 LTP budget.

In 2010 a Council staff team was brought together to identify a suitable skatepark location in Stoke. 11 sites were identified and evaluated against key criteria including visibility, distance from residential neighbours and accessibility.

A preferred site was selected based on this evaluation. The site chosen was a small site on the corner of Songer Street and Main Road Stoke, adjacent to the (then) tennis courts.

Consultation took place with the Stoke community between January and March 2011. The preferred site was signalled alongside two other potential sites: Isel Park (adjacent to Main Road Stoke) and Marsden Recreation Ground

The feedback form asked two specific questions, and also collected some demographic information:

- *Please give us your thoughts on the proposed location of the Skatepark*
- *Our current thinking is to include other "youth" play equipment and amenities to make the area more than just a skatepark. Have you any suggestions?*

There were two groups targeted by this consultation:

1. Businesses and agencies with an interest in the central Stoke area (19 responses)
2. General feedback received from the community (68 responses)

Specific feedback was also sought from skatepark users (age range 9-28). They were asked different questions:

- *How will you use the space (skate, inline skating, BMX, socialise)?*
- *Please rank preferences (1=best, 5= worst) (street style, mini ramp, transitions, hips, boxes, other)*
- *What would you like to see at the park (informal seating, lights, shade, landscape, other)?*

99 responses were received from this group.



Item 10: Stoke Community Youth Facility: Attachment 1

A report recommending construction on the corner of Songer Street and Main Road Stoke went to Council on 11 August 2011, where the following was resolved:

THAT the Greenmeadows site on the corner of Main Road Stoke and Songer Street be the preferred site for a skatepark in Stoke.

On 13 October 2011 Council considered a Notice of Motion regarding the Stoke Skatepark. A petition (reportedly signed by 1362 residents) was presented to the Council, and the NZ Police also attended the meeting and spoke against the proposed site.

The Council then resolved:

THAT the Greenmeadows site on the corner of Main Road Stoke and Songer St be the preferred site for a skatepark in Stoke

be revoked.

Throughout 2012 Council staff and other agencies working in Stoke formed a 'Stoke Youth Project' subgroup under the wider 'Stakeholders in Stoke' Group. One of their standing agenda items was discussion of the skatepark. A preference was indicated for the Isel Park site although this was later withdrawn following discussions with Frisbee golf and heritage groups. It is not clear what mandate, if any, this group had from Council.

That group conducted the 'Stoke Youth Survey' which was distributed through Nayland College in April 2012. A total of 285 responses were received to the survey:

- *How old are you?*
- *Do you live in Stoke?*
- *Do you use the following youth services in Stoke (list)?*
- *What do like about living in Stoke*
- *What do you think would make Stoke better?*
- *What are things you don't like about living in Stoke?*
- *What types of things do you do on weekends, holidays and evenings?*
- *If there could be more activities in Stoke for youth what would they be?*

During 2012, the Nelson Youth council agreed to describe the project as a 'youth plaza' rather than a skatepark to illustrate that the facilities were aimed at all age-groups, rather than youth alone.

In 2013/14 during deliberations on the 2013/14 Annual Plan Council resolved:

THAT funding for Stoke youth park (project 1074 in Attachment 4) be deferred to 2014/15.

By this time Council was pulling together its work programme for the 2014/15 Annual Plan and work had commenced on scoping what would become the Greenmeadows Centre (then the Stoke Community and Sports Facility). Council decided:

THAT \$200,000 for investigation and design of a community and sports facility at Greenmeadows be included in the draft Annual Plan 2014/15.



AND THAT funding for the Stoke Youth Park be deferred for consideration in the Long Term Plan 2015/25 as part of this or a wider development in Stoke centre.

Council then undertook a 'Spotlight on Stoke' Consultation (originally described as a Stoke community needs analysis). Around 850 online responses were received to the following questions. A further 20 or so community meetings also took place.

How satisfied are you with the following Stoke places/services?

- *In terms of recreation facilities and things for people to do, what do you think is missing from Stoke?*
- *Do you have any suggestions for improvements to existing places, spaces and services for recreation in Stoke?*

Respondents then were asked if they wanted to answer some questions on their use of Greenmeadows Reserve, and then three more general questions:

- *How would you rate the ease of getting around Stoke, including to and from the Stoke Centre?*
- *What are the most needed improvements to the Stoke Centre? This is the area in and around the shopping centre, including Stoke Memorial Hall. Please list in order of priority.*
- *How do you feel about Stoke in general? What do you think Nelson City Council could do to make Stoke a great place to live in the future?*

Respondents were also asked to provide some demographic information. The authors of the report that collated the survey results noted a lack of representation in the results from under 15's in Stoke.

Overall the most dissatisfaction was expressed with regard to 'Recreation facilities for youth (13-17 years)' Out of 839 responses, 396 were either dissatisfied or very dissatisfied. A skatepark was one of the facilities most identified as being missing from Stoke. A youth centre, youth events and 'somewhere for youth to hang out' also featured in the comments.

The results of Spotlight on Stoke were presented to a Council workshop in August 2014, and in public excluded to a Community Services Committee meeting on 11 September 2014. Whilst the key focus was on the scope in relation to the Greenmeadows Centre, the officer report noted:

The study [Spotlight on Stoke] showed a high level of dissatisfaction with recreation facilities for youth. This is consistent with previous investigations and in line with the work carried out investigating a skatepark site in 2011/12. Working with local youth and determining a site and proposed facilities is expected to take some time and it is recommended that this aspect of the project be investigated separately.

The 2015 LTP stated:

Stoke Youth Park: A needs analysis consultation conducted in 2013/14 supported a youth park in Stoke. Funding of \$539,000 has been allocated in 2017/18 and 2018/19 for further consultation, planning and physical works.

On 21 November 2017, the Sports and Recreation Committee was provided with the following update:

Following the “Spotlight on Stoke” survey in 2014, this project was included in years 3 and 4 of the Long Term Plan 2015-25, to address the lack of non-sports related recreational facilities for youth in Stoke.

Further in-depth consultation is required to inform the design, as well as consideration of related Stoke growth studies and projects which will have an impact on the design for the Stoke Youth Park. As such it is not feasible to complete the design work in the current financial year. For a project requiring significant community input and consultation, it is recommended that the existing project phasing of design and construction over two years be reconsidered.

Approval is sought to defer the current project, with updated phasing and budget to be considered through the Long term Plan 2018-28.

*If approved, the likely adjusted project phasing will be:
2018/19: Investigation, consultation, and initial design
2019/20: Detailed design and consultation
2020/21: Consents, and other regulatory and legal aspects
2021/22: Construction*

The Committee recommended the following to council:

That the Council

Approves, with respect to project 1074 Stoke Youth Park, that \$52,660 from 2017-18 budget be deferred to the Long Term Plan 2018-28, and that overall project phasing and budget be considered in the Long Term Plan 2018-28.

This was confirmed by Council on 14 December 2017.

Following the 2018 LTP consultation Council resolved:

That the Council in principle

Agrees to bring the funding for the Stoke Youth Facility forward, to commence with consultation in 2018/19, investigation and design in 2019/20 and construction in 2020/21.



Requirements Analysis

Historically, this project has been based on the premise that a skatepark in Stoke will meet a need to have more 'things to do' for young people. This is true, insofar as it will provide a facility that some young people will use. Feedback from potential skatepark users has, unsurprisingly, been very supportive of a skatepark (generally in any location). However, when the wider community (young people and Stoke residents of all ages) are asked what facilities/services are needed, a number of themes come through:

A place to hang out

21% of pupils in the 2012 Stoke Youth survey suggested 'more youth meeting places' as an improvement for Stoke. Hanging out with friends was the most popular weekend/evening activity (36%). A place to meet other youth/youth club/youth hub was identified by 12% as a 'suggested activity in Stoke', whilst a further 21% identified 'recreational activities'. In the Spotlight on Stoke survey, when asked 'In terms of recreation facilities and things for people to do, what do you think is missing from Stoke?' 129 answers were received that relate to a place for young people to hang out. Popular descriptors included 'facilities for youth', 'place for the youth/teenagers' and 'something for teenagers'.

A skatepark

In the 2012 Stoke Youth Survey, 22% of respondents identified a skatepark as a suggested improvement for Stoke. Whilst only 3% identified skateboarding/skating/scootering as a weekend/evening activity, 10% suggested a Skatepark/skate related when asked about 'suggested activities in Stoke'.

In the Spotlight on Stoke survey, when asked 'In terms of recreation facilities and things for people to do, what do you think is missing from Stoke?' 136 answers were received that relate to a skatepark. 20 of these included a caveat along the lines of 'or something for young people'.

Youth events and services

15% of respondents in the 2012 Stoke Youth Survey wanted 'more community events', 17% wanted 'more sports events' 15% wanted 'more youth activities' and a further 7% 'more youth services'.

When asked about 'suggested activities in Stoke', 18 % suggested sports related facilities, 21% suggested recreational activities and 15% music related and other events. 49 responses to the Spotlight on Stoke 'In terms of recreation facilities and things for people to do, what do you think is missing from Stoke?' question related to youth events or activities. Several mentioned a youth centre or hub as an example.

Something else

The 2012 Stoke Youth Survey identified more food outlets as being desirable in Stoke. The Spotlight on Stoke survey found some support for new/improved Basketball courts, a movie theatre and a pump track for youth. Playground improvements were also frequently mentioned although appeared generally to relate to younger children.



Intergenerational facilities

None of the surveys have identified calls for intergenerational facilities per se. Whilst there have been individuals calling for better support for youth or for older adults, the community has not specifically asked for a shared activities space. In turn, Council has also not specifically consulted the wider community on perceptions of need or desirability of an intergenerational facility, or what the make-up of such a facility would look like.

Stakeholders and engagement

Community Engagement

There has been a focused approach to consultation for this project over the past 12 years and this holds value as to the changing perceptions and needs of the Stoke community. It also helps to inform and highlight a plan for strategic consultation going forward. Analysis of previous consultation to date raises a number of questions, primarily:

- Are the needs of the community still the same, and how do we know?
- Has the changing landscape of the Stoke community (with regards to demographics, culture and physical layout) changed the need for a youth space, and if so, how?
- What type of 'youth space' or intergenerational park/area has worked well in other similar communities, and could we successfully replicate it here?
- How will a new area meet the needs for the future citizens of the Stoke community?
- Have we given an opportunity, a voice and value to a wide range of community members, representative of the whole Stoke population?
- Have we asked the right questions, at the right time, to the right people and how do we know?

An important part of consultation is to recognise two of its main facets. One is to 'seek to understand' the needs of the community, and the targeted groups within that community. The second is to create engagement in the community for the project. This can be achieved through the use of strategic questions designed to be seek feedback and create opportunities for the community to decide on their needs, within the constraints of the project.

Consultation in local government is quickly moving forward in a number of areas. It is these areas of the project that would need to have specialist engagement design. Understanding and managing 'consultation fatigue' in the active groups of the community is a key concern. The issue of repeatedly surveying the same stakeholder groups arises, and there are implications from this on engagement levels, perceived trust, disillusionment at slow progress or change and a reduction in the perceived ability for the community to make actual visible decisions.

Principles underpinning good engagement

Consultation can be used as a viable form of engagement. Done well, it will raise trust in the Council and enhance its reputation.



Traditional methods of community consultation generally rely on an active group of (usually passionate) people who have the time and energy to provide feedback for or against a project. Unfortunately, this ignores many facets of the community and consequently fails to capture valued and meaningful data from a true representation of the wider community.

Online surveys and workshops alone do not capture the information required to make an informed decision. Traditionally, a passionate few 'rally the troops' and push for a particular direction, thereby displaying a disproportional viewpoint. This approach can result in skewed data, and often misrepresents a vocal minority as representative of a wide majority.

Passive and active forms of consultation and feedback are required to meaningfully engage with stakeholders. Good practice is to ensure that accurate data is taken from a structured cross section of the community. Accurate feedback and consultation allows for confident decision making. Ensuring that a good demographic range of feedback is sought and consulted on is key to understanding the context for feedback received. This gives evidence to decisions that may, or may not, be in favour of the vocal minority.

It is important to allow a degree of autonomy to those involved in the engagement process. Consultation designed to be respectful clearly shows the areas of flexibility within a project (to be consulted on) and also the constraints – the areas that cannot be changed (these areas would not be consulted on). A specialised consultation and engagement plan empowers the community to make meaningful decisions within appropriate areas of the project.


Care must be taken to avoid faulty assumptions. Assumptions as to who key stakeholders are can often limit valuable broader community feedback. Consultation in local government is beginning to look at how to gain feedback from not just the passionate few, but how to capture the 'generally happy, vast majority'. The way information is presented back to the community, can mean the difference between community wide acceptance of a project or its rejection.

Participation

The Spectrum of Public Participation was developed by the International Association of Public Participation (IAP2) to help clarify the role of the public (or community) in planning and decision-making, and how much influence the community has over planning or decision-making processes. It identifies five levels of public participation (or community engagement): Inform, Consult, Involve, Collaborate and Empower.

To date, community engagement on the skatepark project has been 'inform'. A successful community project needs to move engagement to the right of the spectrum. Designed consultation to progress the project would capture elements previously not covered. A specialised engagement plan would progress the project in a measurable and engaging way. Every community touch point would be designed as an opportunity to increase reputation and trust between the Council and the community.



INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Stakeholders

A stakeholder is an individual, group or organisation who is impacted by the outcome of a project. They have an interest in the success of the project, and can have a positive or negative influence on the project. They are not just the users of the facility or service, and their interest may be based on their perception of what might happen to affect them and their interests.

A list of identified potential stakeholders is attached as Appendix 1. It can be seen that whilst some stakeholders have been involved to date (appendix 2, historical engagement), there are a number whose views have not yet been considered as part of the project.

A definitive list of stakeholders will depend on the option selected as Council's preferred option. Indicative lists have been included in the options analysis.

Statistics

At the time of writing the 2018 Census data has not been released. Unless otherwise stated, statistics are from the 2013 census.

General population

The population of Stoke is 17,154 and growing. Projections in 2014¹ were as follows:

	2015	2025	2045
Population	17,440	18,690	20,510
Under 14's	3,106	3,163	3,339
Over 65's	3,750	4,710	5,970
Households	7,210	7,990	9,150

¹ <http://www.nelson.govt.nz/assets/Our-council/Downloads/population-demographics/2014/Stoke-Demographics-March-2014.pdf>



Just over three thousand of the population is aged between 10 and 24 (18%), with a further one thousand aged between 5 and 9. Whilst the proportion of younger people may be falling slightly, due to an increasingly aged population, the absolute number of young people shows a slight increase over time.

Maori

Statistics from the 2013 census show that 35% of Nelson's Maori population lives in Stoke (1470 out of total 4164). Of those living in Stoke, 540 were between the ages of 5 and 19 years in 2013. This is just under 40% of the total Maori youth (ages 5-19) population of Nelson, and is a sizeable cohort who would now be 10-24 years old.

Iwi do not appear to have engaged with this project; possibly because the focus has been on the facility (skatepark) rather than the needs of rangatahi. Council may wish to initiate a discussion with Maori groups in Stoke around the aspirations and needs of young people in Stoke.

The Sites

A number of sites have been considered for the purpose of installing a skatepark. See Appendix 3 for a location map. These include:

Sites identified in previous studies:

1. Ngawhatu Octopus Gardens – This site is located adjacent to residential properties and is situated away from Stoke Centre and from Stoke Schools. Council has recently invested in new play equipment at this park. Passive surveillance is limited and the site did not score highly in the 2011 site assessment.
2. Broadgreen Intermediate – this site is not owned by Council but is close to the Poorman Valley Stream Esplanade and Neale Reserves and is adjacent to the Railway Reserve. Whilst not in the central Stoke area (i.e. Strawbridge Square), it is close to several of the larger schools in Stoke and has good accessibility due to the Railway Reserve. Passive surveillance is limited.
3. Annesbrook Youth Park – this is an isolated site well away from the centre of Stoke and not a natural destination for those living in the Stoke area. The site has some passive surveillance from Wakatu Drive.
4. Marsden Recreation Ground – the site proposed is the site of a former tennis court. It has poor passive surveillance due to surrounding trees and shrubs. The site is located adjacent to a bottle store. It has high local amenity and previous concerns relating to the impact on Stoke Seniors will be addressed once Greenmeadows Centre opens.

5. Ranui Road Reserve – this is an enclosed reserve surrounded by residential properties. Passive surveillance is poor and has little supporting infrastructure.
6. Isel Park – this is a horticultural park with significant heritage and cultural values. The previously proposed site fronted onto Main Road Stoke, so had good passive surveillance. It is adjacent to St Barnabas Church and its cemetery, and there is also potential conflict with Frisbee golf.
7. Greenmeadows Sports Ground – this area is used year round as a sports field for cricket and rugby. It is centrally located with reasonable passive surveillance. However, it would be challenging to locate a site without impacting on other sports' use of the park.
8. Marsden Valley – this site has space and is away from residential neighbours but there is limited passive surveillance and it is well away from the centre of Stoke.
9. Woodstock Reserve – this is a Neighbourhood Reserve sited well away from most schools and from the centre of Stoke.
10. Tennis Courts – Main Road Stoke – this site was identified prior to the current development of the Greenmeadows Centre. It was significantly size constrained, but was central and had good passive surveillance.
11. Aldinga Reserve – this reserve is surrounded by residential properties but is of a reasonably large size. It is not central although reasonably close to the main school cluster on Nayland Road.

If Council decides to engage with the Stoke community in order to determine need, then additional sites could include:

12. Redacted
13. Stoke Memorial Hall and its environs – Stoke Memorial Hall was previously discounted due to its use by the community for a variety of different purposes. Many of those functions will be replaced by the Greenmeadows Centre once it is fully opened. This provides Council the opportunity to re-purpose the Hall and create associated Youth spaces both inside and outside.
14. Redacted

Site Criteria

The following criteria were developed during the 2011 assessment:

- Safety (Crime Prevention through Environmental Design)
- Away from residential areas
- Central (close to shops and public transport)
- High visibility (passive surveillance)
- Good size
- Accessibility (The location is accessible to the proposed users)
- Supporting infrastructure (e.g. seating, toilets, power)
- Compatibility with neighbouring use

These were used based on the assumption that the site would be developed as a skatepark.

Scoring of sites is overleaf. This table is based on the assessment carried out in 2011, with updated assessment for the three additional sites identified.

Youth facility site analysis

Site	Safety	Away from residential areas	Central	High visibility	Good size	Accessibility	Supporting Infrastructure	Compatible with neighbouring use	Overall score
Ngawhatu Octopus Garden	1	0	0	0-1	1	1	2	1	5-6
Broadgreen Intermediate	1	2	3	1	3	3	0	2	15
Annesbrook Youth Park opposite Mitre 10	1	2	0	1	2	1	0	2	9
Marsden Recreation Ground	1	3	3	1	1	3	1	2	15
Ranui Road Reserve	0	0	1	0	3	1	0	1	6
Isel Park	3	3	3	3	3	3	1	0	19
Greenmeadows Sportsground	2	2	3	2	3 (but impacts on others)	3	2	0	17
Marsden valley	0	3	0	0	3	0	0	2	8

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Site	Safety	Away from residential areas	Central	High visibility	Good size	Accessibility	Supporting Infrastructure	Compatible with neighbouring use	Overall score
Woodstock Reserve	2	0	0	1	3	1	0	0	7
Tennis Courts - Main Road Stoke	No longer available								
Aldinga Reserve	2	1	0	2	3	1	0	2	11
Redacted	2	1	3	2	0	3	2	1	14
Stoke Memorial Hall	3	3	3	2	2	3	3	2	21
Redacted	3	3	3	2	1	3	2	1	18

Analysis and Recommendations

What are the requirements?

For 6 years (from 2006 – 2012) this project was described by Council as the ‘Stoke skatepark’. Whilst subsequent consultation has found a fair level of support for a skatepark (particularly amongst a section of young people) it is not clear what the wider community need is, and whether those needs would be met by building a skatepark. There is general acknowledgement in the community that there is a lack of things for young people to do, and lack of places for young people to hang out in Stoke.

Recommendation: Hold a targeted conversation with stakeholders (young people and those groups/agencies working with young people) to identify needs and options to address needs.

What are the options

Four options have been identified. Further details are found in appendix 4. These are:

- Do nothing
- Build a skatepark
- Go out with a blank sheet
- Go out with targeted options

Each of these approaches could be justified by Council, for different reasons. We believe that the feedback received to date supports the following recommendation.

Recommendation: Council works with key stakeholders to develop targeted options (which may include a skatepark or skate elements) which are then consulted on with the broader community.

Intergenerational facility

There has been no strong feedback from the community in relation to an intergenerational facility (i.e. one which has co-located recreational activities. However, any outdoor facility for young people should be designed and landscaped in a way that allows people of all ages to feel comfortable and safe whilst in the space. Greenmeadows Centre (Stoke Seniors activities), Isel Park and Broadgreen Park offer recreation facilities which cater better for older adults than young people. At the opposite end of the age spectrum, Stoke has several playgrounds and play areas that meet some of the needs of younger children.

The model used in developing the Tahunanui BBQ area could be followed i.e. youth driven outcomes with opportunities for use of facilities by the wider community kept in mind during the design phase.

Recommendation: Focus on delivery of a youth recreational facility (with facilities that can be used by the wider community) incorporating age-friendly city principles² including:

- Provision of age friendly seating areas
- Landscaping to encourage safety (CPTED)
- Access ways/path designs which are suitable for all ages (obstruction free)

Sites

The issue of the site will somewhat be determined by the option that is selected. One of the key sites previously identified is no longer available (corner Main road Stoke and Songer). If Council is considering a skatepark, we believe that there is merit in having a discussion with Broadgreen Intermediate to identify if there is an opportunity there.

Of the remaining sites, Isel Park and Marsden Recreation Ground could still be considered as a site of a skatepark. Concerns relating to the interaction between youth and Stoke Seniors at Marsden Recreation Ground will largely be resolved when the Greenmeadows Centre opens.

If Council were to investigate an indoor facility for youth then Stoke Memorial Hall and land adjacent to the Greenmeadows Centre should be considered.

Recommendation: Council should consider using Stoke Memorial Hall, the current Stoke Seniors location (behind the Memorial Hall) and some of the related car parking areas for youth hub and outdoor youth recreation. Outdoor spaces to be accessible for wider community use.

Other opportunities

To date this project has been seen as a 'Council project' with limited ownership from the Stoke Community. As such there are limited opportunities to draw third party resource and effort. True community facilities should have champions in the community willing to put discretionary effort into delivering the project. This will result in opportunities for third party funding to be identified and help in bringing other agencies on board.

Recommendation: Genuine community engagement to take place which encourages community to get involved. Community champions should be identified and supported to make project decisions.

Iwi have had very little, if any, engagement on this project, despite there being a sizeable population of rangatahi in Stoke. Pasifika and other ethnicities are also under-represented in consultation responses.

Recommendation: Council to hold dialogue with iwi in Stoke to identify needs and aspirations of young Maori in Stoke.

² http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf

Next steps

Council needs to make a decision on which option is its preferred option. Whilst this report contains confidential material, the substantive decision could be made in a public meeting. Council's reasons for its decision need to be clearly articulated.

All options will require a communication plan that identifies key messages and key stakeholders. These will be different for different options. For example, a no-build option would involve very few stakeholders and focus more generically on informing the community of the decision and the reasoning.

The business case template should be updated with the options analysis included in this report. Depending on the option selected, further work is likely to be required before the full business case is developed.

Further option-specific recommendations relating to next steps are contained within each of the options (appendix 4).

Disclaimer

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Appendix 1: Potential Stakeholders

Stakeholders in *italics* have taken part in at least one previous consultation process. The level of engagement with stakeholders will depend on the business case option selected.

Agencies (government)

Department of Internal Affairs

District Health Board (NMDHB)

NZ Police / Police Youth Aid

Primary Health Organisation (Nelson Bays PHO)

Stoke Library

Youth Service (MSD – local providers Presbyterian Support and Nelson Community College)

Agencies (NGO)

Family Works (Presbyterian Support)

Health Action Trust

Plunket

Sport Tasman

Way2Go

Greypower Nelson

NZ Red Cross

Te Piki Oranga Ltd

Whanake Youth

Businesses

Those on Main Road Stoke/Strawbridge Square

Squires Café

Stoke Central Mall

Turf Hotel

Abbeyfield Nelson Inc

Ernest Rutherford Retirement Village

Omaio Village

Otumarama Rest Home

Stoke retirement village

Summerset

Ultimate Care Kensington Court

Whareama Rest Home

Community organisations

Churches

St Barnabas Church



Annesbrook Church
Church of Jesus Christ of Latter-day Saints
Elim Christian Centre
Hope Church
Nelson Bays Church
Reformed Church Of Nelson
St Francis of Assisi Catholic Church
Stoke Methodist Church
Stoke Baptist Church
Te Korowai Trust
Whakatu Presbyterian Church

Other community organisations

House 44 (now defunct)
The New Hub (now defunct)
Stoke Seniors

Arts Council Nelson
Community Action Nelson
Empowerment Trust (previously Kidpower Teenpower Fullpower Trust)
Family Education Network
Nelson Multicultural Council Inc
Nelson Tasman Youth Workers Collective
Nelson Tasman Pasifika Community Trust
St John Youth – Stoke
YMCA

General public

Local elderly residents group (Songer St/Main Road Stoke)
General public – through self-selected completion of surveys

Iwi

Potential Funders

COGS
Lottery Community Facilities
Ministry of Youth Development
Nelson Bays Community Foundation
Rata Foundation
Rotary
Stoke Central Combined Probus Club
Working Together More Fund

Schools

Nayland College
Birchwood School
Broadgreen Intermediate



Nayland Primary
Nelson Christian Academy
Stoke School

Sports Clubs

Stoke Rugby Club
Stoke Tennis Club
Nelson Roller Sports Club
Stoke Nayland Cricket Club
Stoke Social Badminton Group

Young people/skatepark users

Skatepark Users
Nelson Youth Council
Skatepark Advisory Group
Young people – through self-selected completion of surveys
(see also schools)

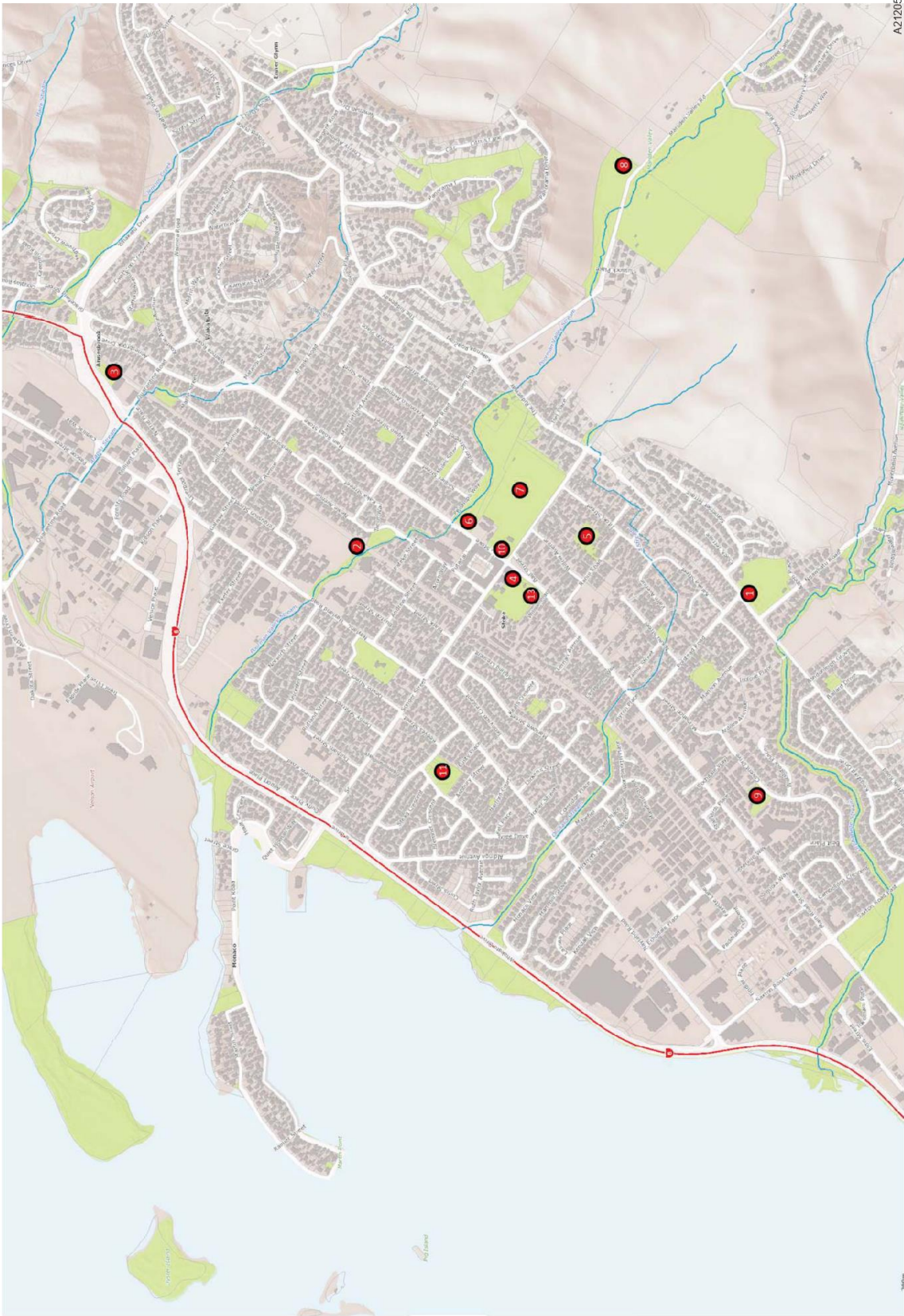
Appendix 2: Historical Stakeholder analysis

Decision Point	Stakeholders involved	Comment
2006 LTP	Small number of submitters	Council did not go out with a proposal to build a skatepark in Stoke – that decision was made in deliberations meeting. There did not appear to be wider dialogue with community at that time on what the specific needs in Stoke were.
2010 Staff decision on preferred location	Council staff Nelson Youth Council Skatepark advisory group	Proposal was just for a skatepark.
2011 Consultation on skatepark location	Targeted House 44 Nayland School NMDHB NZ Police Plunket Squires Café St Barnabas Church Stoke Central Mall Stoke Rugby Club Stoke Seniors Stoke Tennis Club Businesses on Main Road Stoke Small number of local, elderly residents (Songer Street/Main road Stoke) General	Basic premise of consultation was that the corner site was the preferred site. This polarised community between those who thought it a good site and those who were strongly against.

A2120557

Stoke residents via feedback form																	
	Skatepark users Design specific questions																
2011 Petition	Range of people from across Nelson and Richmond																
2012 Stoke Youth Project	<p>Stakeholders in Stoke Group, including:</p> <ul style="list-style-type: none"> • Department of Internal Affairs • Family Works (Presbyterian Support) • Health Action Trust • House 44 • NZ Police • Police Youth Aid • Public Health Organisation • Sport Tasman • St Barnabas Church • The New Hub • Way2Go <p>Nov. 2012: 'The council are re-visiting the idea of building it in front of the tennis courts'</p>																
2012 Stoke Youth Survey	Nayland College pupils																
2014 Spotlight on Stoke	<p>Online survey of individuals</p> <ul style="list-style-type: none"> • 850 respondents from across Nelson. 75% from Stoke. Age breakdown: <table> <tr> <td>10-24</td><td>11.7%</td></tr> <tr> <td>25-39</td><td>14.9%</td></tr> <tr> <td>40-64</td><td>47.0%</td></tr> <tr> <td>65+</td><td>26.4%</td></tr> </table> <p>Census 2013 age breakdown (Stoke)</p> <table> <tr> <td>10-14</td><td>20.1%</td></tr> <tr> <td>25-39</td><td>17.3%</td></tr> <tr> <td>40-64</td><td>38.3%</td></tr> <tr> <td>65+</td><td>24.3%</td></tr> </table>	10-24	11.7%	25-39	14.9%	40-64	47.0%	65+	26.4%	10-14	20.1%	25-39	17.3%	40-64	38.3%	65+	24.3%
10-24	11.7%																
25-39	14.9%																
40-64	47.0%																
65+	26.4%																
10-14	20.1%																
25-39	17.3%																
40-64	38.3%																
65+	24.3%																

Appendix 3: Sites map



Appendix 4: The options

Option 1: Do Nothing

Council clearly communicates to its community that the Stoke Skatepark project has been cancelled. Reference is made to Greenmeadows Centre, availability of Saxton Field and other local facilities, and the challenges of finding a suitable location.

<p>Engagement Requirements: none. This would be an 'inform' communications strategy based on telling the 'why' the decision had been reached</p> <p><u>Key Stakeholders will include</u> Nelson Youth Council – have had special relationship with project and should be informed prior to other agencies</p> <p><u>Other interested parties include</u> Stoke Community in general, young people and their parents/guardians.</p>	<p>Risks: <u>Reputational:</u> very high. Community sees lack of facilities for youth as an issue. If council does not proceed it is likely to face significant reputational damage.</p> <p><u>Financial:</u> Nil</p> <p><u>Time:</u> Nil</p>
<p>Cost: minimal, relating to communications. Sunk project costs are written off.</p>	<p>Site requirements: none.</p>
<p>Next Steps</p> <p>Confirm decision with Council Confirm communications plan Execute communications plan</p>	

Option 2: Build a Skatepark

Council confirms its previous direction to build a skatepark. This could be achieved within the budget allocated, and would only require a targeted consultation process as Council has historic information which will still be relevant.

<p>Engagement Requirements: none. This would be an 'inform' communications strategy based on telling the 'why' the decision had been reached</p> <p><u>Key Stakeholders will include</u> Nelson Youth Council Stoke community in general Local businesses Police Others who have previously responded to prior consultations Residents near selected site.</p> <p><u>Other interested parties will include</u> Skaters from outside of Stoke who may travel to use facility</p>	<p>Risks:</p> <p><u>Reputational:</u> medium. Lack of community buy in is likely to lead to vocal minorities holding sway over community opinion. Finding a site for a standalone skatepark has proved challenging.</p> <p><u>Financial:</u> low. Council has budgeted for this facility.</p> <p><u>Time:</u> low. This project could be delivered within 24 months.</p>
<p>Indicative Cost: \$400k</p> <p>Potential ability to attract 3rd party funding: low (would be seen as a budgeted Council project).</p>	<p>Site requirements: 800-1000 m2 clear ground. Safe access/travel routes for skaters. Visibility / passive surveillance.</p> <p>Possible sites: Isel Park Marsden Rec – site of old tennis court Broadgreen School / Neale Reserve</p>
<p>Next Steps</p> <p>Confirm decision with Council Confirm Communications Plan Meet with key stakeholders to assess site options Consult community on options Design and build</p>	

Option 3: Blank sheet

Council goes out to the Stoke Community with a blank sheet and asks it what the community need is, particularly relating to young people, but also relating to shared recreational spaces. This will result in a co-design of new recreational facilities and / or services for Stoke.

<p>Engagement Requirements: Significant. This would be an 'Empower/collaborate/involve' Process that sought to design community facility/services from the ground up.</p> <p><u>Key Stakeholders</u> All those identified. Each would have a say in identifying community need and then be involved in co-designing solutions.</p> <p>Building collaboration and commitment with government agencies would be key to ongoing sustainability.</p> <p><u>Other interested parties</u> Wider Nelson community</p>	<p>Risks:</p> <p><u>Reputational:</u> low-medium. Providing expectations can be managed this should enhance Council's reputation. If expectations are not managed the community may be set up to fail.</p> <p><u>Financial:</u> medium-high. The community may desire facilities that require significant investment. Engagement costs will be high.</p> <p><u>Time:</u> high. Engagement with community and with government agencies will take time (12 months). Further consultation, planning will then be required depending on the outcomes desired. Securing agency commitment/funding for services will also take time. Unlikely to be physical works within 24 months.</p>
<p>Indicative Cost: significant, including engagement costs; potential design/build/service delivery</p> <p>Potential ability to attract 3rd party funding: high.</p>	<p>Site requirements: TBC will depend on what community identifies as its priorities. Could include physical works/ service delivery/ land purchase</p>
<p>Next Steps</p> <p>Confirm decision with Council Develop project plan for engagement, including communications plan Hold community meetings to discuss approach and identify interested parties Engage with government agencies to build partnership</p>	

Option 4: Targeted options

Council goes out to the Stoke Community with a targeted list of 2-3 options based on work completed to date. Sense checked by key stakeholders, council would need to demonstrate some commitment to each of the options. The Stoke community then has a say on those options / services and how any solutions might be phased over time. The community helps identify opportunities for third party funding. Project champions from within the community would then be identified to help drive the project.

<p>Engagement Requirements: Medium/ongoing.</p> <p>This would be an 'collaborate/involve' Process that sought to deliver a community facility/services within constraints set by Council.</p> <p><u>Key Stakeholders</u> Pre-consultation should be carried out with key stakeholders to identify any show-stop issues with options. These could include: Turf Hotel, St Barnabas Church, Broadgreen, Plunkett and Nelson Basketball.</p> <p>Pre-consultation meeting with youth and youth agencies to clarify needs</p> <p>Targeted consultation on developed options with those affected/interested</p> <p><u>Other interested parties</u> Stoke community in general</p>	<p>Risks:</p> <p><u>Reputational:</u> low. Council can put constraints round the project whilst still allowing meaningful community engagement to take place.</p> <p><u>Financial:</u> low-medium. Will require third party funding for capital and any services delivered.</p> <p><u>Time:</u> low-medium. Targeted engagement around defined options can take place within this financial year. Preferred option identified and agreed with community could then be designed and built over next two years.</p>
<p>Indicative Cost: \$800k</p> <p>Potential ability to attract 3rd party funding: high.</p>	<p>Site requirements: options to be set by Council. Could include: Youth hub, skatepark; skate elements; community space.</p>
<p>Next Steps</p> <p>Confirm decision with Council Pre-consultation with targeted stakeholders Present historic information, test if all still relevant and confirm need.</p> <p>Confirm Communications Plan Report back on preferred option and level of community buy-in by 30 June 2018.</p>	

Heritage Activity Management Plan 2018 - 28

1. Purpose of Report

- 1.1 To adopt the Heritage Activity Management Plan (AMP).

2. Recommendation

That the Community Services Committee

Receives the report Heritage Activity Management Plan 2018 - 28 (R9688) and its attachment (A1826798).

Recommendation to Council

That the Council

Adopts the Heritage Activity Management Plan 2018 – 2028 (A1826798) to reflect the approved Long Term Plan 2018 - 2028.

3. Background

- 3.1 Activity Management Plans (AMP) are prepared and approved by Council to inform development of the Long Term Plan (LTP). A draft Heritage AMP workshop was held with the Community Services Committee on 13 July 2017 to discuss levels of service, issues, confirm priorities for 2018-28 and seek direction from the Committee in relation to a draft Heritage Activity Management Plan 2018-28. The draft Heritage AMP is now being presented back to the Committee for adoption following consultation through the Long Term Plan (LTP).

4. Discussion

- 4.1 The Heritage AMP 2018-28 sets out the background to Council's social development programme and associated issues and opportunities. The Plan includes:
- Levels of Service

Item 11: Heritage Activity Management Plan 2018 - 28

- Focus areas for the activities during 2018-28
- The activity budgets for operations and project delivery.

Changes made through Long Term Plan deliberations

4.2 The following paragraph summarises relevant resolutions made at the LTP deliberations affecting budgets in the AMP. This change has been incorporated into the final AMP and is highlighted in the attachment to this report (highlights will be removed prior to publishing).

4.2.1 An allocation of \$11,500 to assist the RSA to deliver Anzac Day commemorations.

4.3 Since the draft version was written updates have also been made to some sections including:

- Financial summary
- Levels of service performance
- Activities
- Founders Heritage Park

4.4 These changes have also been highlighted in the attached AMP.

Activity Management Plans 2021 - 31

4.5 Planning for the Activity Management Plans 2021-31 is underway. To ensure officers have a clear understanding of Council's expectations workshops will be arranged with the Community Services Committee in 2019.

5. Options

5.1 The Heritage Activity Management Plan 2018-28 supports Council in meeting its obligations under section 93 and Schedule 10 of the Local Government Act 2002 and the recommended option is for Council to adopt these plans.

Option 1: Adopt the Heritage Activity Management Plan 2018-28	
Advantages	<ul style="list-style-type: none">• Supports Council to meet the requirements of the Local Government Act 2002.
Risks and Disadvantages	<ul style="list-style-type: none">• Nil

Option 2: Do not adopt the Heritage Activity Management Plan 2018-28	
Advantages	<ul style="list-style-type: none">• Nil
Risks and Disadvantages	<ul style="list-style-type: none">• Not Adopting the Activity Management Plan would leave the Council without a clear plan to mitigate risks and achieve levels of service.

6. Conclusion

- 6.1 The Heritage Activity Management Plan 2018-28 has been reviewed and amended to reflect all decisions made by the Council in the adopted Long Term Plan 2018-2028. The AMP sets out the background to Council's heritage programme and identifies associated issues and opportunities. The AMP establishes levels of service, discusses focus areas for activities and sets activity budgets for programmes.

Author: Mark Preston-Thomas, Manager Community Partnerships

Attachments

Attachment 1: A1826798 - 2018-28 Heritage Activity Management Plan
(Circulated separately) ➡

Important considerations for decision making	
1. Fit with Purpose of Local Government	<p>The Heritage Activity Management Plan 2018 - 28 sets out how Council will deliver agreed levels of service to the community in the most cost effective way.</p>
2. Consistency with Community Outcomes and Council Policy	<p>The document has assisted Council in developing the LTP.</p> <p>The Activity Management Plan has been developed to support the delivery of the following Council Community Outcomes:</p> <ul style="list-style-type: none">• <i>Our communities are healthy, safe, inclusive and resilient</i>• <i>Our communities have access to a range of social, educational and recreational facilities and activities.</i>
3. Risk	<p>Adopting the Activity Management Plan is a low risk as it has been through a thorough development process and reflects all of the relevant Long Term Plan decisions. Adopting the Activity Management Plan also helps Council mitigate risks by providing a clear plan to achieve levels of service, address relevant focus areas and sets activity budgets for operations, maintenance, renewals and capital expenditure.</p>
4. Financial impact	<p>The Activity Management Plan reflects the decisions made by Council on the 21 June 2018 when the Long Term Plan 2018-28 was adopted and sets out budgets for both operational and capital expenditure. Funding is directly from rates and operational activities.</p>
5. Degree of significance and level of engagement	<p>This matter is of low significance because decisions arising from the Long Term Plan were consulted on through the Long Term Plan 2018-28.</p>
6. Inclusion of Māori in the decision making process	<p>No engagement with Māori has been undertaken in preparing this report.</p>
7. Delegations	<p>The Community Services Committee has the following power to recommend:</p> <ul style="list-style-type: none">• <i>Asset and Activity Management Plans falling within the areas of responsibility</i>

Arts Activity Management Plan 2018 - 2028

1. Purpose of Report

- 1.1 To adopt the Arts Activity Management Plan (AMP) 2018-2028.

2. Recommendation

That the Community Services Committee

Receives the report Arts Activity Management Plan 2018 - 2028 (R9687) and its attachment (A1766400).

Recommendation to Council

That the Council

Adopts the Arts Activity Management Plan 2018 - 2028 (A1766400) to reflect the approved Long Term Plan 2018 - 2028.

3. Background

- 3.1 A workshop was held with the Community Services Committee on 1 June 2017 to discuss levels of service, issues and confirm priorities in the draft Arts AMP 2018 – 28.
- 3.2 The following decision was made at the Council meeting on 9 November 2017.

That the Council

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

4. Discussion

4.1 The draft Arts Activity Management Plan 2018-28 adopted by Council includes:

- Levels of Service
- Focus areas for the activities during 2018-28
- The activity budgets for operations and project delivery.

Changes made through Long Term Plan deliberations

4.2 The following summarises the relevant resolutions made at the LTP deliberations affecting budgets in this AMP. This change has been incorporated into the final AMP and has been highlighted in the attachment to this report (highlights will be removed prior to publishing).

4.2.1 An allocation of \$15,000 for the holding of an annual Santa Parade.

4.3 Since the draft version was written updates have also been made to some sections including:

4.3.1 The establishment of the Arts Festival Trust, which will be responsible for delivery of the 2019, 2020 and 2021 Arts Festivals.

4.3.2 Support for major events such as Bay Dreams.

4.4 These changes have also been highlighted in the attached AMP.

Activity Management Plans 2021 - 31

4.5 Planning for the Activity Management Plans 2021-31 is underway. To ensure officers have a clear understanding of Council's expectations and key issues, workshops will be arranged with the Community Services Committee over the next three years.

5. Options

5.1 The Arts Activity Management Plan 2018-28 supports Council in meeting its obligations under section 93 and Schedule 10 of the Local Government Act 2002 and the recommended option is for Council to adopt these plans.

Option 1: Adopt	
Advantages	<ul style="list-style-type: none">• Supports Council to meet requirements of Local Government Act 2002.

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Risks and Disadvantages	<ul style="list-style-type: none">• Nil
Option 2: Not Adopt	
Advantages	<ul style="list-style-type: none">• Nil
Risks and Disadvantages	<ul style="list-style-type: none">• Not adopting the AMP would leave Council without a clear plan to mitigate risks and achieve levels of service.

6. Conclusion

- 6.1 The Arts Activity Management Plan 2018-28 has been reviewed and amended to reflect all decisions made by the Council in the adopted Long Term Plan 2018-2028.

Author: Mark Preston-Thomas, Manager Community Partnerships

Attachments

Attachment 1: Arts Activity Management Plan (*Circulated separately*) ➡

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>The Arts Activity Management Plan 2018 - 28 sets out how Council will deliver agreed levels of service to the community in the most cost effective way.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The Activity Management Plan has been developed to support the delivery of the following Council Community Outcomes:</p> <ul style="list-style-type: none"> • <i>Our communities are healthy, safe, inclusive and resilient</i> • <i>Our communities have access to a range of social, educational and recreational facilities and activities.</i>
<p>3. Risk</p> <p>Adopting the Activity Management Plan is a low risk as it has been through a thorough development process and reflects all of the relevant Long Term Plan decisions. Adopting the Activity Management Plan also helps Council mitigate risks by providing a clear plan to achieve levels of service, address relevant focus areas and sets activity budgets for operations, maintenance, renewals and capital expenditure.</p>
<p>4. Financial impact</p> <p>The Activity Management Plan reflects the decisions made by Council on the 21 June 2018 when the Long Term Plan 2018-28 was adopted and sets out budgets for both operational and capital expenditure.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of low significance because decisions arising from the Long Term Plan were consulted on through the Long Term Plan 2018–28 which were considered significant.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>No engagement with Māori has been undertaken in preparing this report.</p>
<p>7. Delegations</p> <p>The Community Services Committee has the following power to recommend:</p> <ul style="list-style-type: none"> • <i>Asset and Activity Management Plans falling within the areas of responsibility</i>

Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

1. Purpose of Report

- 1.1 To decide on the most appropriate funding option for the 2018/19 Community Investment Fund (CIF).
- 1.2 To consider and adopt the updated CIF panel Terms of Reference (ToR).

2. Summary

- 2.1 The Community Investment Fund has \$273,393 p.a. available, which has been 78% committed in 2019/20 and 69% in 2020/21. There is only \$41,393 p.a. remaining for allocation in 2019/20 and \$66,568 in 2020/21.
- 2.2 Given the limited funding now available, it is questionable that a widespread call for applications is appropriate unless the fund can be supplemented. A modified funding strategy should be considered in light of this.
- 2.3 Separate to the CIF Agreements Round, groups can apply for small grants of up to \$2,500. This small grants fund currently has \$50,000 p.a. available.
- 2.4 The terms of reference for the CIF Panel have been updated. An appointment process for the new panel will commence soon.

3. Recommendation

That the Community Services Committee

Receives the report Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference (R9853) and its attachments (A2093465 and A1960223); and

Agrees not to offer new Community Investment Fund applications for 2019/20; and

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

Notes that the panel will consider rollover funding from the Community Investment Fund for Whanake Youth of \$20,000 p.a. for 2019/20 and 2020/21 on receipt of an acceptable application; and

Agrees that the Community Grant Fund approvals be increased from \$2,500 to \$5,000 maximum for 2019/20; and

Agrees to the updated Community Investment Fund Panel Terms of Reference (A2093465) and Code of Conduct (A1960223).

Recommendation to Council

That the Council

Confirms that new Community Investment Fund applications will not be offered in 2019 /20; and

Confirms that the Community Grant Fund approvals be increased from \$2,500 to \$5,000 maximum for 2019/20; and

Approves the updated Community Investment Fund Panel Terms of Reference (A2093465) and Code of Conduct (A1960223).

4. Background

- 4.1 The CIF is a contestable fund available to assist community groups to achieve social development outcomes. There are two funding rounds comprising (a) small grants for up to \$2,500 over one year (CIF Grants), and (b) the Community Investment Fund where groups may request grants of \$2,500 or more per annum for one to three years (CIF Agreements).
- 4.2 In 2018/19 the panel approved three year funding to the majority of applicants, resulting in a reduced funding pool available to new applicants in years two and three of the LTP cycle.

	2018/19	2019/20	2020/21
Funds available	\$268,363	\$273,393	\$278,568
Allocated	\$268,000	\$232,000	\$212,000

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

Total available for new applications	Nil	\$41,393	\$66,568
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- 4.3 The Tahunanui Community Centre (TCC) has a grant from the CIF of \$20,000 in 2019/20 and \$20,000 in 2020/21. It is noted that TCC is facing financial difficulties and its future is uncertain. No decisions have been made at this time as to what will happen to this grant. We are awaiting further details on the TCC's future direction.
- 4.4 Four groups totalling \$46,000 p.a. were awarded funding for one year and are likely to reapply for continued funding next year. One of these Groups, Whanake Youth, applied for three years but was awarded funding for one year only and requested to reapply in 2019/20 as they were newly established. The other three groups, being Community Art Works (\$10,000), Nelson Whakatū MenzShed (\$10,000) and Victim Support (\$6,000), were granted one year funding without any expectation of future support.
- 4.5 The Terms of Reference (ToR) for the selection panel now require updating as the three year term for panel members has concluded and a new panel is due to be selected.

5. Discussion

The Need for Change

- 5.1 Due to the reduced level of funding available next year there is concern that running the CIF agreement and grant funding rounds as usual will generate negative consequences. Community groups will spend significant amounts of time and effort applying to a small funding pool with little chance of success. This has arisen as a result of the majority of the funds available being committed to three year agreements.
- 5.2 There is high demand for Council funding assistance from the community. In 2018/19 \$706,486 was applied for when only \$268,000 was available in the investment fund, with funding rounds consistently oversubscribed.
- 5.3 It is likely that a business as usual approach inviting CIF applications would raise expectations and generate negativity towards Council when so little money is available.
- 5.4 The total amount of funding available for 2019/20, including small grants of \$50,000, is \$323,393. The proposed alternative funding model is to merge the currently unallocated amount of \$41,393 and the small grants amount of \$50,000 to create one pool of funding of \$91,393.

Options for 2019/20

- 5.5 Option one involves rolling over the current one year agreements and increasing the small grants maximum to \$5,000. There are four

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

organisations with one year agreements finishing in 2019 totalling \$46,000 p.a. Council could roll over these agreements for one year and run the grant funding round with the remaining \$45,393 and increase the grants cap to \$5,000 which could support new projects that might otherwise apply for an agreement. The downside of this approach is the additional pressure placed on the reduced grant funding pool and that those four organisations with rollovers would be perceived as having an unfair favoured status.

- 5.6 Option 2 involves Whanake Youth being invited to reapply and increasing the grants cap to \$5,000 for 2019/20, with a separate decision to be taken for the 2020/21 funding round. The former Panel identified Whanake Youth as a strong contender for two year funding but as it was newly established it was awarded only a one year grant of \$20,000 and was requested to reapply in 2019/20 - the only organisation in this category. Whanake Youth could be offered year two and three funding and the residual CIF funds assigned to the small grant pool, increasing it to \$71,393. While this option allows for more \$5,000 grants, the other three organisations on one year agreements collectively would receive less in 2019/20 than at present if awarded \$5,000 grants. This option will result in fewer groups being disadvantaged by the increase to \$5,000. This is the recommended option.
- 5.7 Option 3 involves maintaining business as usual. This option is likely to raise community expectations and be an inefficient use of community sector time with the reduced level of funds available.
- 5.8 A further option of adding extra funds to the CIF budget would be dependent on receiving additional funding as part of Annual Plan discussions. This report has been written on the basis of what was allocated via the LTP to avoid the need for a separate report to be tabled late in the process if no additional funding was received via the Annual Plan.
- 5.9 The following table provides historical information on the amount of money available for allocation to the panel in previous years for reference.

Previous Available Funds For Agreement Allocation			
18/19	17/18	16/17	15/16
\$268,363	\$73,820	\$189,520	\$99,070

- 5.10 Council Officers will prepare budgets and recommend to the Community Investment Funding Panel that a specified portion of the funds will be held back for future years to avoid this situation recurring in the future.

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

Summary of changes to CIF Panel Terms of Reference (ToR)

- 5.11 The current ToR require updating to remove the names of previous panel members, provide options for alternative Council officer involvement and simplify the panel appointment process.
- 5.12 Membership (page 1)
- 5.12.1 Encouraging a more diverse range of people to apply aims to support the selection of a wider demographic and representation of the community.
- 5.12.2 Removing the names of appointed panel members depersonalises the ToR and reduces the need for future amendments when there is a change of panel member.
- 5.12.3 That the Panel Chairperson should be a community representative rather than an officer, to better reflect the community role in decision making.
- 5.13 Appointment Process (page 2)
- 5.13.1 Removing the option to co-opt panel members. This was trialled in 2018/19 however it was found that the disadvantages outweighed the benefits due to the increased complexity. Removing this clause will place a greater importance on recruiting a diverse mix of panel members.

6. Options

- 6.1 Option 2 is recommended.

Option 1: Current one year agreement recipients (four organisations) invited to reapply. Grant funding round of \$65,393 for applications up to \$5,000.	
Advantages	<ul style="list-style-type: none">• Minimal risk of raising expectations or wasting community sector time.• Likely to be same/similar level of funding going to previous agreement recipients to support the same/similar activities that was earmarked for longer term funding.• Greater flexibility for funding larger amount grant applications
Risks and Disadvantages	<ul style="list-style-type: none">• Reduced opportunity for new applicants with a maximum of \$5,000 for new projects.• Additional pressure on the small grants fund. Potential of reduced successful grant

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	recipients as higher amounts allocated to previous years
Option 2: \$20,000 put aside for Whanake Youth who were invited to reapply for 2018/19 agreement. Grant funding round of \$91,393 for applications up to \$5,000. (Preferred option.)	
Advantages	<ul style="list-style-type: none"> • Minimal risk of raising expectations or wasting community sector time • Reducing the funding burden for groups asked to reapply as they could submit similar application as previous year • Greater flexibility for funding larger amount grant applications
Risks and Disadvantages	<ul style="list-style-type: none"> • Reduced funds for new applicants with a maximum of \$5,000 for new projects. • The existing one year agreement recipients are only eligible to apply for a grant of up to \$5,000
Option 3: Business as usual	
Advantages	<ul style="list-style-type: none"> • Community sector well versed in the process
Risks and Disadvantages	<ul style="list-style-type: none"> • Increased funding burden on community sector and futile use of time for paid and volunteer workforce • Likely to be well oversubscribed and Panel forced to make difficult decisions • Increased scrutiny of current CIF budget

7. Conclusion

- 7.1 Council shouldn't raise expectations of community groups by inviting applications to a fund with a small budget.
- 7.2 Combining the investment and grant funding and increasing the grant cap to \$5,000 will provide a mechanism for groups to still apply for funding, albeit at a reduced level.
- 7.3 Approving the panel's ToR will update the document in time for the appointment of new panel members.

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Terms of Reference

Author: **Mark Preston-Thomas, Manager Community Partnerships**

Attachments

Attachment 1: A2093465 - Community Investment Panel Terms of Reference
 ↓

Attachment 2: A1960223 - Community Investment Panel Code of Conduct ↓

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of Reference

Important considerations for decision making
<p>1. Fit with Purpose of Local Government</p> <p>The recommendations allow for a cost effective service by allowing for community input through a Panel to make decisions on funding allocations.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The Community Investment Policy 2017 has been considered in preparation of this report.</p> <p>The recommendations support the Community Outcome “Our communities are healthy, safe, inclusive and resilient” by enabling everyone to be included, involved and able to participate in decision-making.</p> <p>Nelson 2060 is being achieved through meeting Goal Two, “We are all able to be involved in decisions”. The recommendations support the community’s involvement in an open process where they can vote for their preferred Community Investment Funding Panel candidate.</p>
<p>3. Risk</p> <p>There is a medium level of risk associated with reputational damage if a funding round with substantially reduced funds goes ahead.</p> <p>There is a medium level of governance and legal risk associated with not updating the ToR.</p>
<p>4. Financial impact</p> <p>The recommendations in this report have minimal financial impact as no new budget is being requested.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of medium significance because funding to the community sector has an impact on the viability of the services and programmes offered in relation to social development. Feedback from the Community Investment Funding Panel at the end of their tenure was sought and has been considered in this report.</p>
<p>6. Inclusion of Māori in the decision making process</p> <p>No engagement with Māori has been undertaken in preparing this report.</p>
<p>7. Delegations</p> <p><i>Areas of Responsibility:</i></p> <p><i>The Community Services Committee has the responsibility for considering Community Development and has the power to recommend to Council on this matter.</i></p>

Community Investment Funding Panel

Terms of Reference

~~February~~~~November~~ 2019~~99~~

1. Purpose

The Community Investment Funding Panel is responsible for assessing applications and allocating Community Investment Funding on behalf of the Nelson City Council Community Services Committee.

2. Membership

The Panel consists of four community representatives and the Group Manager Community Services. ~~The Chairperson will be selected by the panel. Ideally the community representatives will represent a broad cross section of the community (that may include Maori, Pasifika, youth, older adults and disabilities or accessibility issues).~~

~~The four community representatives are Susan Hawthorne, Katy Steele, Graeme Thomas and Rachel Saunders.~~

3. Quorum

The Quorum for the Community Investment Funding Panel is three members, including the Chairperson and Group Manager Community Services.

4. Areas of Responsibility

The Funding Panel will consider applications for Community Investment Funding and allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy and the contribution of the project to the vision and strategic objectives of the Fund.

5. Powers to decide

The Community Investment Funding Panel has the powers to decide the allocation of Community Investment Funding.

6. Powers to recommend

None.

7. Role of the Funding Panel

- To consider applications for Community Investment Funding
- To allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy
- To consider the contribution of the project to the vision and objectives of the fund when assessing applications
- To be an interface between community and sector groups so that interested members of the public can provide feedback

8. Role of the Chair

- To review the agenda with staff prior to Funding Panel meetings
- To chair meetings according to the agreed agenda and to assist the Funding Panel to make decisions on funding applications

~~9. To act as spokesperson for the Funding Panel~~

Role of staff

Staff provide technical expertise, project management and administrative support to the Funding Panel. Their role is to:

- Provide advice and reports to enable full consideration of the options before the Funding Panel
- Provide legal advice to the Funding Panel on legal and statutory issues and obligations
- Lead technical discussions on options under consideration
- Manage project resources (budget and staff time)
- Manage project issues, risks, changes and advise the Funding Panel Chair of issues as they arise
- Provide staff reports to meetings at decision making points
- Organise and managing engagement with key stakeholders and the wider community
- Keeping Funding Panel members briefed on key communications with key stakeholders and the public
- Prepare and distribute agendas for Funding Panel meetings
- Maintain records of process used, options considered, key decisions made by the Funding Panel and reasons for

decisions, so that the decision making process can be clearly understood.

10. Appointment process

~~Should a member of the Panel stand down from his or her role, a replacement member should be appointed as soon as practical.~~ The process for appointment is:

- Officers call for nominations for new panel member(s).
- Nominations are reviewed and shortlisted by the Chair and Deputy Chair of the Community Services Committee.
- Shortlisted candidates provide a profile to be used for community voting through Survey Monkey or similar online voting mechanism.
- Community voting is open for a period of no less than two weeks.
- Results from community voting will be presented to Council to approve the final panel appointment.
- ~~and amend the terms of reference with the updated membership of the Panel.~~
- ~~Panel representation — the appointment process will endeavour to ensure a representative group is selected.~~

~~The Panel can co-opt members with a specific focus (e.g. Maori, Youth) to ensure wide community representation. Co-opted members would provide advice and are non-voting members. Should a member of the Panel stand down from his or her role, a replacement member should be appointed as soon as practical.~~

11. Duration of appointment

Appointments will be made in alignment with Council's electoral term. Should any member of the Panel resign during this time, the newly appointed member will be appointed until the end of the electoral term he or she is appointed in.

At the end of the duration of appointment, Council will follow the appointment process outlined in item 10 to appoint Panel representatives.

The Panel will be next meeting to allocate funding midyear 2019. Provision will be made for the Panel to continue to operate during the 2019/20 local government elections and roll through to the end of the 2021/22 Panel cycle.

12. Conflicts of Interest

Conflicts of interest should be declared at the start of Funding Panel meetings.

13. Code of Conduct and confidentiality

Appointed Panel members must comply with a Code of Conduct for the Panel (A1960223) with confidentiality expectations in line with 'generic expectations' (OAG Good Practise Guidelines: part 6.4).

14. Reporting

- Minutes of Funding Panel meetings will be taken and received by the Community Services Committee
- For the purposes of complying with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)) Panel meetings will be treated as public meetings as the Panel is delegated to make decisions on the allocation of Community Investment Funding.

Community Investment Funding (CIF) Panel

Code of Conduct

The Community Investment Funding Panel has the power to decide the allocation of Nelson City Council's Community Investment Funding. It is good practice that, as decision makers relating to the use of public money for which Nelson City Council is responsible, members of the Funding Panel should agree to and abide by a formal Code of Conduct to ensure high ethical values are maintained.

This Code takes into account the Office of the Auditor General Good Practice Guide, published under section 21 of the Public Audit Act 2001, and Nelson City Council's Code of Conduct. It applies to all CIF panel and co-opted members.

FAIRNESS

I will:

- Treat everyone fairly and with respect
- Be professional and responsive
- Make decisions that support local services being accessible and effective
- Strive to make a difference to the well-being of Nelson residents

IMPARTIALITY

I will:

- Maintain the political neutrality required to make fair and inclusive decisions
- Carry out the functions of a decision maker, unaffected by personal beliefs
- Declare my interests or associations with community organisations applying for funding. If the chairperson or a Council officer considers that a conflict of interest exists, the panel member must leave the meeting and refrain from participating in the discussions or decisions regarding that application.
- Come with an open mind and be prepared to consider the information presented without any predetermination

RESPONSIBILITY

I will:

- Act lawfully and objectively
- Consider the usage of resources for their intended purpose
- When speaking publicly, will represent the fund and panel in accordance with positions adopted by Council.
- If I wish to disagree publicly with a Council decision, I agree to identify it as my personal opinion rather than the view of the panel or Council.

TRUSTWORTHY

I will:

- Be honest
- Ensure my actions are not affected by personal interests or relationships
- Never misuse my position for personal gain
- Decline gifts or benefits that place me under any obligation or perceived influence

CONFIDENTIALITY

In the course of their duties Community Investment Funding Panel members will receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any reason other than the purpose for which the information was supplied to the member.

COMPLAINTS/DISPUTES RESOLUTION

If a breach of this Code is found, Council may determine the consequence as being one of the following:

1. A letter of censure to the member;

A1960223

May 2018

Item 13: Options for 2019/20 Community Investment Fund and Updated Panel Terms of
Reference: Attachment 2

2. A request (made either privately or publicly) for an apology;
3. A vote of no confidence in the member;
4. An invitation for the member to consider resigning from the panel.

I, understand and agree to abide by the principles of
the Community Investment Funding Panel Code of Conduct (A1960223).

Name:

Signature:

Date:

REPORT R9861

Greenmeadows Centre - Progress Update (Number Five)

1. Purpose of Report

- 1.1 To update the Committee on progress of the Greenmeadows Centre (the Centre).

2. Recommendation

That the Community Services Committee

Receives the report Greenmeadows Centre - Progress Update (Number Five) (R9861).

3. Background

- 3.1 On 20 March 2018, Council approved additional funding to enable the completion of the Centre and requested regular updates be provided to this Committee. This is the fifth progress update to the Committee and is to be read in conjunction with previous reports and report R9862 in the public excluded portion of the agenda. Detail covered previously is not repeated.

4. Discussion

Status of works

- 4.1 The following is complete: all exterior cedar cladding panelling, all windows installation, stormwater slot drains, work required to address the greater than expected flexing of the veranda; exterior veneer blockwork (including sealing), internal floor polishing, all internal work to the club rooms, deck verandas and balustrades, office spaces, toilets, reception area, store rooms, lighting/alarms/cctv, planting and mechanical works.
- 4.2 Work to Nelson Cricket, Stoke Tennis, Stoke Rugby and the changing rooms is complete and Certificates of Public Use (CPU) issued.
- 4.3 Work on site stopped on the 21 December 2018 and resumed again on the 7 January 2019 in line with industry practice.

Item 14: Greenmeadows Centre - Progress Update (Number Five)

- 4.4 At the time of writing painting of the concourse is in progress and work on the roof is still ongoing.
- 4.5 The building has progressively been opened since December last year with practical completion issued for those portions of the building that are occupied including the cafe, tennis, cricket and changing rooms. An open day is still to be scheduled.
- 4.6 As the building has been progressively occupied each area has been "snagged" (minor repairs noted) and Watts and Hughes (W&H) are now underway with this work which is expected to take some time.

Tenants

- 4.7 The Café tenant commenced operating on 21 January 2019.
- 4.8 Stoke Tennis took occupation of their area on 8 December 2018.
- 4.9 Nelson Cricket took occupation of their area on 14 January 2019 and successfully held the "Holiday Carnival - Junior cricket tournament" over January.
- 4.10 Stoke Rugby will be able to occupy their area in time for the commencement of pre-training at the end of February. All changing rooms are able to be used.
- 4.11 Stoke Seniors will occupy their area when the building as a whole obtains CPU. Work in their area is complete.
- 4.12 Work in the main hall continues.
- 4.13 Work on the Centre Management Plan is underway, this being a requirement of the resource consent that will allow the Centre to be used for functions.
- 4.14 Acoustic testing will also be undertaken (as required by the resource consent) during the first functions. This will be co-ordinated by CLM who will be managing the Centre.

On-site staff

- 4.15 W&H have continued to resource the project with qualified labour, with quality still the main focus.

Risk

- 4.16 There are no new risks associated with the physical works.

Item 14: Greenmeadows Centre - Progress Update (Number Five)

Author: Alec Louverdis, Group Manager Infrastructure

Attachments

Nil

Important considerations for decision making	
1. Fit with Purpose of Local Government	The new facility is important for both Nelson and Stoke and has a high profile in the local community. It will add to the well-being and vibrancy of the Stoke community and provide for good quality local infrastructure.
2. Consistency with Community Outcomes and Council Policy	The new facility meets the following Community outcome - 'Our communities have access to a range of social, educational and recreational facilities and activities'.
3. Risk	The risks to Council include reputational damage and additional costs not able to be recovered. In addition, the extra work related to this project also increases the risk of non-delivery of other 2018/19 projects.
4. Financial impact	Additional funding has already been approved for this project.
5. Degree of significance and level of engagement	The facility has a high community interest and has a moderate significance to all residents, but will be of higher significance to the residents of Stoke.
6. Inclusion of Māori in the decision making process	No engagement with Maori has been undertaken in preparing this report.
7. Delegations	The Community Services Committee responsibilities include: <i>"Community Centre and halls – Greenmeadows Community Centre".</i>