



AGENDA

Ordinary meeting of the

Community Services Committee

**Thursday 29 August 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**5. Confirmation of Minutes**

5.1 30 May 2019

7 - 13

Document number M4259

Recommendation

That the Community Services Committee

- 1. Confirms the minutes of the meeting of the Community Services Committee, held on 30 May 2019, as a true and correct record.***

6. Chairperson's Report for 2016-2019 Triennium**14 - 18**

Document number R10443

Recommendation

That the Community Services Committee

- 1. Receives the report Chairperson's Report for 2016-2019 Triennium (R10443).***

7. **Youth Council Update**
8. **Community Services Committee Quarterly Report to 30 June 2019** **19 - 51**

Document number R10333

Recommendation

That the Community Services Committee

1. ***Receives the report Community Services Committee Quarterly Report to 30 June 2019 (R10333) and its attachments (A2229252, A1157454 and A2233909).***

9. **Rule Change for Friends of Founders Park** **52 - 58**

Document number R9878

Recommendation

That the Community Services Committee

Receives the report Rule Change for Friends of Founders Park (R9878) and its attachment (A2230595); and

Notes the rule changes proposed by the Friends of Founders Park as per Report (R9878).

10. **Tahunanui Lions Playground Toilets** **59 - 80**

Document number R10255

Recommendation

That the Community Services Committee

1. ***Receives the report Tahunanui Lions Playground Toilets (R10255) and its attachments (A2222047 and A2214700); and***
2. ***Notes the income of \$250,000 to be received from the Ministry of Business Innovation and Employment as a grant for the Tahunanui Lions Playground Toilet; and***
3. ***Endorses Option 3 of the Tahunanui Lions Playground Toilets Report (R10255) as the preferred option for the Tahunanui Lions Playground Toilets.***

Recommendation to Council

That the Council

1. ***Approves Option 3 of the Tahunanui Lions Playground Toilets Report (R10255) as the preferred option for the Tahunanui Lions Playground Toilets; and***
2. ***Approves an increase in the net project cost of the Tahunanui Lions Playground toilet project to the Council over the three year period 2018/19 to 2020/21 by \$133,700 to \$650,000 and the total project cost of the project over the three year period 2018/19 to 2020/21 of \$900,000.***

11. Millers Acre Toilets

81 - 88

Document number R10374

Recommendation

That the Community Services Committee

1. ***Receives the report Millers Acre Toilets (R10374); and***
2. ***Notes the income of \$250,000 to be received from the Ministry of Business Innovation and Employment as a grant for the Millers Acre Toilets; and***
3. ***Endorses Option 2 of the Millers Acre Toilets Report (R10374) as the preferred option for the Millers Acre Toilets.***

Recommendation to Council

That the Council

1. ***Approves Option 2 of the Millers Acre Toilets Report (R10374) as the preferred option for the Millers Acre Toilets; and***
2. ***Approves an increase in the net cost of the Millers Acre Toilet project over the three year period 2018/19 to 2020/21 by \$50,000 to \$564,500 and the total cost of the project increasing to \$814,500.***

PUBLIC EXCLUDED BUSINESS

12. Exclusion of the Public

Recommendation

That the Community Services Committee

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 - 30 May 2019	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person• Section 7(2)(g) To maintain legal professional privilege• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Note:

- Youth Councillors Hamish Smith and Nathan Dunn will be in attendance at this meeting.**



Minutes of a meeting of the Community Services Committee

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

On Thursday 30 May 2019, commencing at 9.03a.m.

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

In Attendance: 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) and Team Leader Governance (R Byrne)

Apologies: Her Worship the Mayor Reese and Councillor M Lawrey

1. Apologies

Resolved CS/2019/029

That the Community Services Committee

- 1. Receives and accepts the apologies from Her Worship the Mayor Reese and Councillor M Lawrey.***

Courtney/McGurk

Carried

2. Confirmation of Order of Business

It was noted that agenda Item 9 would be considered as Item 6.

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 Krystal Liebezeit and Shannon Johnston - Annesbrook Community Trust

Krystal Liebezeit and Shannon Johnston updated the Committee on their work with the 24/7 Youth Work and Shine programmes.

Mr Johnston spoke about the 24/7 programme which had been running for ten years, with youth workers employed in three schools in Nelson. He said the programme focused on role modelling, mentorship and building positive relationships, and was very successful. In a recent parliamentary report the national programme was highlighted as a key strategy in reducing mental health problems in young people.

Ms Liebezeit spoke about the Shine Girl programme which was running in 10 schools in Nelson, eight weeks every term, for 10 girls picked by Deans or counsellors in the school. The programme focused on the girls learning their value, their strength, their worth and purpose and increasing their self-confidence. It was an interactive programme to teach girls how to look after themselves, treat themselves well and treat others well.

Ms Liebezeit and Mr Johnson answered questions on applications to the Community Investment Fund and provided background on previous applications they had put forward, which were unsuccessful.

5. Statement of Intent - Nelson Festivals Trust

Document number R9912, agenda pages 43 - 58 refer.

Manager Community Partnerships, Shanine Raggett, presented the report. Chairperson of Nelson Festivals Trust, Brent Thawley, was in attendance.

Ms Raggett answered questions on future metrics and expectations that targets should be significantly increased.

Mr Thawley answered questions on Council expectations and expressed the intention of the Trust to improve attendance for festivals and stakeholder support.

Group Manager Community Services, Roger Ball, advised that the schedule to the Nelson Festivals Trust contract would be circulated to members as additional information prior to the Council meeting on 20 June 2019, noting he felt confident that the Key Performance Indicators and objectives were appropriate.

Discussion on the item was adjourned.

6. Confirmation of Minutes

6.1 11 April 2019

Document number M4157, agenda pages 7 - 12 refer.

Resolved CS/2019/030

That the Community Services Committee

- 1. Confirms the minutes of the meeting of the Community Services Committee, held on 11 April 2019, as a true and correct record.***

Courtney/Fulton

Carried

6.2 29 April 2019 - Extraordinary Meeting

Document number M4188, agenda pages 13 - 15 refer.

Resolved CS/2019/031

That the Community Services Committee

- 1. Confirms the minutes of the extraordinary meeting of the Community Services Committee, held on 29 April 2019, as a true and correct record.***

Matheson/Fulton

Carried

7. Chairperson's Report

There was no Chairperson's Report.

8. Youth Council Update

Youth Councillors, Theo Wheatley and Anna Sawyer, updated the Committee on current projects and tabled their speaking notes.

Attachments

- 1 A2200516 Speaking Notes from Anna Sawyer and Theo Wheatley Nelson Youth Councillors Community Services Committee 30May2019

9. Community Services Committee Quarterly Report to 31 March 2019

Document number R10104, agenda pages 16 - 65 refer.

Manager Community Partnerships, Shanine Raggett, and Property Parks and Facilities Asset Manager, Andrew Petheram, presented the report and answered questions on operating expenditure, maintenance and relocation of the Welcome Cloak, the Stoke youth skate ramp, Queens Gardens toilets, Stoke Library assessment and the Elma Turner Library development.

The meeting adjourned from 10.28a.m. until 10.48 a.m. at which time Councillors Fulton and McGurk were not present.

Attendance: Councillors Fulton and McGurk returned to the meeting at 10.49a.m.

Mr Petheram answered questions on the progress on toilet upgrades and noted that there would be a report to the Committee at a future meeting providing options for the upgrades.

The Committee discussed progress on the Stoke Youth Park and the Chair asked for an update on progress for the next meeting.

Team Leader Support Services Library, Sarina Barron, answered questions on library statistics and improvement in membership following new builds (globally, 35% increase).

Resolved CS/2019/032

That the Community Services Committee

- 1. Receives the report Community Services Committee Quarterly Report to 31 March 2019 (R10104) and its attachments (A2174460, A2044411).***

Rutledge/Fulton

Carried

10. Statement of Intent - Nelson Festivals Trust (Item 5 continued)

Document number R9912, agenda pages 43 - 58 refer.

The Item was revisited and Councillor Rutledge moved an amended officer's recommendation, seconded by Councillor Matheson.

The meeting adjourned from 11.24a.m. until 11.34a.m.

Councillor Fulton suggested an addition of 'with minor amendments' be added to the first clause of the motion. The mover and seconder agreed and this was included in the motion.

The motion was taken in parts.

Resolved CS/2019/033

That the Community Services Committee

- 1. Receives the report Statement of Intent - Nelson Festivals Trust (R9912) and its attachments (A2181533, A2177664 and A2177654).***

Rutledge/Matheson

Carried

Recommendation to Council CS/2019/034

That the Council

- 1. Approves the Nelson Festivals Trust draft Statement of Intent 2019/20, with minor amendments, as the final Statement of Intent for 2019/20.***

Rutledge/Matheson

Carried

- 2. Requests the Trust to include more specific metrics and more ambitious objectives in the subsequent Statement of Intent 2020/21.***

The motion was put and a division was called:

<u>For</u>	<u>Against</u>	<u>Apologies</u>
Cr Noonan (Chairperson)	Cr Courtney	Her Worship the Mayor Reese
Cr Matheson	Cr Fulton	Cr Lawrey
Cr Rutledge	Cr McGurk	

The motion was equal 3 – 3 and therefore was lost.

Rutledge/Matheson

Lost

11. Fees and Charges relating to Community Services 2019/20

Document number R10060, agenda pages 59 - 66 refer.

Manager Parks and Facilities, Rosie Bartlett, presented the report and clarified all fees mentioned for Founders Park were for out of town visitors to Nelson. Ms Bartlett answered questions on charges for the toilet and showers in the Montgomery carpark.

Recommendation CS/2019/035

That the Community Services Committee

- 1. Receives the report Fees and Charges relating to Community Services 2019/20 (R10060) and its attachment (A2157289).***

McGurk/Fulton

Carried

Recommendation to Council CS/2019/036

That the Council

- 1. Approves the proposed fees and charges as per attachment (A2157289) of Report (R10060) effective from 1 July 2019.***

McGurk/Fulton

Carried

12. Exclusion of the Public

Resolved CS/2019/037

That the Community Services Committee

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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:***

Courtney/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	Section 48(1)(a) The public conduct of this matter would be likely to result in	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(g) To maintain legal professional privilege

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
	Minutes - 11 April 2019	disclosure of information for which good reason exists under section 7.	<ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
2	Community Investment Funding Panel Appointments	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
3	Pet Cremations Activity Review	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
4	Founders Park - property purchase Purchase information	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into public excluded session at 11.58a.m. and resumed in public session at 2.33p.m.

There being no further business the meeting ended at 2.33p.m.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Chairperson's Report for 2016-2019 Triennium

1. Purpose

- 1.1 To provide a summary of activities overseen by the Committee in the 2016-2019 triennium.

2. Recommendation

That the Community Services Committee

- 1. Receives the report Chairperson's Report for 2016-2019 Triennium (R10443).***

3. Discussion

- 3.1 It has been an absolute privilege to Chair the Community Services Committee for the past three years. I have worked with two Group Managers (Chris Ward and Roger Ball) who have both brought a different style to their role but both very easy to work with.
- 3.2 Thank you to the committee members and the support staff and officers who keep the wheels turning. This committee has a wide reach and comes into contact with a very large number of people in our community. The volunteers who hold our community together are phenomenal and never cease to amaze me. We are totally reliant on them.
- 3.3 I would like to thank Councillors for working on the following liaison appointments made at the start of the triennium:
- The Mayor - Arts Council Nelson;
 - Councillors Fulton and McGurk - Community and Whanau;
 - Councillor Lawrey - Positive Ageing Forum;
 - Councillor McGurk - Safer Community Council (this has since been wound up and is addressed elsewhere in this Agenda);
 - Councillor Acland - Youth Nelson;
 - Councillor Courtney - Broadgreen Society.

Item 6: Chairperson's Report for 2016-2019 Triennium

3.4 Highlights in the Community Partnerships area have been:

- The RSA memorial at the RSA section of the Marsden Cemetery;
- Youth Strategy;
- The Nelson Tasman Housing Trust contract to deliver services across our Community Housing;
- Strengthening Community Governance;
- Older Adults Strategy Development;
- Community Funders Roadshow;
- Youth Events;
- Youth Leadership Forum event;
- Mayor's ITO Graduation;
- Community Investment Fund allocations (annually);
- Community Investment Fund panel appointments – pleasure to welcome the new panel appointed in 2019, and once again thank the previous panel for their service.

Library Services

- 3.5 The 175th anniversary of the Nelson Library (which originally started on board the Whitby in 1841 as a group who, on arrival, formed the Nelson Literary and Scientific Institute with 700 books donated by passengers).
- 3.6 The Nightingale Memorial Library renovation – bringing increased amenity to a much loved community space.
- 3.7 Repairs to Stoke library. The first stage of Stoke Library's weather-tightness renovations was completed in June 2019. During the closure, library services operated out of a pop-up location at Greenmeadows, providing a wonderful opportunity to not only continue service to the community, but also help activate the Greenmeadows Community Centre. There were over 1,200 visits to the pop-up during the five week closure of the library.

Heritage

- 3.8 175th anniversary of Nelson event.
- 3.9 Broadgreen House celebrated 50 years of volunteering.
- 3.10 Suter Art Gallery reopening.
- 3.11 Heritage Festival revamp.

Item 6: Chairperson's Report for 2016-2019 Triennium

- 3.12 Project on Volunteers at heritage houses.
- 3.13 Founders Heritage Park team with volunteers delivered annual Book Fair each year raising much valued funding for Founders Park;
- 3.14 Nelson Centre of Muscial Arts reopening.

Arts

- 3.15 We accepted sculptures from the Nelson Airport.
- 3.16 Set up the Nelson Arts Festival Trust, appointed Chair and initial Trustees to transfer management and operations from Council to independent Trust. Tickets on sale now!
- 3.17 Taurapa sculpture. Commissioned and installed next to Trafalgar Centre.

Toilets

- 3.18 Queen's Garden Toilets
- 3.19 Millers Acre and Tahunanui Toilets - During the year, officers have met with stakeholders about the toilet upgrade projects at Millers Acre and Tahunanui and consultants have provided costings of the different options. MBIE funding is available, and both projects are due to be constructed by September 2020. We will discuss the options for these projects at today's meeting.

Community

- 3.20 The Greenmeadows Community Centre was completed and opened.
- 3.21 Some assistance to the Tahunanui Community Centre during their transition.
- 3.22 Decision made to divest our community housing to a community housing provider.

Events Team

- Liam Malone civic event;
- China Week;
- WW100 Commemorations – Passchendaele;
- Opera in the Park;
- Bay Dreams;
- Greenmeadows Centre opening;
- Eelco Boswijk awards;

Item 6: Chairperson's Report for 2016-2019 Triennium

- Summer events;
- Arts Festival delivery and transition;
- Positive Aging Expo (annually).

Summer Events

- Lantern Celebration;
- New Year's Eve;
- Teddy Bears' Pic Nic;
- Movies Al Fresco;
- Buskers Festival;
- Tahuna Summer Sounds (which is a combination of two summer events and two youth events).

Youth Events

- Fright Night
- Laugh Nelson
- Rock The City
- Young and Inspired
- Off The Wall

Other Council events

- Nelson Arts Festival and Masked Parade (for the last time)
- Eelco Boswick Awards
- Greenmeadows Open Day
- Christchurch Wake
- Nelson Christmas Lunch
- Street banners

Other Council supported or funded events

- Nelson Santa Parade
- Nelson Brass Band activities
- Bay Dreams support

Item 6: Chairperson's Report for 2016-2019 Triennium

- ODI support

3.23 In total, we supported or delivered events that were attended by over 70,000 people each year.

Author: Gaile Noonan, Chairperson - Community Services
Committee

Attachments

Nil

Community Services Committee Quarterly Report to 30 June 2019

1. Purpose of Report

- 1.1 To inform the Committee of the financial and non-financial results for the fourth quarter for the activities under its delegated authority.

2. Recommendation

That the Community Services Committee

- 1. Receives the report Community Services Committee Quarterly Report to 30 June 2019 (R10333) and its attachments (A2229252, A1157454 and A2233909).***

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 2018 to 30 June 2019) 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 12 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 developments for the three months to 30 June 2019

Community Funders Roadshow

- 4.1 The Community Funders Roadshow event was hosted by the Community Funders Network at Greenmeadows Community Centre on 24 May. The Roadshow was targeted at community organisations as a way of providing information on upcoming funding opportunities. The programme included presentations from Nelson City Council, Tasman District Council, Department of Internal Affairs, Rata Foundation, Te Puni Kōkiri and Creative Communities. There was also a session on “Top Tips” and a panel/audience question and answer forum. Approximately 90 people attended with positive feedback received. Given the event’s success, discussion is underway to explore repeating the Roadshow next year.

Security incidents at Elma Turner Library and Broadgreen House

- 4.2 The Elma Turner Library has seen a significant increase in security related incidents since the beginning of July, mainly relating to intoxication, mental health and behavioural issues. Security guards have been engaged, a security review is under way and Police are working closely with the library team to mitigate this increase.
- 4.3 Broadgreen House has also seen a spate of security related issues during May with a group of young people lighting fires and abusing volunteers. Planned upgrades to the CCTV system, improvements with vegetation and proactive attention on those involved by Police appear to be helping resolve the issue.
- 4.4 These matters have also been reported through to the Audit, Risk and Finance Sub-Committee.

Flagtrax and Art Flags project

- 4.5 A new system to put up street flags is now in place. The Flagtrax installation was started this quarter and sees a total of 80 Flagtrax systems installed on street light poles throughout the CBD. Flagtrax allows for easy erection of street flags through an at-ground-level pulley. The system does not require a traffic management plan, resulting in reduced costs and making it possible to have flags up year round.
- 4.6 To capitalise on Council’s investment in Flagtrax an arts flag project is now underway. Over 40 artists from around the region will be commissioned by Arts Council Nelson to create over 80 individual arts designs for street flags. These flags will fly at all times that other promotion flags are not booked on the Flagtrax system. They will help enliven and energise the central city with a varied and rotating selection of original art pieces. The project will launch during November 2019 and arts flags will have a minimum run of 10 weeks during 2019/20.

5. Financial Results

Profit and Loss by Activity

Parks and Active Recreation	YTD Actuals	YTD Operating Budget 2018/19	YTD Variance	Total Annual Plan Budget 2018/19
Income				
Rates Income	(12,643)	(12,643)	0	(12,643)
Other Income	(4,814)	(4,577)	(237)	(4,517)
Total Income	(17,457)	(17,220)	(237)	(17,160)
Expenses				
Staff Operating Expenditure	1,512	1,330	182	1,330
Base Expenditure	5,547	5,409	138	5,513
Unprogrammed Expenses	1,470	816	654	646
Programmed Expenses	3,825	4,485	(660)	4,116
Finance Expenses	0	0	0	0
Depreciation	3,243	3,183	60	3,183
Total Expenses	15,597	15,223	374	14,788
(Surplus)/Deficit	(1,860)	(1,997)	137	(2,372)

Social	YTD Actuals	YTD Operating Budget 2018/19	YTD Variance	Total Annual Plan Budget 2018/19
Income				
Rates Income	(13,023)	(13,023)	0	(13,023)
Other Income	(3,227)	(2,890)	(337)	(2,498)
Total Income	(16,250)	(15,913)	(337)	(15,521)
Expenses				
Staff Operating Expenditure	5,022	5,140	(118)	5,142
Base Expenditure	5,290	5,113	177	5,132
Unprogrammed Expenses	532	307	225	307
Programmed Expenses	3,056	3,180	(124)	2,665
Finance Expenses	0	0	0	0
Depreciation	1,215	1,351	(136)	1,351
Total Expenses	15,115	15,091	24	14,597
(Surplus)/Deficit	(1,135)	(822)	(313)	(924)

Notes

- Base Expenditure is expenditure that happens year after year, for example yearly contracts or operating expenses.

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- Programmed Expenditure is planned, or there is a specific programme of works. For example, painting a building.
- Unprogrammed Expenditure is reactive or unplanned in nature, for example responding to a weather event. Budgets are included as provisions for these expenses which are unknown.
- These tables exclude internal interest.
- The Profit and Loss reports presented above are shown by activity. These activities include some cost centres that are reported to other committees.
 - The Social activity includes the following cost centres:
 - Reported to Community Services:
 - Managing Heritage And Arts
 - Museum
 - Suter Gallery
 - Isel House
 - Melrose House
 - Broadgreen House
 - Founders Park
 - Historic Cemeteries
 - Arts & Heritage Grants
 - Heritage Incentives
 - Festivals
 - Street Decorations
 - Nelson Centre of Musical Arts
 - Theatre Royal
 - Community Services Planning
 - Nelson Library
 - Stoke Library
 - Nellie Nightingale Library Memorial

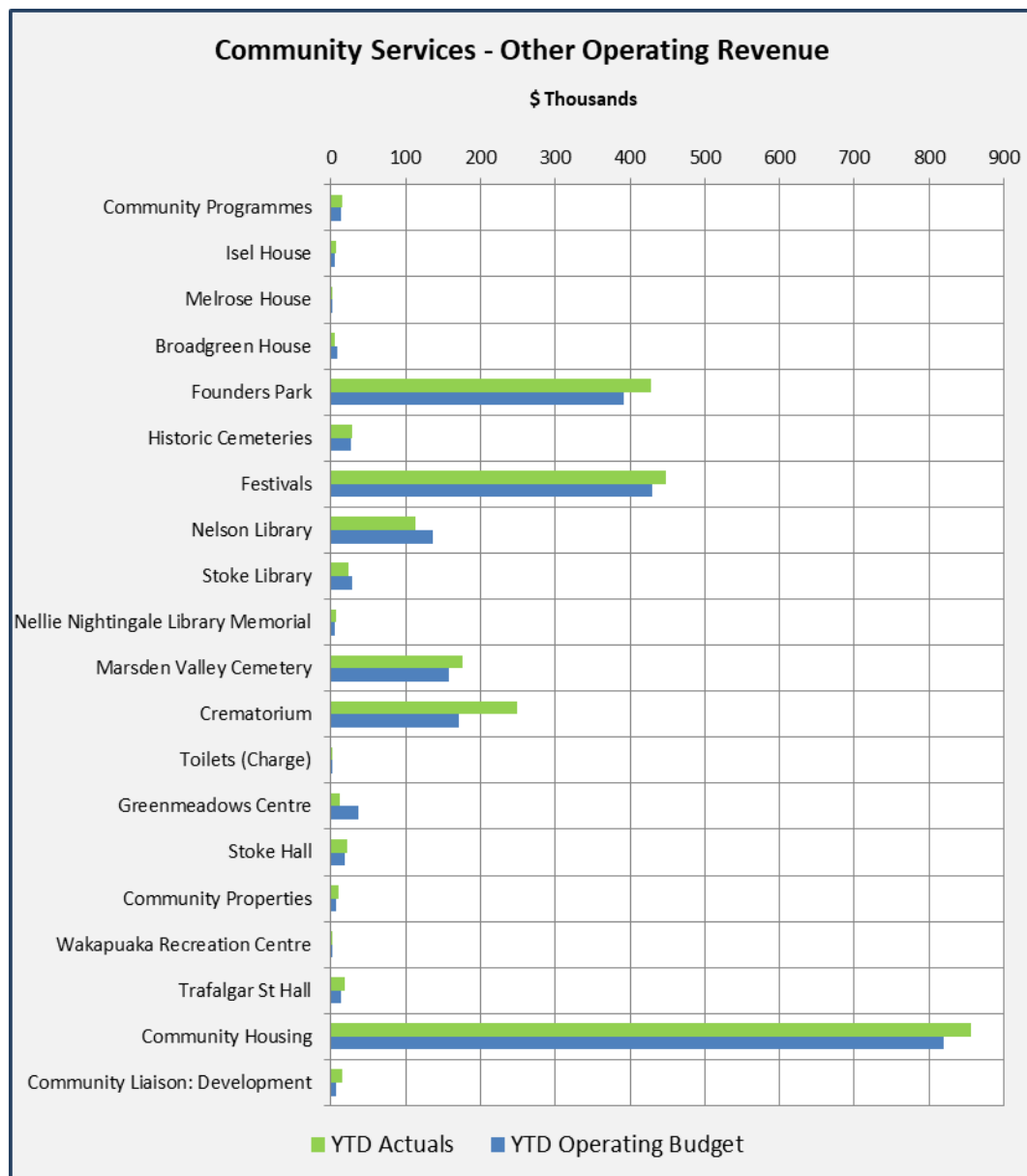
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- Marsden Valley Cemetery
- Crematorium
- Toilets (Free)
- Toilets (Charge)
- Greenmeadows Centre
- Stoke Hall
- Community Properties
- Wakapuaka Recreation Centre
- Trafalgar St Hall
- Community Housing
- Social Indicators
- Employment Assistance
- Community Liaison: Development
- Community Liaison: Grants (Ca)
- Reported to Sports and Recreation Committee:
 - Maitai Club
 - Motor Camp Tahuna
 - Maitai Camp
 - Brook Camp
- The Parks and Active Recreation activity includes the following cost centres:
 - Reported to Community Services Committee:
 - Community Programmes
 - Reported to Sports and Recreation Committee:
 - Public Gardens
 - Neighbourhood Parks
 - Park Trees

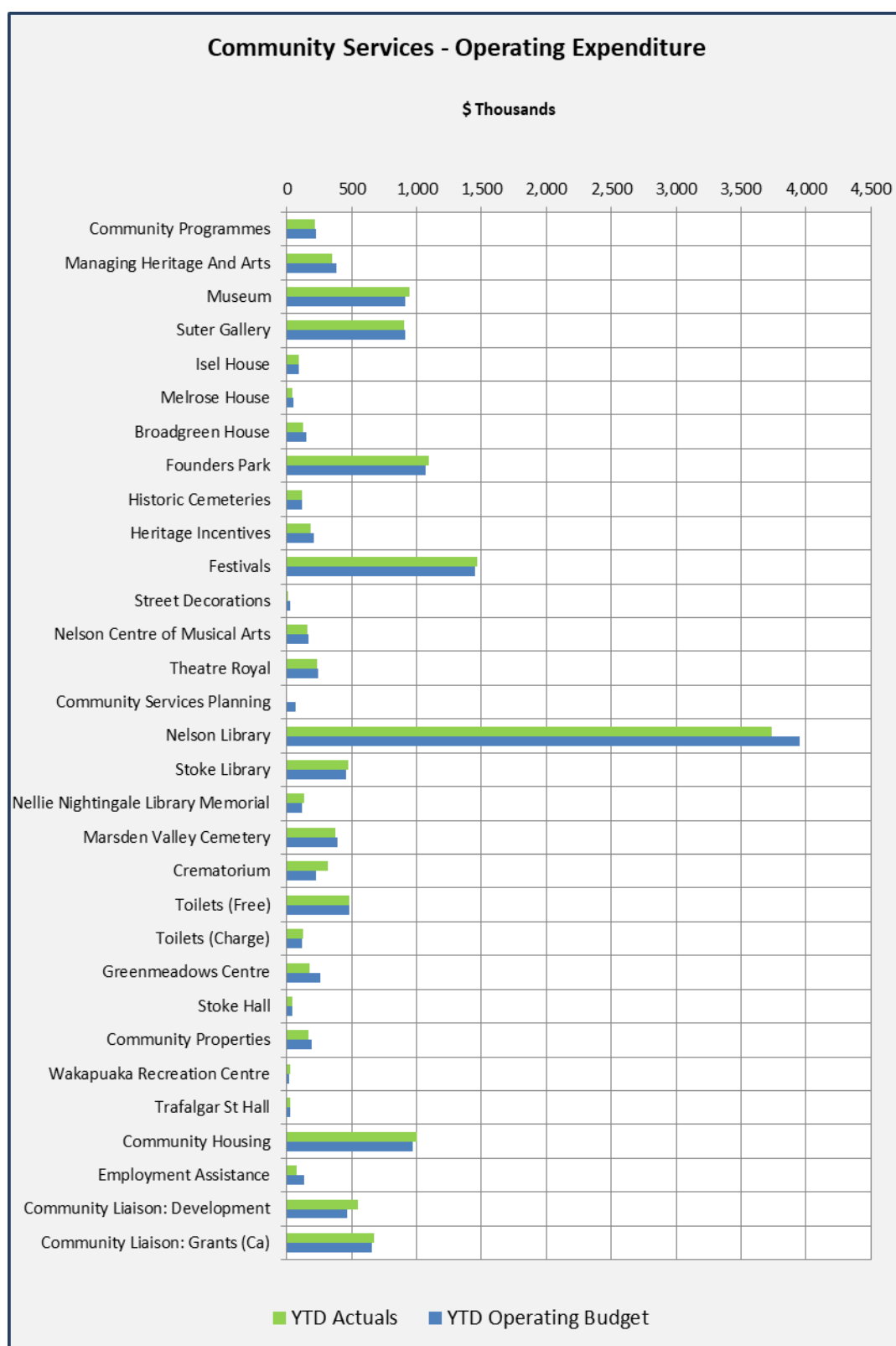
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- Conservation Reserves
- Landscape Reserves
- Esplanade & Foreshore Reserves
- Heritage, Landscape, Local Trees
- Walkways
- Sports Parks
- Recreation Planning
- Natureland
- Trafalgar Centre
- Saxton Field Stadium
- Saxton Oval Pavilion
- Golf Course
- Pools
- Recreation Liaison
- Play Facilities
- Marina
- Saxton Field
- Regional Community Facilities

Operating Revenue (excluding rates)



Operating Expenditure (excluding internal interest)



The following commentary includes significant variances only.

- 5.1 **Managing Heritage and Arts expenditure is less than budget by \$35,000.** Heritage Strategic Plan Consultant costs of \$20,000 remain

Item 8: Community Services Committee Quarterly Report to 30 June 2019

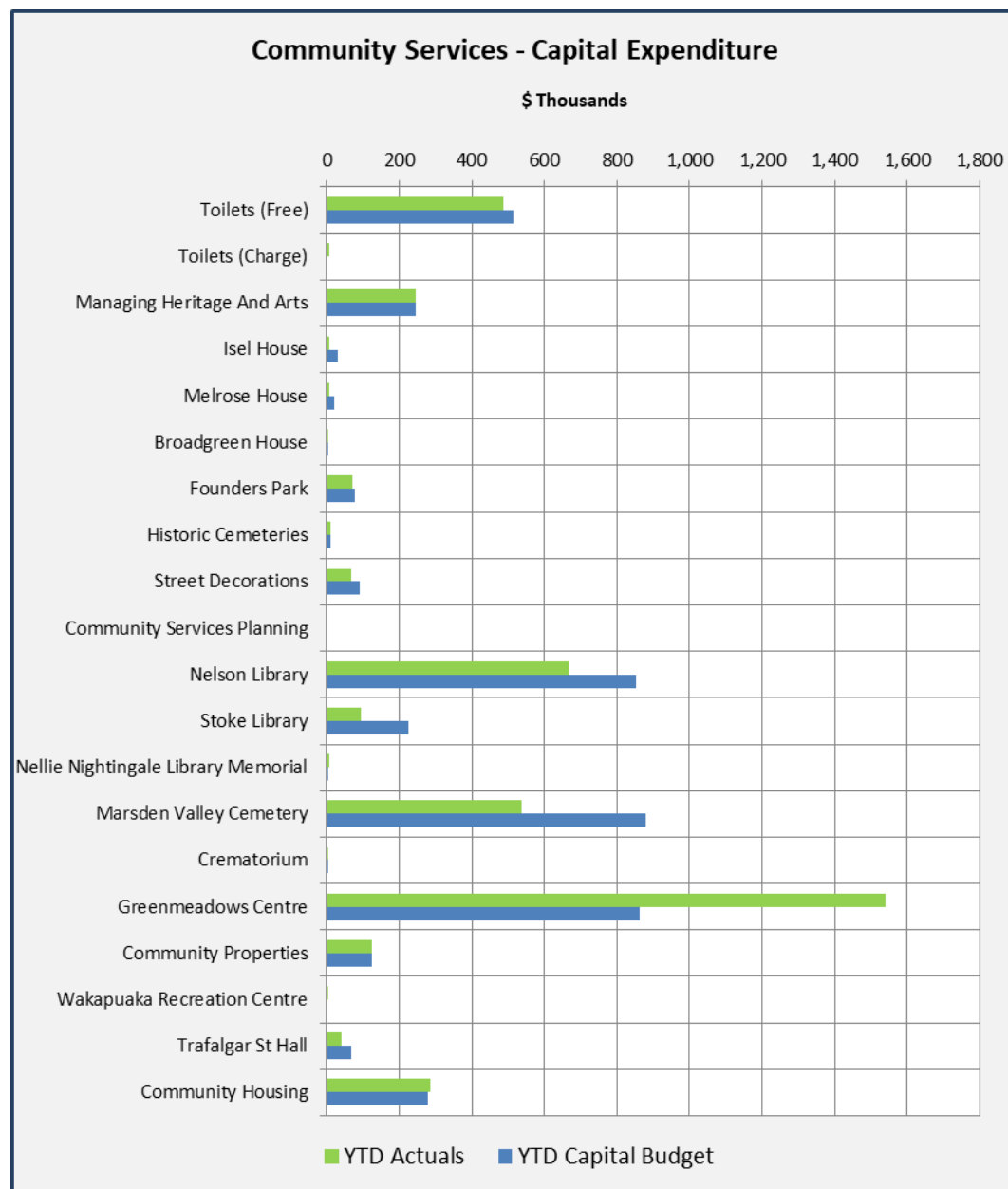
unspent during the financial year as the Heritage Plan work has been deferred to 2019/20. A request will be made for this budget to be carried forward to 2020/21. Artworks maintenance costs are under budget by \$19,000 due to cost savings across a range of capital artworks.

- 5.2 **Founders Park income is greater than budget by \$36,000.** Net Bookfair proceeds are over budget by \$49,000, and shop sales are over budget by \$15,000. Electricity recoveries are under budget by \$37,000, due to a credit relating to incorrect power reading charged between July 2016 and July 2018 and to lower usage, which is reflected in electricity expenditure being under budget by \$12,000.
- 5.3 **Nelson Library expenditure is less than budget by \$217,000.** The allocation of staff costs is under budget by \$111,000, as there have been staff vacancies at the library. Depreciation expenditure is under budget by \$81,000.
- 5.4 **Crematorium income is greater than budget by \$78,000.** The crematorium has been collecting more fees as a result of more cremations occurring than anticipated. **Crematorium expenditure is greater than budget by \$94,000.** Costs are over budget including the property maintenance contract (\$22,000), Environmental Inspections Ltd (EIL) processing fees and audit (\$38,000) and fuel (\$32,000).
- 5.5 **Greenmeadows income is less than budget by \$25,000.** Income is under budget for the year due to the centre opening late. **Greenmeadows expenditure is less than budget by \$78,000.** Costs are under budget for the year due to the centre opening late, including allocation of staff costs (\$29,000), electricity (\$25,000) and depreciation (\$84,000).
- 5.6 **Employment Assistance expenditure is less than budget by \$57,000.** The allocation of staff costs is under budget by \$30,000. Depreciation expenditure is under budget by \$14,000.
- 5.7 **Community Liaison: Development expenditure is greater than budget by \$88,000.** The allocation of staff costs is over budget by \$150,000. Various expenditure codes are under budget for the year, including Youth Strategy implementation (\$22,000), Social Wellbeing Policy Consultants (\$10,000), and Stoke Youth Services (\$8,000).

Terms used
Ahead/behind – this indicates that the variance is due to timing, or that it is not yet known whether the variance will continue for the full year. This should be clarified in the commentary.
Over/under – this indicates that a budget has been overspent or underspent, and that it is likely there is an actual cost saving or overrun. This should be made clear by the commentary.
Less/greater – these header terms are used to describe the total variance to budget for a cost centre and account type.

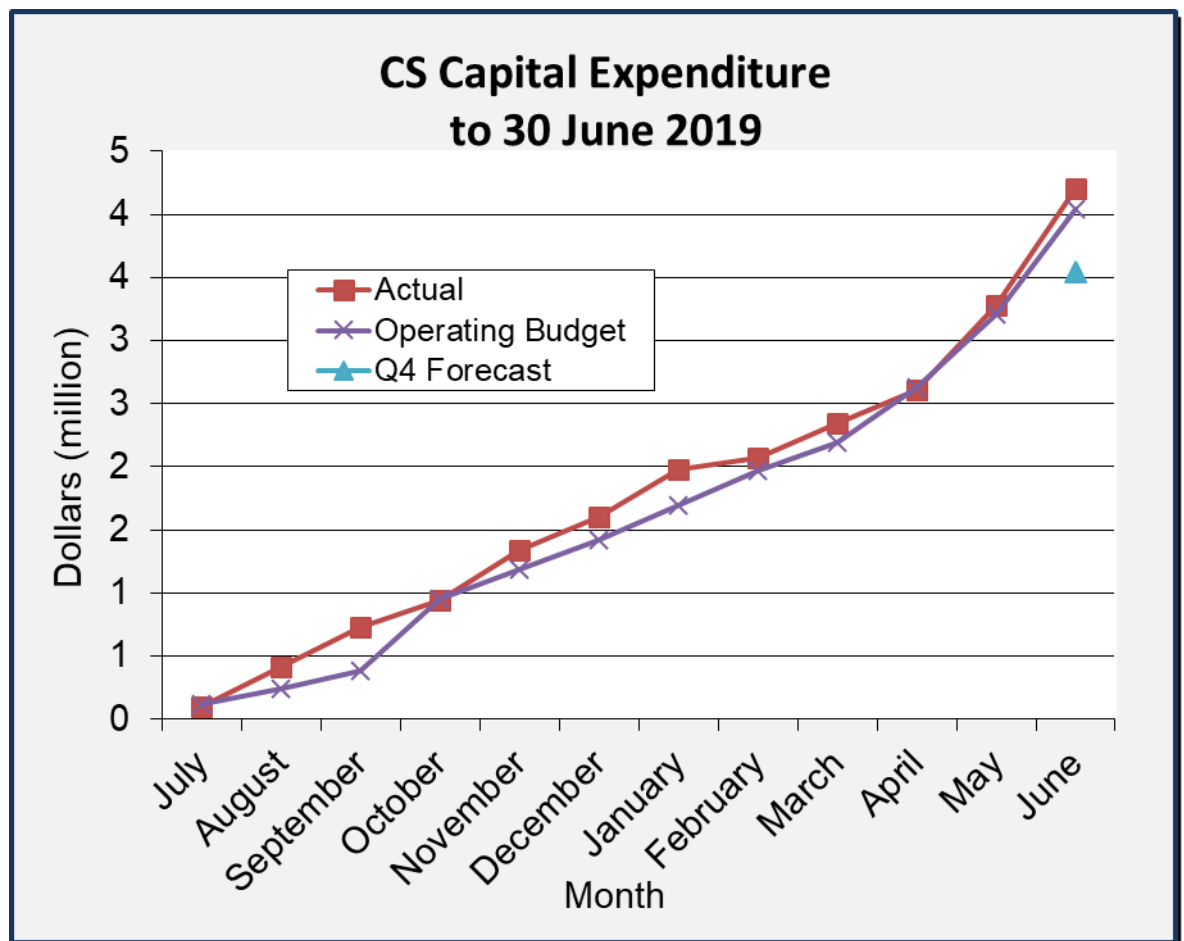
Capital Expenditure

Capital expenditure (including capital staff time, excluding vested assets)



All capital projects with a budget greater than \$250,000 in this financial year have a project sheet in Attachment 1 of this report.

Capital expenditure forecast chart



- 5.8 The total capital expenditure budget for Community Services in 2018/19 was \$4.046 million, the forecast was \$3.543 million while the actual was \$4.204 million.
- 5.9 The most significant gaps were: the new burial area at Marsden Cemetery being completed in July of 2019/20 rather than in 2018/19 (\$373,000 under budget); Elma Turner Library extension consultation commencing and continuing to 2019/20 (\$139,000 under budget); Stoke Library structural improvements to the interior being less complex than originally thought and completed under budget, with the remainder being requested to be carried forward to 2019/20 to repair the box beam and exterior (\$124,000 under budget); the design for the Tahunanui Lions and Millers Acre toilets was not completed in 2018/19 - the construction budgets need to be increased in order to construct the preferred options (together, the two toilet projects were approximately \$65,000 under budget in 2018/19).
- 5.10 There is a difference in the forecast compared to the actuals relating to Greenmeadows Centre reforecasting. Council is currently seeking advice on options for recovering losses for Greenmeadows.

6. Commentary on Capital Projects

- 6.1 There are ten capital projects, within the Community Services Committee delegations, that are included as part of the quarterly reporting. Four of these are over \$250,000 for 2018/19 and two are included as they are 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. These figures exclude staff costs.

7. Commentary on Operational Projects

- 7.1 There are two 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. Their project sheets are appended in Attachment 1.

8. Status Reports

- 8.1 Elma Turner Library - Council Resolution: LTP Deliberations - CL/2018/094 updated comments:

The community engagement process is currently underway. Two rounds of workshops have been undertaken with Councillors, NCC focus groups, community groups and library staff. Workshop dates are currently being finalised with iwi (expected to take place September/October). (Further detail in the attached project sheet – Attachment 2.)

- 8.2 Airport Sculpture Gifts - CS/2018/022 updated comments:

Installation of the "Goddess of Flight" near the Saxton Oval is proceeding. Potential new sites for the "Flight of Imagination" "Miyazu statue", "Happy Travellers" and "Flight of Imagination" are under discussion.

- 8.3 Founders Heritage Park Strategic Focus Areas and Timeline - CS/2019/023 updated comments:

A report was brought to the April meeting of the Community Services Committee. The vision statement has been updated and shared with iwi and community groups and was adopted by Council on 8 August.

- 8.4 The Refinery/ Community Arts Centre – CL/2018/129

Policyworks has been engaged to undertake a feasibility study with a report to go to Community Services Committee once complete.

9. Other notable achievements, issues or matters of interest

Queens Gardens Toilet Update

- 9.1 Construction was successfully completed on 18 July and the building is now open to the public.

Stoke Library Refurbishment

- 9.2 The Stoke Library reopened on 1 July 2019 following one month's closure for refurbishment. Work has been completed within the interior and contract documents are in preparation for the exterior works which include ensuring the main beams are water tight. A pop-up library was created at Greenmeadows during the closure period and this received widespread community support.

Tahuna Beach Changing/Toilet Facilities

- 9.3 A report will be presented to the 29 August meeting of the Community Services Committee recommending a way forward.

Millers Acre Toilet Upgrade

- 9.4 A report will be presented to the 29 August meeting of the Community Services Committee recommending a way forward.

Nelson Heritage Festival

- 9.5 The Nelson Heritage Festival was held over the month of April 2019. 56 different events attracted an estimated 11,981 attendees. Council issued \$22,485 of grant funding to event hosts in the community, who also contributed an estimated \$28,550 of their own, to resource the events. One standout event was a "play in development" reading of "The Wairau Affray" by Justin Eade. Justin ensured Ngati Toa leaders and arts representatives were fully involved in the play's script and guided these public "development" workshops. The development productions continue in Marlborough later this year leading to a finished piece to be launched in the 2020 Heritage festival.

Nelson Youth Council Picnic Table at Sunday Hole

- 9.6 The Nelson Youth Council identified a community need for a picnic table at the Sunday Hole in the Maitai Valley. They have been working with Parks and Facilities staff to purchase a large wooden 12 seater picnic table. It was purchased using a combination of funds that Youth Council were awarded at the Trustpower Community Awards, koha received from speaking at a community group and Youth Council project budget.

Youth Leadership Forum

- 9.7 The Youth Leadership Forum held on 17 May was attended by over 200 young people to help inspire them to recognise that they can bring about change and to give them the skills to work together collaboratively.

Events

- 9.8 Four Youth Events were successfully delivered in this quarter and included: Rock the City, Young & Inspired, Laugh Nelson and Off the Wall.
- 9.9 The Greenmeadows Open Day was held on 9 June. Over 500 attendees viewed the new Centre. The building architect made a presentation and the tenants provided information on their services or hosted 'have a go' activities. Arts Council Nelson provided the opportunity for the public to contribute to an art work through a "hands on" activity. This art work is now on display at the Centre.
- 9.10 The Eelco Boswijk Civic Awards were successfully delivered on 18 June 2019 with over 130 attending the awards function and five main awards presented.
- 9.11 The Nelson Santa Parade Trust has advised that it no longer wishes to operate the Santa Parade event. Officers are seeking to find an alternative provider and quotes have been sought from a range of event coordinators.

Older Adults Volunteering Project

- 9.12 This project was developed to support and encourage older adults to be more involved in their community. The project was run in partnership with Age Concern and Volunteer Nelson. As well as working with the target demographic to support and encourage more voluntary involvement, the project assisted community organisations to adjust their practices to working with an older demographic.

Founders Heritage Park Collection Storeroom

- 9.13 Questions were raised regarding the structural integrity of the Founders Park storeroom. Building and engineering assessments have indicated that repairs are needed to the rear wall of the Harvest Land building and removal of the mezzanine to address safety concerns. Items in the current store will need to be categorised and moved to temporary storage within the park while repairs are undertaken. To support this, decisions regarding the Collection Policy will be brought to the Committee later in the year. The current costs are being covered through existing budgets; advice on any additional cost implications will be brought forward once assessments are complete.

Founders Heritage Park Café to Close

- 9.14 Operators of the Founders Park Café have indicated they intend to close the café during the winter period, with a potential reopening date in October. Based on the previous closure, this is anticipated to have a significant effect on local visitor attendance during the closure period. Officers are looking at whether there are other options to encourage visitor attendance.

Arts Projects Updates

- 9.15 Arts projects that have progressed during the quarter include a project to install murals on Council structures or buildings, such as the skatepark and library loading dock, and the purchase of an outdoor projector for artistic and heritage displays such as Matariki. A contractor has been selected to install lighting for the Taurapa and Welcome Cloak. The Welcome Cloak will be installed at Millers Acre once maintenance on the underlying wall has been completed. The Welcome Cloak will be fixed to the wall approximately 3 metres from ground-level.

Community Investment Fund

- 9.16 Five new community representatives have recently been appointed to the Community Investment Panel. The community appointments are Rosalie Grant, Graeme Thomas, Hannah Johnson, Jessica Ettridge and Chris Tews. Hannah Johnson was appointed as Chairperson, by the Panel. The Group Manager Community Services, Roger Ball is also a member of the Panel. The Panel has recently met to consider grant applications for 2019/20. 77 applications totalling \$289,144 were received, with a total of \$71,393 available for allocation.

24/7 Youth – Community Investment Funding Background Information

- 9.17 At the 30 May 2019 meeting of the Community Services Committee '24/7 Youth' (Annesbrook Church) presented an item in Public Forum. The Committee requested the background to their funding application to the 2018/19 Community Investment Fund (CIF) round. 24/7 Youth applied for a three year CIF agreement in 2018/19 and were carefully considered by the Panel. The application was not successful, however, with other applications proving a closer fit to the criteria. The application from 24/7 was declined by the CIF Panel on the basis of limited funds and a highly contested pool.

10. Workshop Update

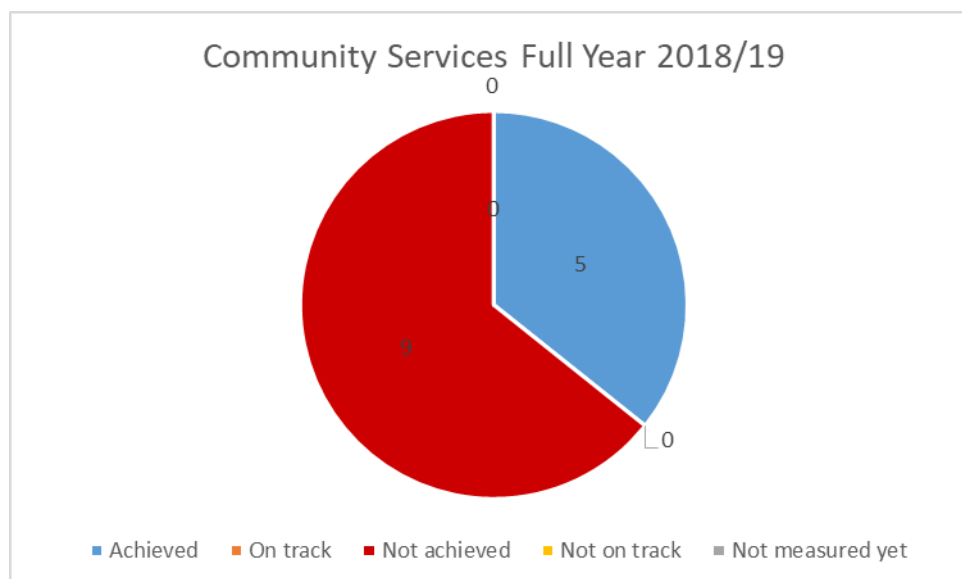
- 10.1 There was one Committee workshop held during this period, on 18 June 2019 relating to Elma Turner Library Redevelopment (Session 1).

11. Key Performance Measures

- 11.1 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 fourteen performance measures that are within the Community Services Committee's delegations.
- 11.2 Final results for each measure will be reported on through the Annual Report 2018/19, however this report includes an indication of progress for those measures. The scale to report on the performance measures is as follows:
- Achieved

- Not achieved

12. Quarterly Review of Key Performance Indicators



- 12.1 Five of the fourteen measures were achieved at the end of 2018/19. Eight performance measures were not met. Of these, two measures were not under Council's control (Nelson Centre for Musical Arts and Theatre Royal), one of which was very close to being achieved. One measure, public libraries customer satisfaction, was very close – 89% with a target of 90%. It is also noted that the Arts Festival is now being delivered by an independent trust. Attachment 3 (A2233909) lists all performance measures, their status and commentary.

13. Conclusion

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

Author: Mark Preston-Thomas, Team Leader Arts and Heritage

Attachments

- Attachment 1: A1157454 - Status Report Community Services Committee Public - August 2019 [↓](#)
- Attachment 2: A2229252 - Project Sheets Community Services Quarterly Report Q4 [↓](#)
- Attachment 3: A2223309 - Performance Measures Q4 Community Services Quarterly Report [↓](#)

Status Report - Community Services Committee – August 2019

MEETING DATE	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS
12/07/2018	Airport Sculpture Gifts	<p>Resolved CS/2018/022</p> <p><i>That the Community Services Committee</i></p> <p><u>Accepts</u> the gift of nine sculptures for the city from Nelson Airport Limited; and</p> <p><u>Thanks</u> the Board of Nelson Airport Limited for making the nine sculptures available as public art for the community to enjoy; and</p> <p><u>Delegates</u> decision making on the sites of the sculptures that Nelson City Council will receive from Nelson Airport Limited to Councillors Mel Courtney and Kate Fulton, based on advice from the Arts Selection Panel, with an emphasis on exploring options for enhancement in the CBD.</p>	Ball, Roger	Refer to Item 8.2 of report R10333
Council 15/05/2018	Council Resolution: LTP Deliberations	<p>Resolved CL/2018/094</p> <p><i>That the Council</i></p> <p><u>Directs</u> staff to prepare a development brief to inform a revised Business Case for the Elma Turner library re-development, taking into account wider issues involving the development of the riverside precinct, technology change and the future of libraries.</p> <p><u>Note:</u> This item was moved from the Council Status Report to the Community Services Committee Status Report in July 2018.</p>	Ball, Roger	Refer to Item 8.1 of report R10333

Status Report - Community Services Committee – August 2019

11/04/2019	Founders Heritage Park Strategic Focus Areas and Timeline	<p><i>That the Community Services Committee</i></p> <ol style="list-style-type: none"> 1. <u>Receives</u> the report Founders Heritage Park Strategic Focus Areas and Timeline (R9842) and its attachments (A2032195 and A2032198); and 2. <u>Agrees</u> that the five focus areas of the Founders Heritage Park plan will be enhancing the visitor experience, building Iwi partnerships, heritage protection and sector integration, venue development and financial sustainability; and 3. <u>Requests</u> officers to update the 10-year vision statement (attachment A2032198) to reflect the five focus areas noted in clause 2 for approval by Council, noting that this is unlikely to be available for the 2 May 2019 Council meeting; and 4. <u>Notes</u> the proposed timeline for a draft plan to be reported to the Community Services Committee in December 2019; and 5. <u>Notes</u> that landfill gas levels are being monitored and remediation measures applied where needed. <p><i>That the Council</i></p> <ol style="list-style-type: none"> 1. <u>Approves</u> the proposed five focus areas of the Founders Heritage Park plan as enhancing the visitor experience, building Iwi partnerships, heritage protection and sector integration, venue development and financial sustainability; and 2. <u>Approves</u> the updated 10-year vision statement (AXXXXXX) for Founders Heritage Park. 	Ball, Roger	Refer to item 8.3 of report R10333
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Status Report - Community Services Committee – August 2019

Resolved CL/2018/129			
That the Council			
15/05/2018	The Refinery/ Community Arts Centre	<i><u>Agrees</u> that funding for The Refinery set out in 11.53 of the Long Term Plan Deliberations report R9180) remains.</i>	Refer to Item 8.4 of report R10333
<i><u>Note:</u> This item was moved from the Council Status Report to the Community Services Committee Status Report.</i>			

Strategy for Nelson's Ageing Demographic			
Description: Development of a strategy and action plan by a community steering group			
Status	Quality	Time	Budget
Comments: The project is on track and within budget.			
Progress in quarter 4 (April 2019 - June 2019): <ul style="list-style-type: none"> The Steering Group met three times during the period (8 April, 10 May and 10 June 2019) The vision for the Strategy has been agreed: <i>Nelson</i> <i>City For All Ages</i> <ul style="list-style-type: none"> Professor Stephen Neville (AUT) is reviewing the engagement project methodology and overseeing the development of a literature review resource for the project. Prof Neville will be meeting with the project team in August. Planning for the project launch event on 22 July 2019 is underway. 			
Project Risks <ul style="list-style-type: none"> Some important partners are not prioritising the ageing demographic in their work. Release of 2018 census data, which is required to inform analysis, has been further delayed. Far-reaching nature of the issue makes it difficult to contain the scope. 			
Issues Nil			

Budget				
	2013/14 to 2017/18 Actuals			
	2018/19 LTP 1	2019/20 LTP 2	2020/28 LTP 3	2018/28 LTP Total
Initial LTP Budget	\$ 10,000.00	\$ 10,000.00	-	\$ 20,000.00
Office for seniors grant		\$ 12,600.00		
Carry-forwards	-	-	-	-
Amendments	-			-
Total Budget	\$ 10,000.00	\$ 22,600.00	-	\$ 32,600.00
Actual Spend	\$ 6,000.00			
Full Year Forecast	\$ 6,000.00	\$ 22,600.00	-	\$ 28,600.00

A2229252

Community Housing Renewals				1486
Renewal work for community housing.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Programme confirmed with the Nelson Tasman Housing Trust. All programmes including heating and ventilation programmes were completed.				
Project Risks				
No concerning risks to report.				
Project Issues				
Managing an appropriate programme with consideration for the possible transfer of assets to another provider and to meet the specific and minimum Healthy Homes standards for heating, insulation, ventilation, moisture and drainage, and draught stopping by 2021.				
Budget				
2013/14 to 2017/18 Actuals				383,462
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	290,000	296,380	1,160,009	1,746,389
Carry-forwards	(11,989)			(11,989)
Amendments	0	-	-	0
Total Budget (2018-28)	278,011	296,380	1,160,009	1,734,400
Actual Spend	285,473			
Full Year Forecast	277,800	296,380	1,160,009	1,734,189

Art Works Programme				1143
Public art fund as defined under Nelson Art strategy/policy.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Taurapa Sculpture installed with widespread community support with lighting plan in progress. Other projects on track including public murals, artistic flags for flagtrax and outdoor projector.				
Project Risks				
No project risks identified.				
Project Issues				
No concerning issues to report. Taurapa project was successfully installed in Feb after delays and budget overspend, remainder of projects completed on time and on budget.				
Budget				
2017/18 Actuals				72,089
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	181,098	82,882	736,520	1,000,500
Carry-forwards	46,402			46,402
Amendments	-	-	-	-
Total Budget (2018-28)	227,500	82,882	736,520	1,046,902
Actual Spend	226,539			
Full Year Forecast	227,500	72,882	736,520	1,036,902

Artworks Maintenance				
To maintain public artwork				
Status	Quality	Time	Budget	
Comments				
Iwi engagement process now established through Te Ohu Toi Ahurea. Welcome Cloak relocation lighting and engineering assessments under way.				
Project Risks				
Re-siting and install of lighting for the Welcome Cloak relies on scheduling with planned maintenance activities for the underlying wall at Millers Acre.				
Issues				
Final costings and timing for the Welcome Cloak are being assessed.				
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

Greenmeadows Centre				1175
New sports and community facility in Stoke.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Project completed. Practical completion certificate issued.				
Project Risks				
No new risks to report with construction and completion of facility. Council is currently seeking advice on options for recovering losses.				
Project Issues				
Minor snag list items are being attended to.				
Budget				
2013/14 to 2017/18 Actuals				6,597,582
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	125,000	-	-	125,000
Carry-forwards	737,509			737,509
Amendments	-	-	-	-
Total Budget (2018-28)	862,509	-	-	862,509
Actual Spend	1,406,929			
Full Year Forecast	1,406,929	-	-	1,406,929

Millers Acre Toilet upgrade				2002
Improve and increase facilities at Millers Acre.				
Overall Health	Quality	Time	Budget	
Project Update (work completed, in progress, scheduled & budget change info)				
Indicative Business Case is now completed and waiting approval by the Community Services Committee in August. The preferred option requires additional funding in 2020/21 and this funding approval is required before the detailed design can be carried out. Detailed design can commence after budget approval has been confirmed.				
Project Risks				
No concerning risks to report.				
Project Issues				
Insufficient funds to construct preferred option. Approval being sought from the Community Services Committee.				
Budget				
2013/14 to 2017/18 Actuals				1,985
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	45,000	260,610	208,896	514,506
Carry-forwards	-			-
Amendments	-	-	-	-
Total Budget (2018-28)	45,000	260,610	208,896	514,506
Actual Spend	17,438			
Full Year Forecast	17,439	260,610	208,896	486,945

Elma Turner Library Improvements				2226
Elma Turner extension producing options for council and public consultation				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
<p>The community engagement process is currently underway. Two rounds of workshops have been undertaken with Councillors, NCC focus groups, community groups and library staff. In addition to the public drop-ins, an online survey was conducted to ensure the entire community had an opportunity to give feedback. The iwi engagement process also commenced. On 18 July 2019, the iwi Leadership Forum provided support for Nelson City Council to conduct two workshops to gain feedback from iwi. Whilst the workshop dates are yet to be confirmed it's anticipated these sessions will be conducted prior to October 2019. Officers are continuing to look at potential options.</p> <p>To mitigate reputational risk associated with conducting the third round of workshops and public online forum ahead of iwi engagement, the public on-line forum and third round of workshops will follow the iwi workshops.</p> <p>Time has been coded orange because Council has not yet confirmed the site and further progress is dependent on this decision.</p> <p>Please Note: The approved budget for the 2019/20 Annual Plan is \$613,200.</p>				
Project Risks				
<p>1) The proposed location of the redevelopment is not yet finalised.</p> <p>2) Sustainability decisions have not yet been finalised.</p> <p>Both of the above-mentioned risks may potentially increase costs and time for the project overall. There are ongoing discussions concerning how the above-mentioned issues are likely to impact the forecasted spending for the current financial year.</p>				
Project Issues				
<p>The project is reliant on Council approving a Sustainability Policy to enable the project to proceed in accordance with sustainability principles.</p>				
Budget				
2013/14 to 2017/18 Actuals				15,546
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	400,000	1,226,400	13,304,102	14,930,502
Carry-forwards	-			-
Amendments	(200,000)	-	200,000	-
Total Budget (2018-28)	200,000	1,226,400	13,504,102	14,930,502
Actual Spend	60,805			
Full Year Forecast	60,805	613,200	13,504,102	14,178,107

Queens Garden Toilet				2909
Stand alone toilet block in Queens Garden.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Work has now been completed with the facility opened to the public on 19 August.				
Project Risks				
None				
Project Issues				
None				
Budget				
2013/14 to 2017/18 Actuals				38,906
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	-	-	-	-
Carry-forwards	186,312			186,312
Amendments	147,000	140,000	-	287,000
Total Budget (2018-28)	333,312	140,000	-	473,312
Actual Spend	335,996			
Full Year Forecast	336,000	140,000	-	476,000

Tahunanui Lions Toilet Upgrade				3180
To replace aged toilet facilities.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Indicative Business case is now completed and awaiting approval. Report being taken to August Community Services Committee for approval of additional funding in 2020/21. This is expected to take place by end of August 2019. Detailed design can commence after budget approval has been confirmed.				
Project Risks				
No concerning risk to report.				
Project Issues				
Insufficient funds to construct preferred option. Approval being sought from the Community Services Committee.				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	60,000	143,080	313,344	516,424
Carry-forwards	-			-
Amendments	-	-	-	-
Total Budget (2018-28)	60,000	143,080	313,344	516,424
Actual Spend	19,167			
Full Year Forecast	19,167	143,080	313,344	475,591

Marsden new burial area				3206
To prepare a detailed design based on Marsden Valley Cemetery Extension Concept Design and implement the works.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Detailed design for improving the groundwater issues and developing a new burial area was completed by consultant. Although construction was originally planned to commence in 2019/20, it was fast tracked to start in 2018/19 and has progressed to over 85% completion. Forecast was also revised from \$380k to \$476k to reflect the additional work done.				
Project Risks				
No concerning risks to report.				
Project Issues				
Potential time delays from prolonged delays to construction activities for burial ceremonies				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	850,000	-	-	850,000
Carry-forwards	-			-
Amendments	-	-	-	-
Total Budget (2018-28)	850,000	-	-	850,000
Actual Spend	476,959			
Full Year Forecast	476,959	350,000	-	826,959

Stoke Youth Park				1074
Facility for the youth of Stoke				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
<p>The first stage of the investigation was adopted by the Community Services Committee (Feb 2019) with 'Targeted Options' being resolved as the way forward. A Council workshop (29 March) discussed those options including opportunities for Whanake Youth to be installed in the Stoke Seniors building along with relocatable recreation options installed in the short term. Future development of youth facilities could proceed over time with all opportunities considered. A small temporary concrete skate ramp has been constructed in the Marsden Recreation Reserve carpark. This will assist as a consultation focal point for future development.</p>				
Project Risks				
<p>Uncertainty around the location and future of the Library development, Stoke Hall earthquake strengthening requirements will have an impact on the Stoke Youth Park and overall timing of project.</p>				
Project Issues				
<p>No concerning issues at this stage.</p>				
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	-			-
Amendments	(30,000)	-	-	(30,000)
Total Budget (2018-28)	22,660	51,100	501,352	575,112
Actual Spend	7,800			
Full Year Forecast	25,000	51,100	501,352	577,452

Stoke Library structural improvements				3302
Remedial Work due to water tightness issues				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
<p>Stantec has been appointed as the consultant for this work.</p> <p>A pop-up library operated at Greenmeadows centre while Stoke Library closed for 4 weeks for assessment and repairs and attracted widespread community support</p> <p>Phase 1 - (internal work) was completed in April.</p> <p>Estimated costs for the Phase 2 (exterior work) are \$320,000 (excl. GST). A total budget of \$320,000 is available in 2019/2020 made up of \$120,00 unspent funding from phase 1, and \$200,000 included in the Annual Plan.</p> <p>The next milestone is to conduct a Project Workshop by the end of August 2019 with all involved parties to plan out the approach/costings for Phase 2 (external work).</p>				
Project Risks				
<p>Minor risk that structural remedial work could be required if main beam is found to be compromised. This will be assessed once work is underway.</p> <p>The project proceeding will depend upon approval of the tender price and the carry forward budget.</p>				
Project Issues				
Currently no issues				
Budget				
2013/14 to 2017/18 Actuals				-
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	-	-	-	-
Carry-forwards	-			-
Amendments	200,000	120,000	-	320,000
Total Budget (2018-28)	200,000	200,000	-	400,000
Actual Spend	75,648			
Full Year Forecast	200,000	320,000	-	520,000

Item 8: Community Services Committee Quarterly Report to 30 June 2019: Attachment 3

Quarterly reporting 2018-19

Activity	What Council will provide	Performance measures	Targets	2018/19 Results	A2233909
			Year 1 (2018/19)	End of year comment	End of year result
Social	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.	All outcomes achieved. Support provided to Tahunanui Community Hub, work with local community sector through the Strengthening Community Governance initiative and Community Funders Roadshow event.	Achieved
Social	Public libraries: well used, welcoming and safe	Customer satisfaction	At least 90% user satisfaction	89% satisfied or very satisfied. Note: this performance measure was very close to being achieved.	Not achieved
Social		Library membership	At least 75% residents are library members	Total number of members with Nelson addresses is 34,729. The total number of members is 40,121. The estimated total Nelson population at June 2018 (most recent Statistics New Zealand estimates) is 51,900. This equates to 67% which is below the target. Note: The library membership database was reviewed during the year with significant numbers of inactive memberships removed.	Not achieved
Social		Door counts	At least 500,000 per year (except during redevelopment period)	The door count was 111,747 for this quarter and the total for the year was 446,883.	Not achieved
Social		Online use (previous 3 years)	Online use increasing each year	Total online usage for the quarter was 553,546 and the total for the year was 2,076,499. This compares to 2,022,647 for the 2017/18 year. The 2018/19 result is higher than the 2017/18 full year result.	Achieved
Social	Founders Heritage Park: well used by residents and visitors	% occupancy of available space	95% occupancy maintained	81% occupancy. In the process of negotiating leases for a number of spaces	Not achieved
Social		Number of visitors of the facility per year	Maintain or increase visitor number each year	Total facility visitors for 2018/19 down by 6.5% as compared with 2017/18. Most of this decrease is due to changes in events.	Not achieved
Social	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) 	Council resident survey attendance levels maintained or exceeded: <ul style="list-style-type: none"> 43% Summer Festival 33% Masked Parade (18/19 was final year of Council delivered event) 19% Arts Festival (18/19 was final year of Council delivered festival) Opera in the Park not for 2019 2018/19 showed normal to very high attendance at three of the six summer events while two (Buskers and Summer Movies) showed a light decline in numbers. Overall the total number of attendees was higher than the previous summer. The survey numbers do not reflect the high level of attendance at our summer events. All events were at least as successful as last summer, and the Lantern Celebration and Tahuna Summer Sounds increased their numbers from an estimated 1,000 to approximately 3,000 for the first event, and from 300 to approximately 3,000 for the latter event.	Not achieved

Item 8: Community Services Committee Quarterly Report to 30 June 2019: Attachment 3

Quarterly reporting 2018-19

Activity	What Council will provide	Performance measures	Targets	2018/19 Results	A2233909
			Year 1 (2018/19)	End of year comment	End of year result
Social		Percentage of available tickets allocated	Percentage of available tickets allocated is greater than 60%	85% of available tickets sold for ticketed events	Achieved
Social		Satisfaction levels of attendees measured at events annually	The percentage of attendees’ satisfaction at events increases each year from a baseline of 2018/19	Other than anecdotal feedback, no data was gathered for this performance measure due to changes in staffing in the Events Team. There is a plan in place for the coming financial year to obtain event attendee feedback which will set the baseline from 2019/20	Not measured yet
Items Outside of Council Direct Control					
Social	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	86% of users satisfied or very satisfied.	Achieved
Social		Number visits per year	At least 110,000	140,975 visitors to 30 June 2019.	Achieved
Social	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	Annual audience numbers 26,300. 75% local audience Theatre used for 261 days in year.	Not achieved
Social	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	11,028 Audience Numbers 567 Students attended 75,000 using facility for community participation Note: This performance measure was very close to being achieved.	Not achieved

Rule Change for Friends of Founders Park

1. Purpose of Report

- 1.1 To inform the Committee of rule changes to the Friends of Founders constitution.

2. Recommendation

That the Community Services Committee

Receives the report Rule Change for Friends of Founders Park (R9878) and its attachment (A2230595); and

Notes the rule changes proposed by the Friends of Founders Park as per Report (R9878).

2. Background

- 2.1 The Friends of Founders Trust (FOF) is a registered charitable trust that supports Founders Park activities through fundraising and volunteering, primarily via the book fair.
- 2.2 The FOF constitution has become out of date and the FOF is proposing minor wording amendments to its rules to bring these into line with current practice.
- 2.3 The FOF constitution does not require a formal decision or recommendation to be made to Council, consequently these changes are being brought to the Committee for noting.

3. Discussion

- 3.1 The rule changes are:
- 3.1.1 Who is a member of the association (clauses 6 and 7). The membership used to be those people who were life members of Founders Heritage Park. These ceased to exist when the Park became free for locals. The membership is now book fair volunteers and front-of-house volunteers.

Item 9: Rule Change for Friends of Founders Park

- 3.1.2 Use of funds has changed from “general purpose” (clause 5c) to “capital development” in line with Council’s agreement that 100% of book fair funds would be credited to the development fund from 2009/10.
- 3.2 The proposed changes were reviewed by the Council legal team and no red flags were identified. The changes will not materially affect service delivery or staff responsibilities.

Author: Mark Preston-Thomas, Team Leader Arts and Heritage

Attachments

Attachment 1: A2230595 - Rules of Friends of Founders Trust with tracked changes [↓](#)

RULES
OF
FRIENDS OF FOUNDERS TRUST

1. The name of the Association is "Friends of Founders Trust." (hereinafter referred to as the "Association").
2. The settlor is the Nelson City Council (hereinafter referred to as the "Settlor").
3. The Settlor desires to create one Trust (to be known as the Friends of Founders Trust) upon the terms hereinafter described, and upon settlement will pay the sum of \$10 to the Trustees as the Trust fund, which the Trustees shall stand possessed of in perpetuity.

INTERPRETATION

4. (a) In these rules unless inconsistent with the context words importing the singular number only include the plural number, and words importing the masculine gender only include the feminine gender.
(b) "The Friends" means persons who are supporters of Founders Heritage Park and who are included in the register set up under clauses 6 to 8 hereunder.

OBJECTS

5. The Objects of the Association shall be:
 - a. To hold and maintain Trust funds.
 - b. To support and promote public access to and use of Founders Heritage Park.
 - c. To raise funds for the general purposes capital development of Founders Heritage Park.
 - d. To maintain close liaison with the Friends, such as arranging an annual get-together.
 - e. To do any thing which is conducive or incidental to the attainment of the above objects, and is compatible with the objectives of the Nelson City Council for the operation of Founders Heritage Park.

FRIENDS

6. The Association shall maintain a register of persons who are Friends (the Register), who may either pay an annual donation or a Life Membership of such amount as the Trustees shall decide from time to time.
7. Persons who may be listed in the Register include:
 - a. Reception area volunteers;
 - b. regular book sorting volunteers; and
 - c. any person who, in the sole discretion of the Trustees, has a [strong] interest in Founders Heritage Park consistent with the Objects of the Association.

6. ~~which shall consist of those of the volunteers who staff the reception area and/or are part of the regular book sorting team who choose to become Friends of the Park. Other individuals with interest in the Park are also eligible to join the Friends.~~

d.

8. Friends may be removed from the ~~R~~register by:

a. ~~The Friend giving written notice from them in writing to the Association; or~~

b. ~~The Trustees.~~

~~7.~~

~~8.9.~~ The Trustees shall have the right to refuse to register or remove from the ~~R~~register any person at their sole discretion.

~~9. The Trustees may elect a Friend who has rendered service over a period of time to the Association, or who has otherwise made a substantial contribution to the Association, as a Life Member, who thereafter shall enjoy such rights and privileges of membership of the Association as the Trustees may determine. These shall include free entry to Founders Historic Park at all times except during a major event for which a special entry fee is payable.~~

FUNDS AND PROPERTY

10. The bankers of the Association shall be appointed from time to time by the Trustees.
11. All moneys received by the Association or by any officer for or on behalf of the Association shall be paid to the credit of the Association with the bankers of the Association, and cheques or orders drawn on the banking of the Association shall be signed by any two Trustees.
12. Any surplus funds of the Association may be invested by depositing the same to the credit of the Association with any Trading Bank in the name of the Association or in such investment as the Trustees may from time to time determine.
13. Legacies or other gifts of money or other real or personal property may be accepted by the Association generally subject to any direction for the promotion of any of the objects of the Association and may be accepted by the Association for any particular purpose in which case they shall be held and applied by the Association so far as is possible exclusively for the benefit of that purpose.
14. Legacies or other gifts of money or personal property coming to the Association generally shall be dealt with, allocated or disposed of for the purpose of the Association by the Trustees.
15. The balance date of the Association shall be 30th June in any year.
16. Annual accounts shall be prepared not later than 3 months after balance date, and a copy provided to the Nelson City Council, ~~together with a report from the chairman.~~
17. The accounts of the Trust shall be reviewed annually by a reviewer to be appointed by the Trustees on an annual basis.

TRUSTEES

A2230595

18. The affairs of the Association shall be controlled by no less than three nor more than five Trustees selected from the Friends of Founders who shall exercise all the powers set out in Rule 22-9 hereof. The Trustees shall elect a Chairman, Secretary and Treasurer from among among their number by majority vote. The offices of Secretary and Treasurer may be combined.
19. All Trustees ~~appointed as above~~ shall hold office for a term of three years. All Trustees shall retire at the expiration of their term of office, but shall be eligible for reappointment, ~~and upon such reappointment shall all hold office for a period of three years.~~
20. The power to appoint new Trustees, and to reappoint Trustees, shall be vested in the surviving Trustee or Trustees for the time being and in the event of default shall be vested in the ~~personal~~ persons in whom the statutory powers are vested.
21. Notwithstanding anything to the contrary contained herein, a Trustee shall cease to hold office if
 - a. The Trustee shall resign office by notice in writing addressed to the remaining Trustees.
 - b. The Trustee shall become bankrupt or insolvent
 - c. The Trustee shall be convicted for an indictable offence
 - d. The Trustee shall become committed or a special patient under the Mental Health Act 1969 or any successor Act.
 - e. The Trustee shall die, or
 - f. The Trustee shall for more than six months be absent without permission of the Association from meetings of the Association held during that period.

POWERS OF THE TRUSTEES

22. The Trustees shall have full power:
 - a. To rent, take on lease, hire, purchase, sell or otherwise acquire or dispose of any interest in or the use of any buildings, land, furniture, motor vehicles, equipment and any other real or personal property and rights and privileges of any kind on such terms in all respects as the Trustees shall think fit.
 - b. To construct, maintain and alter any property and carry out any works in pursuance of any of the objects of the Association.
 - c. To invest funds of the Association upon such securities and in such manner as is authorised by the rules.
 - d. To raise money by subscriptions and to grant rights or privileges to subscribers for the benefit of Founders Heritage Park.

~~d.~~

A2230595

- e. To borrow money by way of mortgage of the Association's assets or otherwise or by the issue of debentures charged on all or any of the property of the Association.
- f. To do all such other things as are incidental or conducive to the attainment of the objects and to exercise these powers.
- g. To seek and accept grants, donations, legacies and any other funds for the purposes of the Association, or for special purposes agreed with any donor.

INDEMNITY

23. Any Trustee, officer or employee of the Association shall be indemnified out of the assets of the Association against any liability incurred in defending any proceedings civil or criminal taken against the Trustee by reason of their actions in relation to or in connection with the Association in which judgement is given in favour of the Trustee or in respect of which the Trustee is acquitted or in which relief is granted to the Trustee in respect of any negligence, default, breach of duty or breach of trust. No Trustee or officer of the Association shall be responsible for loss arising out of investment of the Trust Fund or its administration unless such loss shall arise from their own wilful default or neglect.

MEETINGS OF THE TRUSTEES

24. A quorum at meetings shall be ~~two Trustees~~ more than 50% of the Trustees.
25. Voting shall be by consensus, unless there is an equality of votes, in which case the chairman shall have a casting vote, which shall be exercised in favour of the status quo.
26. Five day's notice of a Trustees' meeting shall be given to each officer. The Chairman of the Trustees shall preside at all meetings of the Trustees provided however that in the absence of the Chairman the Trustees shall elect from their number a Chairman to preside at that meeting.
27. Proper Minutes shall be kept of all meetings of the Trustees.
28. A meeting of the Trustees shall, upon demand by any Trustee, be called for the purpose of dealing with the matters mentioned in such request. Such meetings shall be held not less than one week and not more than three weeks after receipt of the request and the Chairman shall within such limits fix the date and place of the meeting and shall give at least seven days notice to each trustee.

ALTERATION OF RULES

29. No alterations, additions, variations or amendments to this deed shall be made except at a meeting of the Trustees convened for that purpose after notice of a motion setting forth the proposed alterations, additions, variations or amendments has been given to each of the Trustees and a resolution is passed unanimously by all Trustees present at that meeting.

30. No such alteration, addition to or rescission of any of rules 5, 30 or 31 shall be made without the approval of the Department of Inland Revenue, shall not be valid until registered and no such alteration shall be made which affects the charitable nature of the Association.

WINDING UP

31. In the event of the winding up of the Association any remaining property of the Association shall be distributed either to a charitable organisation with similar objectives within New Zealand, or by Order of the High Court of New Zealand, so that the charitable nature of the Association shall not be impeached.

APPLICATION OF INCOME

32. (1) Any income, benefit or advantage shall be applied to the charitable purposes of the organisation.
(2) No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.
(3) Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
(4) The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

In witness whereof these presents have been executed this Xx day of Mm 2018 by the following:

Murray Leonard Farrant, Chairman

Roger Lloyd Cole, Secretary/Treasurer

John Robert Watt, Trustee

Peter Jeffrey Rigg, Trustee

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Tahunanui Lions Playground Toilets

1. Purpose of Report

- 1.1 To confirm the preferred option for the toilets at Tahunanui Lions Playground.

2. Summary

- 2.1 Council included funding in the Long Term Plan 2018-28 for a project to improve toilet facilities at Tahunanui. Officers have prepared a business case for the project in order to determine a preferred option.
- 2.2 The options are presented in this report. A decision is needed to confirm the preferred option and potentially provide additional funding. The project is scheduled for construction over 2019/20 and 2020/21.

3. Recommendation

That the Community Services Committee

- 1. Receives the report Tahunanui Lions Playground Toilets (R10255) and its attachments (A2222047 and A2214700); and***
- 2. Notes the income of \$250,000 to be received from the Ministry of Business Innovation and Employment as a grant for the Tahunanui Lions Playground Toilet; and***
- 3. Endorses Option 3 of the Tahunanui Lions Playground Toilets Report (R10255) as the preferred option for the Tahunanui Lions Playground Toilets.***

Recommendation to Council

That the Council

- 1. Approves Option 3 of the Tahunanui Lions Playground Toilets Report (R10255) as the***

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preferred option for the Tahunanui Lions Playground Toilets; and

- 2. Approves an increase in the net project cost of the Tahunanui Lions Playground toilet project to the Council over the three year period 2018/19 to 2020/21 by \$133,700 to \$650,000 and the total project cost of the project over the three year period 2018/19 to 2020/21 of \$900,000.***

4. Background

- 4.1 The Tahunanui Lions Playground Toilets upgrade was budgeted for in the Long Term Plan 2018-28 with a total budget of \$516,300, spread over 2018/19 to 2020/21.
- 4.2 Since then, Council has received confirmation from the Ministry of Business Innovation and Employment (MBIE) that the project is eligible for \$250,000 in funding from the Tourism Infrastructure Fund. Council has an agreement in place with MBIE for this funding.
- 4.3 This additional funding allows Council to deliver a better quality facility rather than reduce the amount Council contributes to the project.
- 4.4 In 2018/19, officers engaged a consultant to calculate the required number of toilets, engage with stakeholders, and to provide costings of options.
- 4.5 Detailed recent costing for the project has considered market price fluctuations that Nelson has seen in recent projects, including the Queens Gardens Toilets. The result is that the cost estimates for construction are now higher than originally budgeted.
- 4.6 Officers have used this information provided by stakeholders and the consultant to prepare a business case and now have a preferred option to recommend to the Committee. This report seeks additional funding in order to enable the preferred option to progress with design and construction.

5. Discussion

- 5.1 The Lions Playground Toilet at Tahunanui services the beach and playground. The following have been outlined as key issues at the facility.
 - The toilet provision does not meet current demand or support future forecasted growth.

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- The age of the facility makes it difficult to present it as 'high quality' under Council's categories for toilets. The internal fit out is low quality with plumbing designed for durability over aesthetics.
 - Council staff and elected members have been receiving regular complaints from the Tahunanui Business Association, the Tahunanui Community Centre and members of the public.
 - At times during summer the public queue to use the facility.
 - There is a disconnection between the playground/beach area and the associated (nearest alternative) toilet block (Bisley Toilets). Users must cross three lanes of traffic to access the Bisley Toilets. It would be preferable if there were better facilities on the beach side of the car park. The beach area and facilities at it are shown on the attached map (Attachment One A2222047).
 - The accessible toilet in the Lions Playground toilet block does not meet the floor space standard for accessibility.
 - The location of the existing toilet has design opportunities to create additional facilities. It may be possible to add value for playground/beach users with beach information/education, sun shelter and a meeting place for visitors by rebuilding the facility on the same site.
- 5.2 The toilets were built in the 1980's by the Tahunanui Host Lions Club. The interior includes two change rooms. The male change has one urinal and one toilet and the female change has two toilets. The toilets mainly serve the eastern end of the carpark, playground and beach area. This includes users of the Abel Tasman car park such as paddle boarders and kayakers. The Bisley Toilets across the car park serve the sports field and the western end of the main car park and beach.
- 5.3 Based on visitor demand, the toilet supply at the main car park (including both the Lions playground and Bisley toilets) is inadequate. Using NZ Standards Public Toilets 4241:1999, the beach and playground are currently short of three to four toilets for a visitor destination with an average of 3,000+ visitors per day in peak times.
- 5.4 As a result, Council included this project in the Long Term Plan 2018-28, as below, with a total cost of \$516,300 over the three years from 2018/19 to 2020/21, with construction expected to occur over 2019/20 and 2020/21.
- 5.5 Work carried out in 2018/19 has included completing a strategic business case, gathering information, engaging with the users/stakeholders on options available and design considerations, seeking early costings on these options and commencing the indicative business case process based on these costings. Work in 2018/19 cost \$19,200, leaving \$497,100 of the total budget remaining.

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- 5.6 Work done has also confirmed the number of toilets required using the New Zealand Standards for Public Toilets. This was calculated to be six toilets (including one urinal).
- 5.7 Detailed design was planned to commence in 2018/19, however this cannot start until there is a decision on whether Council wishes to increase the budget to deliver the preferred option.
- 5.8 Since the project was included in the Long Term Plan, Council has entered into an agreement with MBIE through the Tourism Infrastructure Fund. MBIE will pay up to \$250,000 towards Council's costs for the project. This enables Council to deliver a better quality facility.
- 5.9 Options considered in the indicative business case are described in detail below.

Option 1 – Do nothing

Description

- 5.10 This option does not change anything at the Tahunanui Lions Playground Toilets and existing facilities would continue to be used and managed as they are currently.
- 5.11 There are no additional costs, however the option does not deliver benefits, consider feedback and address complaints from community, or increase the number of facilities at Tahunanui Beach. There would continue to be non-compliance with accessibility standards.
- 5.12 Advantages and disadvantages are discussed in the options table of this report.

Option 2 – Replace with six toilets (pre-fabricated units)

Description

- 5.13 This option replaces the existing facility with four unisex toilets, one accessible toilet and one urinal. This new facility would use the same site as the existing facility.
- 5.14 A pre-fabricated construction method would be used. Photos and examples of other toilet blocks that have been constructed using a pre-fabricated method are attached (Attachment Two, A2214700).
- 5.15 A pre-fabricated style toilet does not have the cost risks or uncertainty associated with a custom-designed solution. While not custom designed, this option does allow for individualised design and art on the exterior. The specifics of the exterior design would be confirmed through the detailed design. A pre-fabricated style would be an acceptable fit with a more informal beach setting (as opposed to Queens Gardens or the Cathedral toilets). Modular pre-fabricated buildings also have the added advantage of being more easily relocated in the future if required.

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- 5.16 Advantages and disadvantages are discussed in the options table of this report.
- 5.17 Under this option, it is expected that design and consent would be completed by February 2020, with construction completed by September 2020. Construction would occur during the low use winter period.
- 5.18 During construction, users would still be able to use the Bisley toilets. Portaloos would also be provided at the beach site during the construction period.

Financials

- 5.19 Total project costs for this option, including construction and design costs with a 30% contingency are estimated to be \$710,000.
- 5.20 As a result of the \$250,000 to be provided from MBIE as an income line, the net cost to Council would be \$460,000 (\$56,300 less than what was originally budgeted).

Option 3 – Replace with six toilets and additional facilities (pre-fabricated units) (Preferred option)

Description

- 5.21 This option replaces the existing facility with a new facility that includes four unisex toilets, one accessible toilet and one urinal (as per option 2) and also provides additional facilities.
- 5.22 Additional facilities would include: three unisex change rooms separate to the toilets; one unisex family/accessible change room; three outdoor or indoor showers; shared hand basins outside the toilet areas under cover; drinking fountain with bottle filler and foot wash for sand with good drainage.
- 5.23 This option would deliver the increase in toilets required and meet stakeholder requests for additional facilities while still providing a toilet block that functions from an operations and maintenance perspective. The new facility would use the same site, but be slightly larger than the existing facility.
- 5.24 A pre-fabricated construction method would be used. Photos and examples of other toilet blocks that have been constructed using a pre-fabricated method are attached (Attachment Two, A2214700).
- 5.25 A pre-fabricated style toilet does not have the cost risks or uncertainty associated with a custom-designed solution. This option does allow for individualised design and art on the exterior. The specifics of the exterior design would be confirmed through the detailed design.
- 5.26 A pre-fabricated style would be an acceptable fit with a more informal beach setting (as opposed to Queens Gardens or the Cathedral toilets). Modular pre-fabricated buildings also have the added advantage of being

Item 10: Tahunanui Lions Playground Toilets

able to be more easily relocated at a point in the future, if required as a result of sea level rise.

- 5.27 Advantages and disadvantages are discussed in the options table of this report.
- 5.28 Under this option it is expected that design and consent would be completed by February 2020, with construction completed by September 2020. Construction would occur during the low use winter period.
- 5.29 During construction, users would still be able to use the Bisley toilets. Portaloos would also be provided at the beach site during the construction period.

Financials

- 5.30 Total project costs for this option, including construction and design costs with a 30% contingency are estimated to be \$900,000.
- 5.31 As a result of the \$250,000 to be provided from MBIE as an income line, the net cost to Council would be \$650,000 (\$133,700 more than originally budgeted).
- 5.32 Budget phasing is described below:

Description	Budget phasing (proposed)
2018/19 cost (completed already)	\$19,200 (2018/19)
Base estimate (design and consultancy)	\$35,000 (2019/20)
Base estimate construction (includes 30% contingency)	\$ 845,000 (2020/21)
Total Income ¹	\$250,000
Total Capex	\$900,000
Net cost	\$650,000

¹ A2133006 TIF agreement

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Option 4 – Replace with six toilets and additional facilities (custom design and built)

Description

- 5.33 This option replaces the existing facility with a new facility that includes four unisex toilets, one accessible toilet and one urinal (As per option 2) and also provides additional facilities (as per option 3)
- 5.34 Under this option, the six toilets and additional facilities would be custom designed and built, rather than the pre-fabricated construction method.
- 5.35 Advantages and disadvantages are discussed in the options table of this report.
- 5.36 Under this option, it is expected that design and consent would occur by March 2020 and construction would be completed by November 2020. Construction would occur during the low use winter period.
- 5.37 During construction, users would still be able to use the Bisley toilets. Portaloos would also be provided at the beach site during the construction period.

Financials

- 5.38 Total project costs for this option, including construction and design costs with a 30% contingency are estimated to be \$1,145,000.
- 5.39 As a result of the \$250,000 to be provided from MBIE as an income line, the net cost to Council would be \$895,000 (\$378,700 more than originally budgeted).

6. Options

- 6.1 Advantages and disadvantages are shown in the table below:

Option 1: Do nothing	
Advantages	<ul style="list-style-type: none">• No additional cost.• Budget could be reallocated to other projects.
Risks and Disadvantages	<ul style="list-style-type: none">• Does not provide any additional benefit to the community or provide a solution to any of the issues raised.• Complaints not addressed.• Does not increase the number of facilities at Tahunanui Beach.• No MBIE grant.

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Option 2: Replace existing facility with six toilets (pre-fabricated units)	
Advantages	<ul style="list-style-type: none"> • Provides for the growing, changing community using the beach including tourists. • Increases the number of toilets at the Tahuna beach area. • Cost and time effective. • Positive feedback from cleaning contractors and users of similar pre-fabricated units installed at the Brook Mountain Bike Hub. • Decreased waste in construction and simple to construct. • Reasonable certainty with design, build and install costs and less likelihood of costs increasing than with a custom-designed option • A fully integrated modular construction means the unit can be disconnected from services and relocated if needed. • More easily relocated if required in response to sea level rise. • Where possible, the existing stainless facilities would be re-used at other toilets around the city as required. • Cheaper than the custom-designed option • Although there has been some feedback to suggest an architectural option is preferred, clever design and artistic elements can be incorporated through a pre-fabricated design. • MBIE grant for \$250,000.
Risks and Disadvantages	<ul style="list-style-type: none"> • Does not deliver all of the additional facilities that stakeholders requested. • Pre-fabricated construction has design restriction and the building would not be a high-spec building. • A period of shutdown while the facility is being installed. • Provides none of the additional facilities currently available. • Costs may increase through detailed design process.

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	<ul style="list-style-type: none"> Local architects have shown an interest in designing the facility and this opportunity would not be provided.
Option 3: Replace existing facility with six toilets and additional facilities (pre-fabricated units) (Preferred option)	
Advantages	<ul style="list-style-type: none"> Provides toilets and additional facilities for the growing, changing community using the beach including tourists. Provides for facilities in addition to toilets as requested by stakeholders. Increases the number of toilets and facilities at the Tahuna beach area. Cost and time effective. Positive feedback from cleaning contractors and users of similar pre-fabricated units installed at the Brook Mountain Bike Hub. Decreased waste in construction and simple to construct. Reasonable certainty with design, build and install costs and less likelihood of costs increasing than with a custom-designed option. A fully integrated modular construction means the unit can be disconnected from services and relocated if needed. More easily relocated if required in response to sea level rise. Where possible, the existing stainless facilities would be re-used at other toilets around the city as required. Cheaper than the custom-designed option Although there has been some feedback to suggest an architectural option is preferred, clever design and artistic elements can be incorporated through a pre-fabricated design. MBIE grant for \$250,000
Risks and Disadvantages	<ul style="list-style-type: none"> Pre-fabricated construction has design restriction and the building would not be a high-spec building A period of shutdown while the facility is being installed.

Item 10: Tahunanui Lions Playground Toilets

	<ul style="list-style-type: none"> • Costs may increase through detailed design process • Local architects have shown an interest in designing the facility and this would not provide for that opportunity • Additional net cost of \$133,700 from original budget
Option 4: Replace existing facility with 6 toilets and additional facilities (custom design and built)	
Advantages	<ul style="list-style-type: none"> • Provides toilets and additional facilities for the growing, changing community using the beach including tourists • Increases the number of toilets and facilities at the Tahuna beach area • High quality design of the building and facility • Increases the number of toilets and facilities at the Tahuna beach area • Local architects have shown an interest in designing the facility and this would provide for that opportunity • Where possible, the existing stainless facilities would be re-used at other toilets around the city as required. • MBIE grant for \$250,000
Risks and Disadvantages	<ul style="list-style-type: none"> • A higher cost than a pre-fabricated option • More risks or difficulties in building and maintaining the building than a pre-fabricated option • A period of shutdown while the facility is being installed • Costs may increase through detailed design process. • Less able to relocate, if required in the future. • Additional net cost of \$378,700 from original budget

7. Conclusion

- 7.1 This project is to provide improved facilities at Tahunanui Beach. The preferred option is to expand the facilities to six toilets and additional facilities, based on New Zealand Standards for Public Toilets and stakeholder feedback about additional facilities required.

Item 10: Tahunanui Lions Playground Toilets

- 7.2 Estimates for costs of construction have increased following construction inflation in the sector and there are cost increases required for the project in order to deliver the preferred option.
- 7.3 Council has received confirmation from MBIE that the project is eligible for \$250,000 in funding from the Tourism Infrastructure Fund. Council has an agreement in place with MBIE for this funding.
- 7.4 To deliver the preferred option (option 3), the increase in net budget will be \$133,700 as outlined in the report.

8. Next Steps

- 8.1 The next steps include:
 - 8.1.1 Seeking further input from iwi and stakeholders on the design options
 - 8.1.2 Commencing detailed design and consent
- 8.2 Construction is proposed to commence in July 2020 and be completed by September 2020.
- 8.3 The Chair and Deputy Chair will be kept informed as the project progresses and updates will be provided through the quarterly report.

Author: Jane Loughnan, Property and Facilities Asset Planner

Attachments

- Attachment 1: Map of toilet locations - Tahunanui Recreation Reserve (A2222047) [↓](#)
- Attachment 2: Examples of Pre-fabricated toilet units (A2214700) [↓](#)

Important considerations for decision making
1. Fit with Purpose of Local Government <p>This project proposes to improve local infrastructure at Tahunanui. Improved facilities will provide benefits to locals and tourists currently and in the future.</p>
2. Consistency with Community Outcomes and Council Policy <p>The project is consistent with the following community outcomes:</p> <ul style="list-style-type: none">• Our urban and rural environments are people-friendly, well planned and sustainably managed• Our infrastructure is efficient, cost effective and meets current and future needs• Our region is supported by an innovative and sustainable economy
3. Risk <p>There is a reputational risk to Council if it decides not to proceed with this project given it has been included in the Long Term Plan 2018-28.</p> <p>There is a risk that the project cannot be delivered within budget. A contingency has been provided for in the cost estimates to allow for this.</p>
4. Financial impact <p>This project was budgeted in the Long Term Plan 2018-28, however estimates of costs have increased. The recommended option increases the budgets for these projects in order to enable it to be delivered successfully.</p>
5. Degree of significance and level of engagement <p>This matter is of low significance because there is a low level of impact on the community and a low additional financial impact. The decision confirms a decision already made in the Long Term Plan 2018-28. Therefore feedback will occur in the form of seeking input from stakeholders on the designed options before confirming the design.</p>
6. Inclusion of Māori in the decision making process <p>Iwi input has been sought on the Tahunanui Lions Playground Toilet. Further input will be sought on the project before the detailed design and construction is confirmed.</p>

7. Delegations

The Community Services Committee has the following delegations to consider toilets at Tahunanui.

Areas of Responsibility:

- Community Facilities e.g. toilets

Powers to Decide:

- Approval of specified business cases or projects referred by Council to the committee, and also included in the Annual Plan

Powers to Recommend:

- Property transactions for any land or buildings relating to the areas of responsibility of the committee, including the acquisition, lease, sale or disposal, maintenance, management or development of any land or buildings.



The map is an approximate representation only and must not be used to determine the location or size of items shown, or to identify legal boundaries. To the extent permitted by law Nelson City Council, their employees, agents and contractors will not be liable for any costs, damages or loss suffered as a result of the data or plan, and no warranty of any kind is given as to the accuracy or completeness of the information represented. Nelson City Council information is licensed under a Creative Commons Attribution-NonCommercial 3.0 New Zealand License. Nelson City Council may be contacted for more information please contact us. Cadastal information derived from the Land Information New Zealand. CROWN COPYRIGHT RESERVED.

Toilets at Tahunanui Reserve



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0 10 20 30 40 m



Date: 21/08/2019

PROJECT 1

YATES ROAD RESERVE – AUCKLAND COUNCIL

*Before**After*

Model Type	Jupiter Twin Cubicle Toilet (42DD)
Project Value	\$122,370 (excl GST) – Excl Installation
Contract Period	29-Mar-2017 to 31-Aug-2017
Background	Demolition and replacement of public toilet
Constraints	Limited curb-side site access and parking Working hours restrictions
Risk Profile	Highly trafficked side street adjacent to residential precinct and bordering large commercial supermarket with street access Pedestrians
Risks Mitigated	Site works preparation (demolition and foundations) completed across several days in compliance with working hours restrictions SSSP details Health and Safety aspects with daily tool box and registration of contractors on-site Traffic Management Plan (TMP) implemented

Project Deliverables	On Time	On Budget	In Specification
Yates Reserve	21 days	Yes	Yes
Remediation Elements			Outcome
Add a cover for gutter pipe			Completed in 5 days
Creation of a new pavement section 2 x 1.5m			Completed in 2 days

PROJECT 2

KOWHAI PARK – AUCKLAND CITY COUNCIL

*Before**After*

Model Type	Jupiter Triple Cubicle Toilet (43AAD)
Project Value	\$155,480 (excl GST) – Excl Installation
Contract Period	5-Dec-2016 to 30-Jun-2018
Background	Demolition and replacement of public toilet including RV Dump
Constraints	RV dump drainage Remote location for power supply created underground complexity
Risk Profile	Multiple contractor engagement Exposed site with traffic and pedestrian hazards
Risks Mitigated	Daily tool box and site meetings Fully fenced site

Project Deliverables	On Time	On Budget	In Specification
Kowhai Reserve	Yes	Yes	Yes
Remediation Elements			Outcome
Install external water tap for RV Dump			Completed 4 Days
Change to sign panel braille element			Completed 6 Days

PROJECT 3

FRANZ JOSEF – WESTLAND DISTRICT COUNCIL

*Before**After*

Model Type	Jupiter Triple Cubicle Toilet (44AAAA) Jupiter Twin Cubicle Toilet (42UD) + Pedestrian Shelter for Busways
Project Value	\$415,567 (excl GST)
Contract Period	1-Nov-2017 to 31-Mar-2018
Background	Supply only and project support during installation including Exeloo technicians on-site for critical phases
Constraints	Local business sensitivity to disruption in high season led to re-scheduling of installation
Risk Profile	High value tourist location on a busy pedestrian high street Local business (cafés and shopping precinct) sensitive to disruption. Natural weather event impacted timing of installation
Risks Mitigated	Agreed delivery and storage flexibility in recognition of unforeseen council impediments to original installation plan.

Project Deliverables	On Time	On Budget	In Specification
Franz Joseph	Yes	Yes	Yes
Remediation Elements			Outcome
6 damaged tiles			Completed 6 Days
Paint touch ups and 1 cladding batten replaced			Completed 6 Days
Service bay light			Completed 6 Days



Item 10: Tahunanui Lions Playground Toilets: Attachment 2









Millers Acre Toilets

1. Purpose of Report

- 1.1 To confirm the preferred option for the Millers Acre Toilets.

2. Summary

- 2.1 Council included funding in the Long Term Plan 2018-28 for a project to improve toilet facilities at Millers Acre. Officers have prepared a business case for the project in order to determine the preferred option.
- 2.2 The options are presented in this report. A decision is needed to confirm the preferred option and depending on the option provide additional funding in order for it to progress. The project is scheduled for construction over 2019/20 and 2020/21.

3. Recommendation

That the Community Services Committee

- 1. Receives the report Millers Acre Toilets (R10374); and***
- 2. Notes the income of \$250,000 to be received from the Ministry of Business Innovation and Employment as a grant for the Millers Acre Toilets; and***
- 3. Endorses Option 2 of the Millers Acre Toilets Report (R10374) as the preferred option for the Millers Acre Toilets.***

Recommendation to Council

That the Council

- 1. Approves Option 2 of the Millers Acre Toilets Report (R10374) as the preferred option for the Millers Acre Toilets; and***

- 2. Approves an increase in the net cost of the Millers Acre Toilet project over the three year period 2018/19 to 2020/21 by \$50,000 to \$564,500 and the total cost of the project increasing to \$814,500.**

4. Background

- 4.1 The Millers Acre Toilet was budgeted for in the Long Term Plan 2018-28 with a total budget of \$514,500, spread over 2018/19 to 2020/21.
- 4.2 Since then, Council has received confirmation from the Ministry of Business Innovation and Employment (MBIE) that the project is eligible for \$250,000 funding from the Tourism Infrastructure Fund. Council has an agreement in place with MBIE for this funding.
- 4.3 This additional funding allows Council to deliver a better quality facility rather than reduce the amount Council contributes to the project.
- 4.4 In 2018/19, officers engaged a consultant to calculate the number of toilets required, engage with stakeholders, and to provide costings of options.
- 4.5 Detailed recent costing for the project has considered market price fluctuations that Nelson has seen in recent projects, including the Queens Gardens Toilets. The result is that the cost estimates for construction are now higher than originally budgeted.
- 4.6 Officers have used this information provided by stakeholders and the consultant to prepare a business case and now have a preferred option to recommend to the Committee. This report seeks additional funding in order to enable the preferred option to progress with design and construction.

5. Discussion

- 5.1 The current provision of public toilets at the Millers Acre Centre is insufficient to meet current peak demand. The heavy use at peak times has led to wait times for 40% of females and 16% of males in January 2016 when there was a counter in place. This has resulted in cleaners not being able to access the facility which leads to complaints about unsanitary facilities, and overall quality and cleanliness.
- 5.2 The Millers Acre Centre was built in 2004. During the design process, the toilets were added as an extra facility. Hence the unpractical/odd layout and lack of capacity. Since completion issues have been consistently raised by stakeholders.
- 5.3 A project to add toilets to the existing building was included as a project in 2007 with \$250,000 allocated, but was not completed in that year. There have been a number of deferrals since.

Item 11: Millers Acre Toilets

- 5.4 In 2014/15, other options were explored including: additional toilets in a standalone block located somewhere in the Millers Acre site and additional toilets incorporated into the Millers Acre building, near to the existing toilets.
- 5.5 Council did not agree with the standalone facility as it conflicted with the design of the tourist hub.
- 5.6 Most recently, Council included this project in the Long Term Plan 2018-28 with funding, as below, with a total cost of \$514,500 over the three years from 2018/19 to 2020/21, with construction expected to occur over 2019/20 and 2020/21.
- 5.7 Work carried out in 2018/19 has included completing a strategic business case, gathering information, engaging with the users/stakeholders on options available and design considerations, seeking early costings on these options and commencing the indicative business case process based on these costings. Work in 2018/19 cost \$17,500, leaving \$497,000 of the total budget remaining.
- 5.8 Work done has also confirmed the number of toilets required using the New Zealand Standards for Public Toilets. This was calculated to be seven toilets (including one urinal).
- 5.9 Detailed design was planned to commence in 2018/19, however this cannot start until there is a decision on whether Council wishes to increase the budget to deliver the preferred option.
- 5.10 Since the project was included in the Long Term Plan, Council has entered into an agreement with MBIE through the Tourism Infrastructure Fund. MBIE will pay up to \$250,000 towards Council's costs for the project. This enables Council to deliver a better quality facility.
- 5.11 Options considered in the indicative business case are described below.

Option 1 – Do nothing

- 5.12 This option would result in the continuation of the existing provision of three pans and one urinal. Any issues with the facility would not be resolved and no additional benefits would be generated.
- 5.13 Budget programmed for this upgrade project would not be required and could be allocated to other projects as necessary through the exceptions, as required. MBIE funding would not be provided.

Option 2 – Expand facilities to seven toilets (Preferred option)

- 5.14 This option would expand the facility to seven toilets including one accessible toilet and additional space for baby change, one male urinal toilet facility and five unisex facilities. It would use internal space from the I-Site facility. The I-Site is aware of this and is supportive of using space in order to provide better toilet facilities.

Item 11: Millers Acre Toilets

- 5.15 Using part of the area that is currently leased as toilets would impact the leasable space at the Centre. Council would therefore need to adjust its lease with the I-Site with some potential loss of revenue of approximately \$8,000 per year.
- 5.16 Advantages and disadvantages are discussed in the options table of this report.
- 5.17 Under this option it is expected that design and consent would be completed by February 2020, with construction completed by September 2020.
- 5.18 The Nelson Regional Development Agency (NRDA) is currently reviewing the I-Site operations and its delivery model. NRDA has reviewed this report and recommendation and is happy with the approach for these toilets.

Financials

- 5.19 Total project costs for this option, including construction and design costs with a 30% contingency are estimated to be \$814,500.
- 5.20 As a result of the \$250,000 to be provided from MBIE as an income line, the net cost to Council would be \$564,500 (\$50,000 more than originally budgeted).
- 5.21 Budget phasing is described below:

Description	Budget phasing (proposed)
2018/19 cost (completed already)	\$17,500 (2018/19)
Base estimate (design and consultancy)	\$80,000 (2019/20)
Base estimate construction (includes 30% contingency)	\$717,000 (2020/21)
Income ²	\$250,000
Total Capex	\$814,500
Net cost	\$564,500

² A2133006 TIF agreement

Suggestion to provide a new entrance to the I-Site

- 5.22 Any wider changes to the building, in addition to upgrading the toilets, is outside the scope of the project to improve the toilet facilities, and therefore has not been considered in detail as part of this report. However, for completeness, it is noted that during discussion on the toilet upgrade, stakeholders suggested both expanding the toilet facilities *and* adding a new entrance to the I-Site (ie, the same amount and type of toilets as option 2, but adding a new entrance to the I-Site).
- 5.23 It is anticipated that any change to Millers Acre Centre to benefit the tenants of the Centre will be raised with Council separately by the tenants as part of a review of the lease or building. Input from the building's architect should be sought before going ahead with a change such as this. Given the toilet improvements would be in a different part of the building, there would be no direct advantages in the two projects being linked or occurring at the same time. Therefore officers propose proceeding with the toilet upgrade at this time.

6. Options

Option 1: Do nothing	
Advantages	<ul style="list-style-type: none"> • No additional capital cost to Council for the project. • No need to alter lease with the tenants
Risks and Disadvantages	<ul style="list-style-type: none"> • Does not deliver any additional benefits or resolve any of the issues raised in the past in relation to this facility. • Does not provide additional toilets • Does not meet demand during peak periods. • Does not improve the facility or address dissatisfaction with the facility outside peak times. • No MBIE grant
Option 2: Expand facilities to seven toilets (preferred option)	
Advantages	<ul style="list-style-type: none"> • Provides additional toilets, leading to reduction in average and maximum wait times during peak hours and a likely reduction in complaints about wait times • Expected to meet demand during peak periods • Likely reduction in complaints about cleanliness because cleaners would be able to access the facilities more regularly and facilities would be better designed

Item 11: Millers Acre Toilets

	<ul style="list-style-type: none">• Improves the facilities for tourists arriving to Nelson by bus, and for tourists visiting the I-Site• MBIE grant of \$250,000.
Risks and Disadvantages	<ul style="list-style-type: none">• Additional capital cost for the project• Lease with tenant may need to be adjusted – a loss of revenue to Council (estimated to be around \$8,000 p.a.).• Costs may increase through the detailed design process.

7. Conclusion

- 7.1 This project is to provide improved toilet facilities at Millers Acre. The preferred option is to expand the facilities to seven toilets, based on New Zealand Standards for Public Toilets.
- 7.2 Estimates for costs of construction have increased following construction inflation in the sector and there are cost increases required for the project in order to deliver the preferred option.
- 7.3 Council has received confirmation from MBIE that the project is eligible for \$250,000 in funding from the Tourism Infrastructure Fund. Council has an agreement in place with MBIE for this funding.
- 7.4 To deliver the preferred option (option 2) the increase in net budget will be \$50,000 as outlined in the report.

8. Next Steps

- 8.1 The next step is to commence detailed design and consent processes.
- 8.2 Construction is expected to commence in July 2020 and be completed by September 2020.
- 8.3 The Chair and Deputy Chair will be kept informed as the project progresses and updates will be provided through the Quarterly Reports.

Author: Jane Loughnan, Property and Facilities Asset Planner

Attachments

Nil

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>This project proposes to improve local infrastructure at Millers Acre. Improved facilities will provide benefits to locals and tourists currently and in the future.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>The project is consistent with the following community outcomes:</p> <ul style="list-style-type: none"> • Our urban and rural environments are people-friendly, well planned and sustainably managed • Our infrastructure is efficient, cost effective and meets current and future needs • Our region is supported by an innovative and sustainable economy
<p>3. Risk</p> <p>There is a reputational risk to Council if it decides not to proceed with this project given it has been included in the Long Term Plan 2018-28.</p> <p>There is a risk that the project cannot be delivered within budget. A contingency has been provided for in the cost estimates to allow for this.</p>
<p>4. Financial impact</p> <p>This project was budgeted in the Long Term Plan 2018-28, however estimates of costs have increased. The recommended option increases the budget for this project in order to enable it to be delivered successfully.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of low significance because there is a low level of impact on the community and a low additional financial impact. The decision confirms a decision already made in the Long Term Plan 2018-28. Therefore feedback will occur in the form of seeking input from stakeholders on the designed option before confirming.</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 toilets at Millers Acre.</p>

Item 11: Millers Acre Toilets

Areas of Responsibility:

- Community Facilities e.g. toilets

Powers to Decide:

- Approval of specified business cases or projects referred by Council to the committee, and also included in the Annual Plan

Powers to Recommend:

- Property transactions for any land or buildings relating to the areas of responsibility of the committee, including the acquisition, lease, sale or disposal, maintenance, management or development of any land or buildings.