



# AGENDA

**Ordinary meeting of the**

**Sports and Recreation Committee**

**Tuesday 20 August 2019  
Commencing at 9.00a.m.  
Council Chamber  
Civic House  
110 Trafalgar Street, Nelson**

**Pat Dougherty  
Chief Executive**

Membership: Councillor Tim Skinner (Chairperson), Her Worship the Mayor Rachel Reese, Ian Barker, Mel Courtney, Bill Dahlberg (Deputy Chairperson), Kate Fulton, Brian McGurk and Stuart Walker

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**

- 1.1 An apology for lateness has been received from her Worship Mayor Reese

**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 2 July 2019 **7 - 10**

Document number M4339

Recommendation

***That the Sports and Recreation Committee***

- 1. Confirms the minutes of the meeting of the Sports and Recreation Committee, held on 2 July 2019, as a true and correct record.***

**6. Chairperson's Report 11 - 12**

Document number R10429

Recommendation

***That the Sports and Recreation Committee***

- 1. Receives the report Chairperson's Report (R10429).***

**7. Sports and Recreation Committee Quarterly Report to 30 June 2019** **13 - 39**

Document number R10335

Recommendation

***That the Sports and Recreation Committee***

- 1. Receives the report Sports and Recreation Committee Quarterly Report to 30 June 2019 (R10335) and its attachments (A2229249 and A2230168).***

**8. Council Facilities Venue Hire Fund: Criteria** **40 - 52**

Document number R10349

Recommendation

***That the Sports and Recreation Committee***

- 1. Receives the report Council Facilities Venue Hire Fund: Criteria (R10349) and its attachment (A2215195).***

Recommendation to Council

***That the Council***

- 1. Approves the criteria for the Council Facilities Venue Hire Fund, set out in Attachment 1 (A2215195); and***
- 2. Notes that requests for discounts from Mainland Netball, Nelson Tasman Chamber of Commerce (NTCC), and the Nelson Residents Association are proposed to be approved by officers until criteria for the Council Facilities Venue Hire Fund are approved by Council; and***
- 3. Directs officers to update the Sports and Recreation Committee on the operation of the Council Facilities Venue Hire Fund via the Quarterly Report and, at the end of 2019/20, to provide a review of the fund.***

## PUBLIC EXCLUDED BUSINESS

### 9. Exclusion of the Public

Recommendation

***That the Sports and Recreation 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)
<b>1</b>	<b>Sports and Recreation Committee Meeting - Public Excluded Minutes - 2 July 2019</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>
<b>2</b>	<b>Brook Valley Holiday Park: Relocatable Home Park</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> </ul>
<b>3</b>	<b>Chairperson's Report</b>	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"> <li>Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>

**Note:**

- **Lunch will be provided.**
- **Youth Councillors Holly Goulter and Leila Challenger will be in attendance at this meeting.**



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## Minutes of a meeting of the Sports and Recreation Committee

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

**On Tuesday 2 July 2019, commencing at 9.00a.m.**

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Present: Councillor T Skinner (Chairperson), I Barker, M Courtney, B Dahlberg (Deputy Chairperson), K Fulton, B McGurk and S Walker

In Attendance: Chief Executive (P Dougherty), Group Manager Infrastructure (A Louverdis), Group Manager Community Services (R Ball) Team Leader Governance (R Byrne) and Youth Councillors Hayley Potts and Nathan Dunn

Apologies : Her Worship the Mayor R Reese

### 1 Apologies

Resolved SPO/2019/020

***That the Sports and Recreation Committee***

***1. Receives and accepts the apologies from Her Worship the Mayor R Reese for attendance.***

Skinner/McGurk

Carried

### 2. Confirmation of Order of Business

There was no change to the Order of Business.

### 3. Interests

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

### 4. Public Forum

There was no public forum.

## 5. Confirmation of Minutes

5.1 23 May 2019

Document number M4242, agenda pages 7 - 12 refer.

Resolved SPO/2019/021

### ***That the Sports and Recreation Committee***

1. ***Confirms the minutes of the meeting of the Sports and Recreation Committee, held on 23 May 2019, as a true and correct record.***

Courtney/Walker

Carried

## 6. Chairperson's Report

Councillor Skinner updated the Committee that the Tahuna Park Reserve skate ramp had been completed and it had been built to a high standard.

## 7. Council submission on the Proposal to Revoke Certain Delegations under the Reserves Act 1977 (Agenda Item 8)

Document number R10254, agenda pages 21 - 38 refer.

Manager Strategy, Mark Tregurtha, presented the report and noted Council's submission was in support of the submissions from Local Government New Zealand (LGNZ) and the Local Authority Property Association (LAPA) and had been submitted in May 2019. He answered questions on the impact the proposal would have and confirmed that it would slow down processes and there was a risk Council may miss out on opportunities such as Bay Dreams. Applications for use of reserves would need to go through Department of Conservation then Council. He noted that DOC would also need to address additional resource required to process applications.

Resolved SPO/2019/022

### ***That the Sports and Recreation Committee***

1. ***Receives the report Council submission on the Proposal to Revoke Certain Delegations under the Reserves Act 1977 (R10254) and its attachments (A2187890, A2203010 and A2203015); and***
2. ***Approves retrospectively the attached Nelson City Council submission on the proposal to revoke certain delegations to councils for decisions relating to the Reserves Act 1977 (A2187890).***

Courtney/McGurk

Carried

**8. Cawthron Reserve (Cawthron Crescent) - Wastewater Easement (Agenda Item 7)**

Document number R10144, agenda pages 13 - 20 refer.

Team Leader Property, Peter Hunter, presented the report and answered questions on future discussions with property owners, noting the easement would improve the right of way by upgrading the surface to make it more manageable.

Resolved SPO/2019/023

***That the Sports and Recreation Committee***

- 1. Receives the report Cawthron Reserve (Cawthron Crescent) - Wastewater Easement (R10144) and its attachments (A2194740).***

Dahlberg/Courtney

Carried

Recommendation to Council SPO/2019/024

***That the Council***

- 1. Grants the easement in gross, meaning granting the easement to Nelson City Council rather than to property, in favour of Nelson City Council over the area shown in red on the plan (A2194740) of Cawthron Reserve (NL2C/108) for wastewater purposes.***

Dahlberg/Courtney

Carried

**9. Exclusion of the Public**

Rod Baxendine, of Telfor Young, Valuers, was in attendance for Item 3 of the Public Excluded agenda, Land Purchase - Grampians Extension, Brook Valley to answer questions and, accordingly, the following resolution was required to be passed:

Resolved SPO/2019/025

***That the Council***

- 1. Confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that (Rod Baxendine from Telfor Young, Valuers), remain after the public has been excluded, for Item 3 of the Public Excluded agenda (Land Purchase - Grampians Extension, Brook***

***Valley), as he has knowledge relating to the valuation that will assist the meeting.***

Dahlberg/Walker

Carried

Resolved SPO/2019/026

***That the Sports and Recreation 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:***

Dahlberg/Walker

Carried

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>1</b>	<b>Land Purchase - Grampians Extension, Brook Valley</b>	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"> <li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</li> </ul>

The meeting went into public excluded session at 9.34a.m. and resumed in public session at 10.03a.m.

There being no further business the meeting ended at 10.03a.m.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

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## **Chairperson's Report**

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### **1. Purpose of Report**

- 1.1 To update the Sports and Recreation Committee on improvements to the Riverside Pool following submissions to the Annual Plan.

### **2. Background**

- 2.1 A thank you to all the submitters we received a little while back for the Annual Plan.
- 2.2 In update to one particular submission, feedback was received on an area we needed to improve on, regarding the condition of the changing rooms of the Riverside Pool.
- 2.3 Riverside Pool is an ageing facility and therefore Council had been preparing a swimming pool strategy looking at long term future improvements for all of Council's pools. Our management contractors have been very proactively attending to these upgrading needs of our much loved facility. And as always been very involved in receiving feedback and giving advice to where we can make quality gains for users in our assets. This particularly visible issue needed to be addressed promptly, which I am happy to report has been completed.
- 2.4 Myself and staff had a subsequent visit to the pool to look at what had been raised and addressed in regards to the changing facilities, including any potential health and safety concerns in the broader operation of the pool.
- 2.5 I can report the shower walls, tiling, ceiling and ventilation screens etc. have been upgraded and replaced to a high standard. I noted areas we can make further improvements on.
- 2.6 Thus I would like to take this opportunity to share this letter from the submitter Kay Waller who originally raised her concerns on behalf of the community:

*"Those of us that use the Riverside Pool Aqua Classes are thrilled with the improvement in the dressing rooms."*

## Item 6: Chairperson's Report

*I have just returned from a 9 week overseas trip and went to the pool today for the first time since the clean up and it is incredible.*

*On behalf of the Aqua group we would like to thank the Council for their speedy action on the facility. Kind regards, Kay"*

- 2.7 Council decisions require us to weigh a complex and broad range of factors, views and requests from the community. It is very important for the wellbeing of our community and our local democracy that Nelson residents continue to engage with the consultation process and that you let us know your views.
- 2.8 I would therefore reiterate our thanks to the public and users of our facilities for their engagement and participation in this process, and we look forward to continuing to work together to make Nelson an even better place.

### **3. Recommendation**

***That the Sports and Recreation Committee***

- 1. Receives the report Chairperson's Report (R10429).***

**Author: Tim Skinner, Chairperson - Sports and Recreation Committee**

### **Attachments**

Nil

## **Sports and Recreation Committee Quarterly Report to 30 June 2019**

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### **1. Purpose of Report**

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

### **2. Recommendation**

***That the Sports and Recreation Committee***

- 1. Receives the report Sports and Recreation Committee Quarterly Report to 30 June 2019 (R10335) and its attachments (A2229249 and A2230168).***

### **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 11 projects that fall under the Sports and Recreation 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**

- 4.1 General Reserves land purchases: There are no further land purchases expected to be completed in the 2018/19 financial year.
- 4.2 Sea Sports Building at the Marina: A business case is being revised to confirm the benefits and costs of the concept designs received from the Sea Sports Group. The previous preferred option of a new purpose designed building has been costed at \$5.4 million which is believed to be beyond the achievable budgets of the Sea Sports Clubs and the Council.
- 4.3 Saxton Field Champion Drive road entrance: Construction has been completed. Landscaping is underway and expected to be completed in June. Stage II will be designed in 2019/20 and constructed in 2020/21.
- 4.4 Great Taste Trail – Tahuna Beach to Parkers Road section: The resource consent was granted on 4 July 2019. Construction is expected to begin in August 2019.
- 4.5 Maitai Mountain Bike Hub: Preliminary design concepts have been prepared and discussions with key stakeholders have begun. Information will be presented to the Sports and Recreation Committee together with a recommended way forward.
- 4.6 Grampians Reserve new walking track: This new zigzag track up the front face of the Grampians has been completed with positive feedback received. It provides a lower gradient option for walkers from Collingwood Street into the reserve, with views over the City and Tasman Bay. Seating will be added to allow full enjoyment of the vista.
- 4.7 Brook Recreation Hub: This project on Andrews Farm is nearing completion. Planting, signage and access improvements are underway. A walking only path along the Brook Stream is proving popular. Improvements to the Riding for Disabled carpark are planned for 2019/20.
- 4.8 Marina Hardstand: Four hardstand maintenance bays have been completed in the Marina at a cost of \$164,000. Further bays will be completed in 2019 along with an extension to the capacity of the drainage filtration system. This may result in additional costs which could be partially compensated for by deferring further work on Stage II of the launching ramp or by reducing the numbers of new hardstand bays.

## 5. Financial Results

### Profit and Loss by Activity

<b>Parks and Active Recreation</b>	<b>YTD Actuals</b>	<b>YTD Operating Budget 2018/19</b>	<b>YTD Variance</b>	<b>Total Annual Plan Budget 2018/19</b>
<b>Income</b>				
Rates Income	(12,643)	(12,643)	0	(12,643)
Other Income	(4,814)	(4,577)	(237)	(4,517)
<b>Total Income</b>	<b>(17,457)</b>	<b>(17,220)</b>	<b>(237)</b>	<b>(17,160)</b>
<b>Expenses</b>				
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
<b>Total Expenses</b>	<b>15,597</b>	<b>15,223</b>	<b>374</b>	<b>14,788</b>
<b>(Surplus)/Deficit</b>	<b>(1,860)</b>	<b>(1,997)</b>	<b>137</b>	<b>(2,372)</b>

<b>Social</b>	<b>YTD Actuals</b>	<b>YTD Operating Budget 2018/19</b>	<b>YTD Variance</b>	<b>Total Annual Plan Budget 2018/19</b>
<b>Income</b>				
Rates Income	(13,023)	(13,023)	0	(13,023)
Other Income	(3,227)	(2,890)	(337)	(2,498)
<b>Total Income</b>	<b>(16,250)</b>	<b>(15,913)</b>	<b>(337)</b>	<b>(15,521)</b>
<b>Expenses</b>				
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
<b>Total Expenses</b>	<b>15,115</b>	<b>15,091</b>	<b>24</b>	<b>14,597</b>
<b>(Surplus)/Deficit</b>	<b>(1,135)</b>	<b>(822)</b>	<b>(313)</b>	<b>(924)</b>

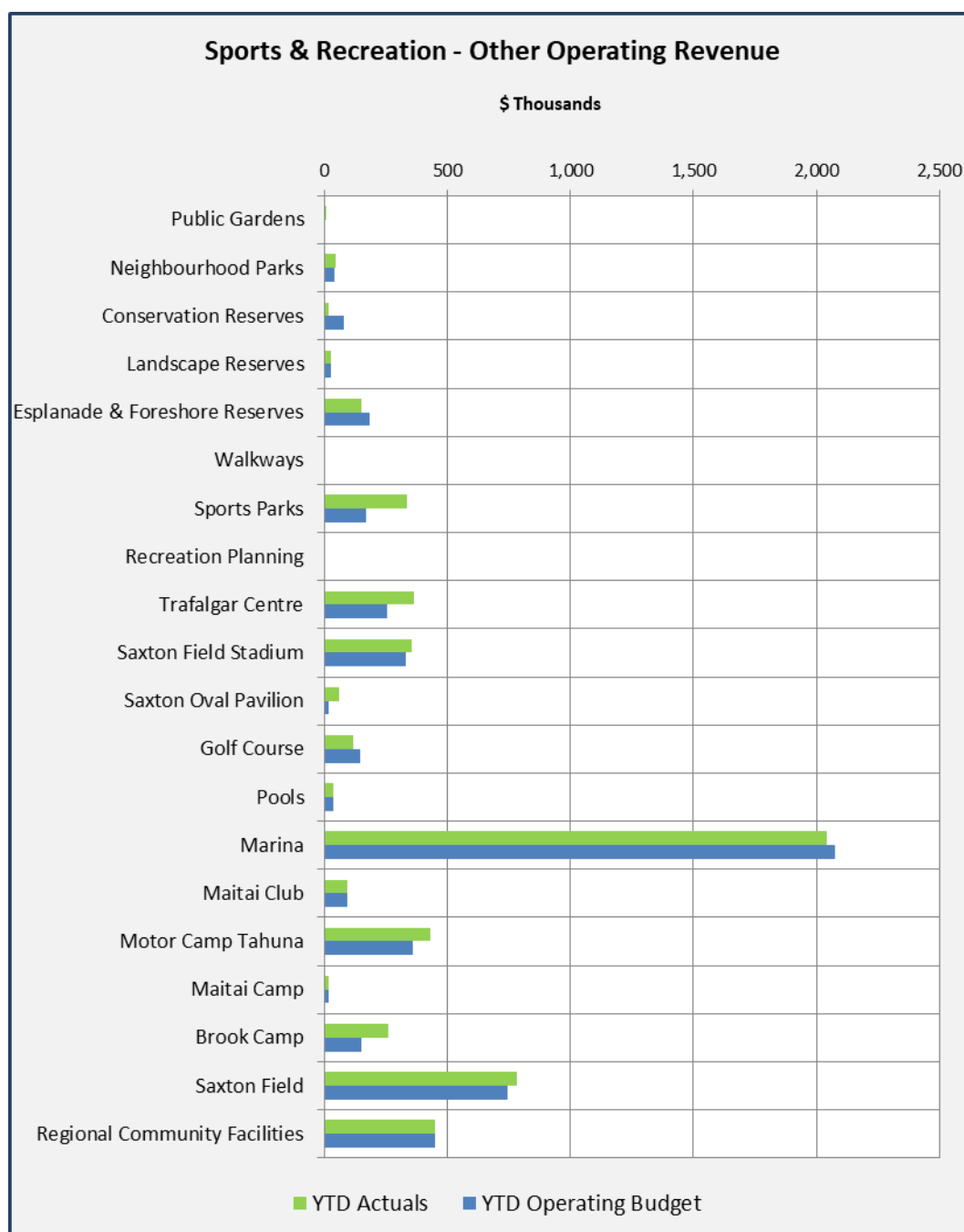
## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019

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

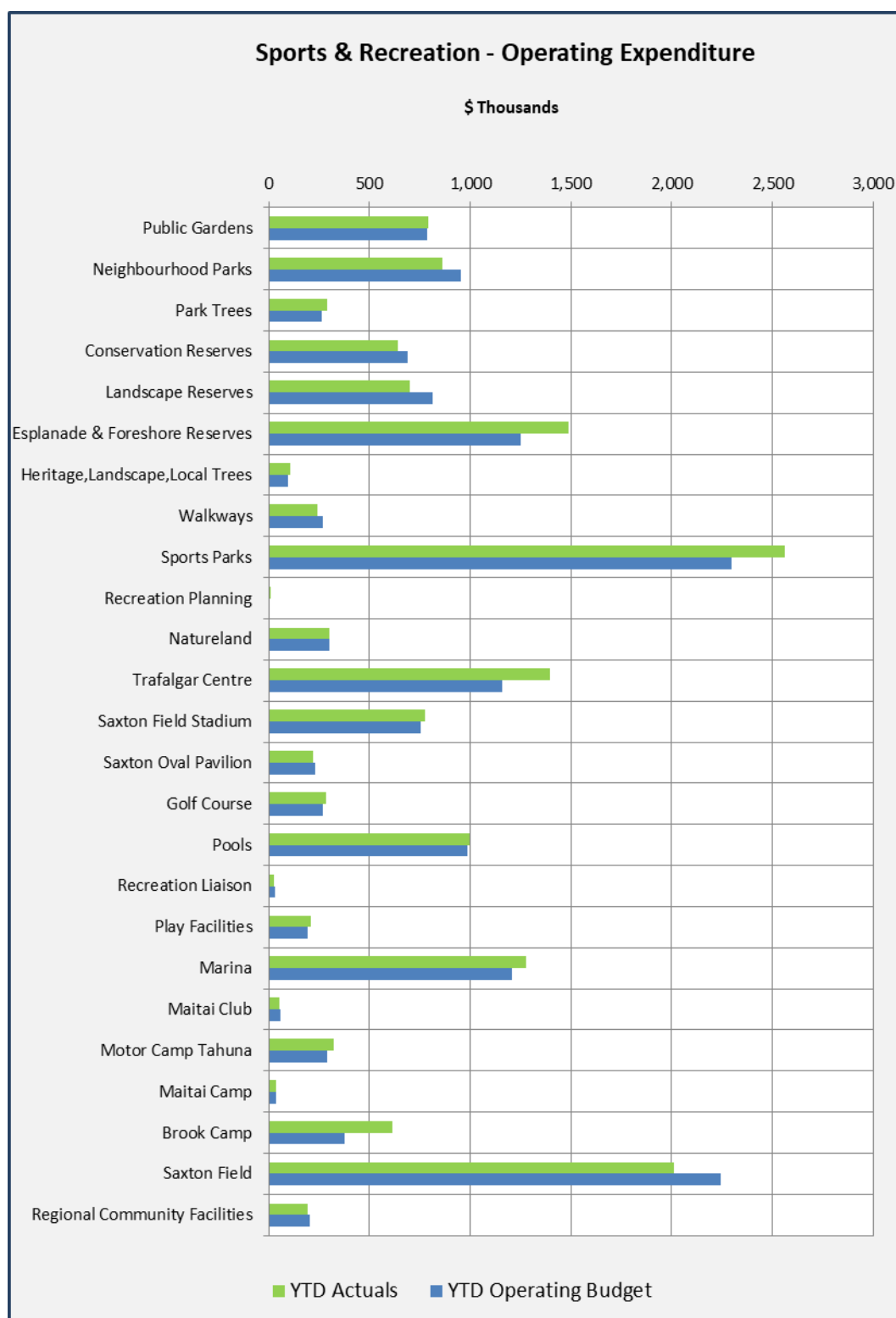
## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019

- 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
    - 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 income)



### Operating Expenditure (excluding internal interest)



*The following commentary includes significant variances only.*

## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019

- 5.1 **Neighbourhood Parks expenditure is less than budget by \$92,000.** The allocation of staff costs is under budget by \$38,000. Policy Consultants for Parks and Reserves Asset Management costs are under budget by \$21,000 due to delays in getting work underway. Depreciation expenditure is under budget by \$18,000.
- 5.2 **Conservation Reserves income is less than budget by \$60,000.** The Ministry of Business, Innovation and Employment (MBIE)'s contribution to the Great Taste Trail reinstatement is under budget by \$50,000. This income is driven by the Great Taste Trail reinstatement expenditure. **Conservation Reserves expenditure is less than budget by \$51,000.** Great Taste Trail reinstatement expenditure is under budget by \$76,000. Works were delayed when reserves were closed due to fire risk. This work has now commenced, with the expenditure expected in the 2019/20 financial year.
- 5.3 **Landscape Reserves expenditure is less than budget by \$116,000.** The Maitai area Mountain Bike Trail (grade 2-3) costs are under budget by \$170,000 with no expenditure during the year. This funding is to be provided to the Mountain Bike Club, which has advised that works will start in July and has requested that the funding be carried forward. Unbudgeted Storm Event costs of \$38,000 have been incurred in relation to the February 2018 event.
- 5.4 **Esplanade & Foreshore Reserves expenditure is greater than budget by \$236,000.** The allocation of staff costs is over budget by \$81,000, including time allocated to the Modellers Pond Solution of \$48,000 (for work undertaken by the Utilities team). Unbudgeted Storm Event costs of \$209,000 have been incurred in relation to the February 2018 event but these costs are funded through the Disaster Recovery Fund. Programmed property maintenance costs are \$39,000 under budget and bridge maintenance is \$34,000 under budget.
- 5.5 **Sports Parks income is greater than budget by \$165,000.** Unbudgeted income of \$120,000 was received for the Bay Dreams rental. Event and Venue Hire recoveries of \$54,000 have been received against a nil budget, and are offset by associated expenditure. **Sports Parks expenditure is greater than budget by \$263,000.** Event and Venue Hire expenditure of \$56,000 has been incurred against a nil budget, and is offset by recoveries income. Unprogrammed Sportsfield maintenance costs are over budget by \$85,000. This overspend relates to extra costs associated with the All Blacks game, Bay Dreams and the drought. Depreciation is over budget by \$48,000. The allocation of staff costs is over budget by \$43,000.
- 5.6 **Trafalgar Centre income is greater than budget by \$109,000.** Unbudgeted rental discounts of \$75,000 have been given during the year. This consists of \$37,000 for event discounts and \$38,000 for discounts allocated to the Giants. This is discussed in the Councils Venue Hire Criteria report (R10349). Venue Hire Recoveries of \$179,000 have been collected against a nil budget, and are offset by associated expenditure. **Trafalgar Centre expenditure is greater than budget by \$239,000.**

## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019

Venue Hire Expenditure of \$191,000 has been incurred against a nil budget, and is offset by recoveries. Depreciation expenditure is over budget by \$76,000.

- 5.7 **Pools expenditure is greater than budget by \$9,000.** Depreciation expenditure is over budget by \$93,000. Strategic Advice expenditure is behind budget by \$31,000. With the strategy underway, the remainder of this budget will be required in the next financial year. Programmed maintenance costs are under budget at Riverside Pool (\$25,000) and Nayland Pool (\$10,000), with the work having been completed.
- 5.8 **Marina income is less than budget by \$33,000.** Hardstand Travel Lift income is under budget by \$46,000. The re-sealing of the hardstand has restricted operations and the hardstand has been working below capacity during this period. **Marina expenditure is greater than budget by \$70,000.** Hardstand Management Fees are over budget by \$27,000, as more boats needed to be moved during the re-sealing of the hardstand. Refuse Collection costs are \$43,000 over budget. Due to contamination, recycling is now being collected as general waste, which has increased costs. Unprogrammed maintenance costs are over budget by \$32,000, due to electrical and water repairs.
- 5.9 **Saxton Field expenditure is less than budget by \$233,000.** Champion Carpark grant expenditure is behind budget by \$102,000 with no spend to date. This amount will potentially be spent as part of the Stage 2 link road in the next financial year. The Velodrome Lights grant is \$60,000 behind budget with no spend to date, awaiting action from Tasman District Council (TDC). Champion Drive grant expenditure is under budget by \$50,000. This project has been completed under budget, with the savings due to unused contingency budget as risks did not eventuate. Depreciation expenditure is under budget by \$114,000.
- 5.10 **Tahuna Motor Camp income is greater than budget by \$73,000.** Camp rental income is over budget by \$52,000 due to the annual wash up being greater than anticipated.
- 5.11 **Brook Camp income is greater than budget by \$109,000.** Camp fees and recoveries are over budget due to the camp receiving more patronage than anticipated. **Brook Camp expenditure is greater than budget by \$241,000.** Unprogrammed Service Delivery costs of \$204,000 have been incurred against a nil budget. This amount relates to staff services which are currently contracted to Nelmac. Other variable costs are also over budget, including cleaning (\$24,000) and security (\$29,000).

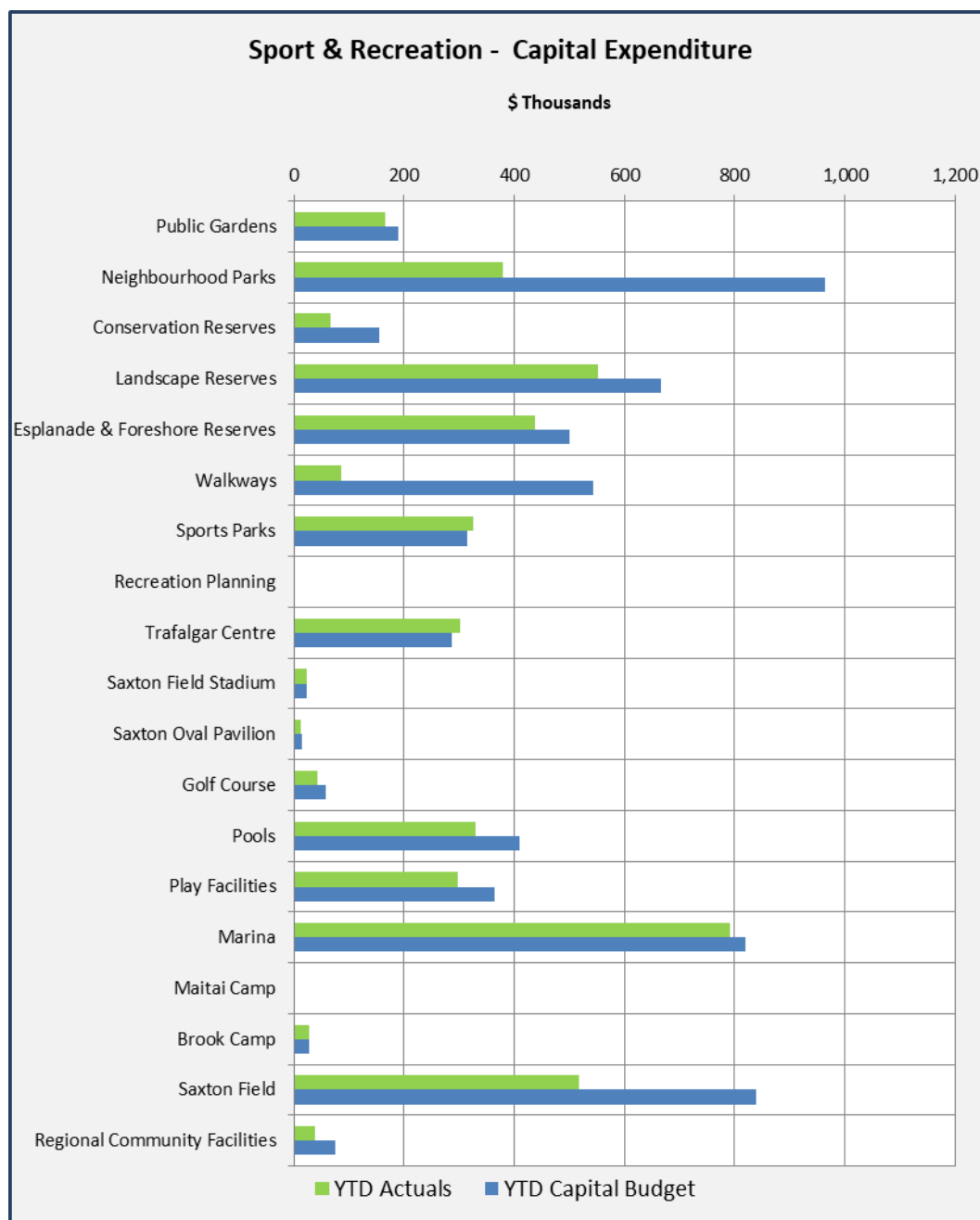
Terms used
Ahead/behind – this indicates that the variance is due to timing, or that it is not yet known whether the variance will continue for the full year. This should be clarified in the commentary.

## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019

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 (including capital staff costs)



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

## **6. Commentary on Capital Projects**

- 6.1 There are 10 capital projects, within the Sports and Recreation Committee delegations, that are included as part of the quarterly reporting. Four of these are over \$250,000 for 2018/19 and four are included as they are over \$1m over three years.
- 6.2 Project status is analysed based on three factors; quality, time and budget. Based on 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. These projects are reported on in Attachment 1.
- 6.3 The variances shown between the YTD Actuals and YTD Capital Budget within the above graph are explained in the project sheets. In relation to the most significant variances above, the Neighbourhood Parks variance is mostly related to the reserve land purchase and development programmes. This is a budget directly related to subdivision construction and so timing is often not within Council's control. The Walkways activity is showing a large variance due to the phasing of the Great Taste trail project. The Saxton Field variance is largely due to the Hockey turf renewal project which came in under budget.

## **7. Commentary on Operational Projects**

- 7.1 There is one non-capital project (Reserve Management Plans) within the Sports and Recreation Committee delegations which is included as part of the quarterly reporting. This project has been selected for quarterly reporting as it makes an important contribution to Council's work programme. The project sheet is also appended in Attachment 1.

## **8. Other notable achievements, issues or matters of interest**

### **Risks**

- 8.1 The key risk for the Parks and Facilities team relate to achieving delivery of the capital programme. During the year issues arose with reserve land purchase, increased project costs requiring further funding and various factors influencing the timing of projects. These risks have been outlined in the various projects sheets in attachment 1.
- 8.2 Marina fees and charges were set through the 23 July committee report in consultation with the Marina Advisory Group. The Marina Advisory Group subsequently requested that for practical reasons the boat ramp fees stay at \$5 rather than the CPI adjusted figure of \$5.20. The concern is that \$5.20 may discourage people from paying the fee altogether if they intend to use cash. The Marina Advisory Group is currently preparing advice for officers on future fees and charges.
- 8.3 Council is undertaking a revaluation of the Marina assets which will inform future funding for depreciation. Condition assessments are

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programmed this year which will inform funding for renewals. Once these processes have been completed the Marina Advisory Group will prepare proposed fees and charges for consideration for the 2020/2021 fees.

- 8.4 A skate ramp has been installed at Marsden Recreation Reserve in Stoke. This is the first step in development of youth facilities for Stoke. Designs for some art work are currently being explored.
- 8.5 A new stake ramp has been installed at Tahunanui Reserve beside the basketball area. Officers have worked in partnership with an enthusiastic team of skaters, who have volunteered their time to be involved in the design process. The Arts Council is planning a project for the ramp. Both stake ramps have received positive feedback from the community and are receiving high levels of use.
- 8.6 Several public planting days have been undertaken this quarter:
  - 8.6.1 Tahunanui Back Beach – public planting day to replace the trees removed following the February 2018 flood tide event. Approximately 80 members of the public planted native trees.
  - 8.6.2 Tahunanui Front Beach – school children from Tahunanui School planting over Arbor Week by the Lions playground – approximately 250 children attended.
  - 8.6.3 Whakatu Reserve – school children from Birchwood School – approximately 120 children attended.
  - 8.6.4 Botanical Hill – Whenua (placenta) native tree planting event. Approximately 50 members of the public attended.
  - 8.6.5 Tod Stream planting day along the esplanade reserve – about 15 members of the public attended.
  - 8.6.6 Saxton Field – planting native trees as part of Marsden House event – 120 members of the public attended.
  - 8.6.7 Paremata Flats Reserve – Forest & Bird Society planting along river edge with Council plants – April through to end of June.

### 8.7 Waahi Taakaro Golf Club

Staff and the Committee Chair met with the Waahi Taakaro Golf Club to discuss its annual report. A number of requests were received and are being considered. The Club has reported a 30% increase in games played this year compared to last year which brings it much closer to the revenue targets set within its contract. The Chair and Group Manager of Community Services have scheduled a visit to the Club.

## 9. Status Reports

- 9.1 Camp Campground Governance and Tahunanui Camp – Council Resolution CL/2019/026 updated comments:

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- 9.2 A business advisor was previously appointed to the Tahuna Beach Camp Incorporated Society's Board. That appointment was extended, with Council agreement, for the 2019/20 year. Officers participated in a strategic planning session with the Tahuna Camp Board on 16 April.
- 9.3 A confidential briefing with Councillors on the Brook Valley Holiday Park and the Maitai Motor Camp was held on 2 July. A report on management options will be presented to the Committee at its next meeting.

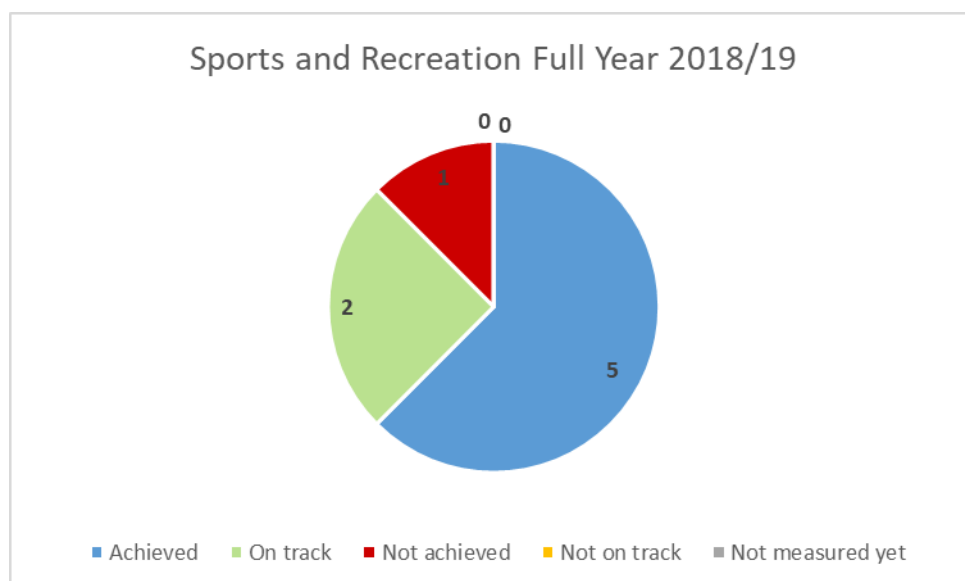
### **10. Workshop Update**

- 10.1 There was one workshop and one confidential briefing with the Sports and Recreation Committee over this quarter relating to the Vegetation Management Policy and the Brook and Maitai camp management options respectively.

### **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 eight performance measures that are within the Sports and Recreation 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 where an assessment of current performance is available at this stage.
- 11.3 A number of performance measures cannot be reported on until the end of the financial year, accordingly the scale to report on the performance measures is as follows:
- On track
  - Not on track
  - Achieved
  - Not achieved
  - Not measured yet

## 12. Quarterly Review of Key Performance Indicators



- 12.1 Five of the eight measures have been achieved, two are noted as on track as GIS data is currently being sourced (this will be reported through the Annual Report) and one has not been achieved.
- 12.2 The performance measure which has not been achieved is the estimated patronage target for the Trafalgar Centre for which the target was 60,000. Patronage in the fourth quarter was 15,420 with 51,901 patronage recorded for the year. While the patronage numbers did not meet the target set in the Long Term Plan the attendance has increased from 2017/18 where the total patronage was 33,667. This is a 54% increase from last year. The growth in numbers is reflected in by the growth in both the number and scale of events at the Trafalgar Centre. There are currently 51 events booked at the Trafalgar Centre for the 2019/20 year.
- 12.3 Attachment 2 lists all performance measures, their status and commentary.

## 13. Conclusion

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

**Author:** Rosie Bartlett, Manager Parks and Facilities

### Attachments

Attachment 1: A2229249 Project sheets Quarter 4 [↓](#)

Attachment 2: A2230168 Performance measures Quarter 4 [↓](#)

<b>Renew Saxton hockey turf</b>				<b>2156</b>
The replacement of the artificial hockey turf on Field 1 at the Saxton Field Hockey complex.				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
Installation of the turf was completed on 14 December 2018. Testing has now been completed and it is confirmed that the final surface meets Federation of International Hockey standards for a Global Category Field. \$90,000 of savings from this project have been allocated to Queens Gardens Toilet and Poormans Walkway.				
<b>Project Risks</b>				
No concerning risks to report				
<b>Project Issues</b>				
No concerning issues to report.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				<b>7,200</b>
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	605,000	-	-	605,000
Carry-forwards	-			-
Amendments	(90,000)	-	-	(90,000)
<b>Total Budget (2018-28)</b>	<b>515,000</b>	<b>-</b>	<b>-</b>	<b>515,000</b>
Actual Spend	313,142			
<b>Full Year Forecast</b>	<b>313,142</b>	<b>-</b>	<b>-</b>	<b>313,142</b>

<b>Athletic Track renewal</b>				<b>2252</b>
Renewal of Saxton Field Athletics Track				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
Contract awarded to Polytan. Works programmed to start July 31 with practical completion due on October 24.				
<b>Project Risks</b>				
If delayed, risk that project will still be underway during the Black Caps/England T20 cricket match on November 5. This will be managed carefully and any necessary measures taken to ensure the match runs smoothly.				
<b>Project Issues</b>				
No concerning issues to report.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				-
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	20,000	899,360	-	919,360
Carry-forwards	-			-
Amendments	-	-	-	-
<b>Total Budget (2018-28)</b>	20,000	899,360	-	919,360
Actual Spend	19,852			
<b>Full Year Forecast</b>	20,000	899,360	-	919,360

Reserve Development Programme				1063
Funding line for new parks facilities - projects allocated budget from this line. Funded from Development Contributions. This year it was planned for \$110,000 Montebello walkway to stage 5 (dependent on subdivision timing so need to carry over)				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Reserve developments are predominantly funded from subdivision financial contributions, not rates. Completion of subdivision construction is dependent on a number of external factors meaning that the timing of developments can vary over several years. Remaining 2018/19 funding has been allocated for the construction of a shared pathway through a new reserve in the Montebello Subdivision (Ngawhatu Valley), which is being managed by the developer (design has been completed). The wider subdivision has experienced delays which have seen the walkway project also delayed and the funding not spent. This will be requested to be carried forward.				
Project Risks				
Time and funding risk as the developer has experienced delays in the current stage of the subdivision.				
Project Issues				
The balance will be requested to be carried forward to 2019/20 as the subdivision development has been delayed.				
Budget				
2017/18 Actuals				38,947
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	120,000	316,820	1,568,037	2,004,857
Carry-forwards	-			-
Amendments	12,500	(180,000)	-	(167,500)
<b>Total Budget (2018-28)</b>	<b>132,500</b>	<b>136,820</b>	<b>1,568,037</b>	<b>1,837,357</b>
Actual Spend	19,342			
<b>Full Year Forecast</b>	<b>19,317</b>	<b>145,003</b>	<b>1,568,037</b>	<b>1,732,357</b>

<b>Stoke Youth Park</b>				<b>1074</b>
Facility for the youth of Stoke				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
<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>				
<b>Project Risks</b>				
<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>				
<b>Project Issues</b>				
<p>No concerning issues at this stage.</p>				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				-
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	52,660	51,100	501,352	605,112
Carry-forwards	-			-
Amendments	(30,000)	-	-	(30,000)
<b>Total Budget (2018-28)</b>	<b>22,660</b>	<b>51,100</b>	<b>501,352</b>	<b>575,112</b>
Actual Spend	7,800			
<b>Full Year Forecast</b>	<b>25,000</b>	<b>51,100</b>	<b>501,352</b>	<b>577,452</b>

General Reserves land purchase programme				1354
Purchase of land for Parks and Reserves. Spend difficult to predict, based on development				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
New reserves are predominantly funded from subdivision financial contributions, not rates. Completion of subdivision construction is dependent on a number of external factors including market demand meaning that the timing of reserve acquisitions can vary over several years. Subdivisions currently in progress and over the next few years include: Montebello, Marsden Valley Homestead, Solitaire Quail Rise, Bishopdale Developments, Tasman Heights, Cable Bay Road (Kidson) Wakapuaka (Taylors), Exeter Street, Farley Street, Bayview Holdings and Toi Toi. An extension to the Grampians Reserve with access from the Brook Valley has been approved for purchase by Council.				
Project Risks				
Subdivision progress may be delayed resulting in subsequent delays in acquiring reserve land.				
Project Issues				
No concerning issues to report.				
Budget				
2017/18 Actuals				762,410
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	1,180,000	817,600	7,265,480	9,263,080
Carry-forwards	(608,085)			(608,085)
Amendments	-	-	-	-
Total Budget (2018-28)	571,915	817,600	7,265,480	8,654,995
Actual Spend	191,304			
Full Year Forecast	191,304	1,198,211	7,265,480	8,654,995

<b>Marina Hardstand</b>				<b>1769</b>
Seal the hardstand area as per the consent and extend the approved area (up to 12 bays dedicated to anti fouling works and another 7 bays for normal works), install a filtration system, install a wash bay at the entrance (biosecurity requirement). Fence and gate to install plus safety cameras.				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
Stage 1 sealing of four hardstand bays has been completed. Stage 2 timeframes for more sealed bays has now been moved to September 2019 to allow for a variation to the resource consent for the filtration system. The capacity of the system needs to be improved before any more bays can be added.				
<b>Project Risks</b>				
The risks around the future proofing of the filtration system were identified in 2018. Council has now contracted a specialist engineer with experience in hardstand contaminants and mussel shells filtration. This will allow the project to move forward in a timely manner.				
<b>Project Issues</b>				
Biosecurity partners have expectations that 12 anti-foul work bays are supplied at the hardstand. Council is working to supply these before the peak use period of October-December 2019.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				<b>1,865,885</b>
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	230,000	91,980	58,743	380,723
Carry-forwards	48,511			48,511
Amendments	(65,000)	368,020	-	303,020
<b>Total Budget (2018-28)</b>	<b>213,511</b>	<b>460,000</b>	<b>58,743</b>	<b>732,254</b>
Actual Spend	216,218			
<b>Full Year Forecast</b>	<b>223,000</b>	<b>535,440</b>	<b>58,743</b>	<b>817,183</b>

<b>Road Entrance Champion Drive</b>				<b>2150</b>
Design new road to connect velodrome to Saxton Drive. Includes car parking. Construction of Stage one - access from Champion Drive, and car parking behind the Velodrome.				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
The construction of stage one is now complete. The successful tender was lower than the engineer's estimate resulting in savings. All work is now in the maintenance period.				
<b>Project Risks</b>				
No concerning risks to report.				
<b>Project Issues</b>				
No concerning issues to report.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				75,396
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	950,000	-	-	950,000
Carry-forwards	(1,136)			(1,136)
Amendments	-	-	-	-
<b>Total Budget (2018-28)</b>	948,864	-	-	948,864
Actual Spend	899,013			
<b>Full Year Forecast</b>	899,013	16,000	-	915,013

<b>City Play Space</b>				<b>2294</b>
Destination play space located close to the CBD for residents and visitors (previously the Rutherford Park Playground)				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
Funding for Rutherford Play Space reallocated to a city play space which is in preliminary investigative stage. Remaining 2018/19 funding was used for a small amount of natural play space in Rutherford Park.				
<b>Project Risks</b>				
No concerning risks to report.				
<b>Project Issues</b>				
No concerning issues to report.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				-
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	20,000	20,440	1,080,543	1,120,983
Carry-forwards	-			-
Amendments	(5,000)	-	-	(5,000)
<b>Total Budget (2018-28)</b>	<b>15,000</b>	<b>20,440</b>	<b>1,080,543</b>	<b>1,115,983</b>
Actual Spend	16,161			
<b>Full Year Forecast</b>	<b>3,448</b>	<b>20,440</b>	<b>1,080,543</b>	<b>1,104,431</b>

Water sports building at Marina				2142
Devise options and implement preferred solution to mitigate lack of space/ facilities for community groups use - storage, changing rooms, and meeting space				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
The Sea Sports Alliance Group originally preferred a rebuild of the existing facility to meet needs of all users. However this option was costed at approximately \$5.4M, with the user groups needing to contribute 50%. Officers met with the Group and discussed this and the Group decided it wanted to consider other more affordable options and has given general support for using the existing building for the existing clubs, using the 225 Akersten Street site for boat stoarge, and installing new toilets and changing rooms on the existing road between the two buildings. The next steps will be to carry out further investigations to confirm this is possible, amend the business case, commence design of this work, confirm a budget and allocate budget for any capital work through the 2020/21 Annual Plan.				
Project Risks				
The existing Council budget for this project is not enough for the Sea Sport Group's originally preferred option. The Sea Sport Alliance Group also did not have enough funding for this option.				
Project Issues				
The 225 Akersten Street building needs work but may be able to be used as boat storage.				
Budget				
2013/14 to 2017/18 Actuals				1,325,115
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	600,000	817,600	-	1,417,600
Carry-forwards	-			-
Amendments	(540,000)	-	540,000	-
Total Budget (2018-28)	60,000	817,600	540,000	1,417,600
Actual Spend	35,916			
Full Year Forecast	35,000	150,000	540,000	725,000

<b>Great Taste Trail</b>				<b>2899</b>
Connections to improve existing Great Taste Trail connections south of the Airport with Tahuna Beach via the Beach Camp and Golf Course.				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
Resource consent along the coastal margin between Tahuna Beach Reserve and Parkers Road granted. An alternative route from Hounsell Circle along Beach Road to the Tahuna Beach Holiday Park was approved at the Works and Infrastructure Committee in March but resulted in a delayed start date.				
<b>Project Risks</b>				
Access through Nelson Golf Club land has not been agreed. An alternative route between Golf Road and the Airport is being explored.				
<b>Project Issues</b>				
A delayed start date will result in the majority of costs lying within the 2019/20 financial year.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				1,257
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	808,988	-	-	808,988
Carry-forwards	-			-
Amendments	(300,000)	300,000	-	-
<b>Total Budget (2018-28)</b>	508,988	300,000	-	808,988
Actual Spend	51,290			
<b>Full Year Forecast</b>	200,000	609,998	-	809,998

<b>Public Boat Ramp Improvements</b>				<b>3187</b>
Improve the boat ramp accessibility, safety and efficiency: new pontoon to install along the shore (completed) and another pontoon to install on the opposite side.				
<b>Overall Health</b>		<b>Quality</b>	<b>Time</b>	<b>Budget</b>
<b>Project Update (work completed, in progress, scheduled &amp; budget change info)</b>				
The first stage of improvements for the public boat ramp has been achieved with new pontoons being installed for users.				
<b>Project Risks</b>				
No concerning risks to report.				
<b>Project Issues</b>				
No concerning issues to report.				
<b>Budget</b>				
<b>2013/14 to 2017/18 Actuals</b>				9,592
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/28</b>	<b>Total 2018/28</b>
Initial LTP Budget	285,000	286,160	104,448	675,608
Carry-forwards	73,055			73,055
Amendments	-	(251,160)	-	(251,160)
<b>Total Budget (2018-28)</b>	<b>358,055</b>	<b>35,000</b>	<b>104,448</b>	<b>497,503</b>
Actual Spend	349,851			
<b>Full Year Forecast</b>	<b>349,851</b>	<b>35,000</b>	<b>104,448</b>	<b>489,299</b>

Reserve Management Plans				3001
Prepare a sportsground reserve management plan for nine of Council’s reserves: Botanics Sportsfield, Greenmeadows, Guppy Park, Maitai Cricket Ground, Marsden Recreation Ground, Neale Park, Ngawhatu Sportsfield, Victory Square and Waahi Taakaro Golf Course.				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
<p>Note, comments relate to the Reserve Management Plan for Sportsgrounds only. Note, red as on hold while classification is carried out.This project commenced in 2015, with public notice of the intent to prepare the reserve management plan being given, and suggestions received. Since then, Council has classified Ngawhatu, Botanics and Victory under the Reserves Act. Previous work has included:</p> <ul style="list-style-type: none"><li>•Legal advice commissioned</li><li>•A report to Council about classification of Greenmeadows was brought to Council in December 2018 and a decision was made at that meeting to undertake the classification within the next 18 months</li></ul> <p>Budgets: This project is being funded out of operating budgets in the Policy area.</p>				
Project Risks				
<p>Land is required to be classified under the Reserves Act prior to the draft management plan being approved by Council for consultation. Delaying the classification creates a risk that the work to-to-date will need to be reviewed or amended before the classification is undertaken.</p>				
Project Issues				
<p>Greenmeadows has not yet been classified. Classification of reserves subject to the Reserves Act 1977 is required prior to the draft management plan being released for public input.</p>				
Budget				
2013/14 to 2017/18 Actuals				139
	2018/19	2019/20	2020/28	Total 2018/28
Initial LTP Budget	-	-	-	-
Carry-forwards	-			-
Amendments	-	-	-	-
Total Budget (2018-28)	-	-	-	-
Actual Spend	-			
Full Year Forecast	-	-	-	

## Item 7: Sports and Recreation Committee Quarterly Report to 30 June 2019: Attachment 2

Quarterly reporting 2018-19

Committee responsible	Activity	What Council will provide	Performance measures	Targets	2018/19 Results	End of year result
				Year 1 (2018/19)	End of year comment	
Sports and recreation	<b>Parks and active recreation</b>	Parks and recreation service that meets or exceeds residents' expectations	Resident satisfaction with parks and recreation, by survey	80% or more satisfied or very satisfied	81% satisfied or very satisfied in 2018/19 Residents' Survey	Achieved
Sports and recreation	<b>Parks and active recreation</b>	Iwi heritage recognised in parks and reserves	% new reserves and renewed signs with te reo Māori name where one exists	100%	There has been limited opportunity to implement this measure as only one Park would be eligible for renaming during 2018/19 which was Te Manu Reserve.	Achieved
Sports and recreation	<b>Parks and active recreation</b>	Sufficient open space provided in the City	Area in hectares of Neighbourhood Parks per 1,000 residents	At least 1.7 ha per 1,000 residents	1.7 ha per 1,000 residents	Achieved
Sports and recreation	<b>Parks and active recreation</b>	Conveniently located open space i.e. neighbourhood park, public garden or sportsground	% residential properties within 800m of open space, approximately 10 min walk	At least 99%	GIS model unavailable at the time of measuring, but unlikely that the rate of residential development will have caused a drop in the overall result in proximity to open space.	On track
Sports and recreation	<b>Parks and active recreation</b>	Play facilities that are conveniently located	% of residential properties within 1km of a playground, approximately 15 min walk	At least 95%	GIS model unavailable at the time of measuring, but the 2018 results had a 2% margin and a new playground has since been developed at Mako Street. Therefore it is highly unlikely that the rate of residential development will have caused a drop in overall result in proximity to playgrounds.	On track
Sports and recreation	<b>Parks and active recreation</b>	Saxton Stadium well utilised	Use rate in hours per annum	Saxton stadium use achieves target of at least 1,450 hours per annum	475.5 for fourth quarter (2325 total YTD)	Achieved
Sports and recreation	<b>Parks and active recreation</b>	Trafalgar Centre facilities well utilised	Trafalgar Centre annual number of users	Trafalgar Centre annual number of users at least 60,000	15,420 for fourth quarter. 51,901 total for 2018/19. This compares to the total attendance for 2017/18 year of 33,667. The growth in numbers is reflected by the growth in both the number and scale of events at Trafalgar Centre. Increase in attendance for this year is 54%. Now only 13.5% away from target attendance figures.	Not achieved
Sports and Recreation	<b>Parks and active recreation</b>	Marina managed to meet demand	Marina berth occupation rates in relation to target	Marina berth occupation of at least 85%	Current occupancy 96%	Achieved



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## **Council Facilities Venue Hire Fund: Criteria**

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### **1. Purpose of Report**

- 1.1 To set out the process and criteria to enable Council to make decisions on requests to discount hire fees at its venues.

### **2. Summary**

- 2.1 Nelson City Council wishes to support a diverse range of community events within its venues. Council occasionally receives requests from groups for a reduction in its venue hire fees, mainly at the Trafalgar Centre. A community rate is available to many groups that qualify, nonetheless, requests are still made for further fee reductions or sponsorship.
- 2.2 In the Annual Plan 2019/20, Council allocated a budget of \$30,000 to respond to such requests and asked that criteria be developed. The attached proposed criteria (A2215195) for the Council Facilities Venue Hire Fund sets out a structured process to respond to requests for discounts.

### **3. Recommendation**

#### ***That the Sports and Recreation Committee***

- 1. Receives the report Council Facilities Venue Hire Fund: Criteria (R10349) and its attachment (A2215195).***

Recommendation to Council

#### ***That the Council***

- 1. Approves the criteria for the Council Facilities Venue Hire Fund, set out in Attachment 1 (A2215195); and***
- 2. Notes that requests for discounts from Mainland Netball, Nelson Tasman Chamber of Commerce (NTCC), and the Nelson Residents Association are proposed to be approved by officers until criteria for the***

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***Council Facilities Venue Hire Fund are approved by Council; and***

- 3. Directs officers to update the Sports and Recreation Committee on the operation of the Council Facilities Venue Hire Fund via the Quarterly Report and, at the end of 2019/20, to provide a review of the fund.***

**4. Background**

Council resolved at its meeting, 4 June 2019,

*That the Council:*

- 1. Approves in principle the establishment of a Council facilities event hire fund of \$30,000; and*
- 2. Directs officers to prepare a report to Council on appropriate criteria and process to administer and access the fund; and*
- 3. Notes that a report on the outcomes of the fund will be reported back to Council as part of the development of the 2020/21 budgets.*

- 4.1 In the last financial year to 30 June, event hires were given a total of \$36,773 in discounts at the Trafalgar Centre. Discounts only apply to the venue hire. The table below details the discount support for 2018/19.

<b>Event</b>	<b>Discount amount</b>
Rock Da House	\$3750
Annesbrook Church	\$1190
7 Days	\$2310
All Blacks Hospitality	\$3260
Netball NZ	\$3260
NTCC	\$7500
Institute of Directors	\$521
The Hollies (Pacific Entertainment)	\$1630
Jehovah's Witness	\$595

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Mainland Netball	\$4891
Rockquest	\$2380
Christian Congress	\$595
In the Flesh (Pink Floyd)	\$4891

### 5. Discussion

#### Current discount requests

- 5.1 Requests for discounts are predominantly for the Trafalgar Centre, as was the case with all of the above. Past practice has been that officers decided on requests for discounts, or brought larger requests to Council for a decision. The aim of the new fund is to establish a more transparent process with criteria that can be applied to decision-making.

#### Commercial vs Community rate

- 5.2 Council offers a community or commercial rate (as set out in the Parks and Active Recreation fees and charges). A commercial rate is defined as an event that intends to gain financial benefit from the sales of tickets, merchandise etc such as concerts, trade shows, and exhibitions. Private social functions, e.g. birthdays and weddings, are also charged at a commercial rate as they are considered to be 'invite only' events. The community rate applies to non-commercial, cultural, sporting and community events, i.e. an event that is free to the public or for charitable purposes.
- 5.3 The Council Facilities Venue Hire Fund is an additional mechanism by which Council can reduce the cost of hire for an organisation in order to make its venues more accessible. Note that:
- 5.3.1 An applicant who is unsuccessful under this fund may still be eligible for the community hire rate.
- 5.3.2 At the Trafalgar Centre all hirers are charged the full rate for the event day, and 50% of the full hire rate for the 'pack in' and 'pack out' days on either side of the event. The reduced 50% rate for the 'pack in' and 'pack out' days is not considered as part of a discount.

#### Community Halls

- 5.4 The Community Halls (Stoke Memorial, Wakapuaka, Trafalgar Street Halls) receive minimal requests for discounts. However, if applications are received, they can be considered under this fund on a case-by-case basis (as noted below, one request has recently been received).

**Proposed Criteria and allocation process**

- 5.5 The proposed criteria are attached (A2215195). This document sets out the purpose, scope, criteria and application process. The Council is asked to adopt these criteria.
- 5.6 The proposed criteria would divide the funding year in two (July-December and January-June); place a cap on the maximum grant that can be provided; and limit the proportion that can be allocated in 'multi-year' commitments. These mechanisms are intended to help ensure the fund is spread as evenly over the year as possible, for the benefit of as many applicants as possible.
- 5.7 Requests under this fund will be considered by the Events Development Committee established to administer the Council's Events Fund. The Events Fund and the Events Development Committee are run on behalf of Council by the Nelson Regional Development Agency (NRDA). The current members of the Committee are the Chief Executive of the NRDA and two Council officers (the Manager of Strategy and the Team Leader Arts and Heritage).
- 5.8 The Events Development Committee has the resources and experience to process and administer the fund. Having the same Committee responsible for the Facilities Venue Hire Fund will provide synergies, as it will ensure a central mechanism for funding applications and help avoid duplication.
- 5.9 The NRDA has been consulted and is supportive of these arrangements.

**Current requests**

- 5.10 In the meantime, while the funding criteria are being decided, officers need to make a decision on requests for discounts. This is so that bookings can proceed in a timely manner and the hirers provided with certainty of costs. These approvals will be given under officer delegation, but they are noted here as these decisions commit a portion of the fund.
- 5.10.1 Mainland Netball has requested a booking for 27-28 March 2020, and intend to book two events for the following two years. Accordingly it is proposed to discuss a three year arrangement with Mainland Netball. Although this is a ticketed event, there is additional community benefit in bringing high level netball to the region. Mainland Netball has indicated if a discount is not provided, it is likely future events will not be brought to Nelson. Mainland Netball has requested a discount of \$4,891 (based on last year's discount).
- 5.10.2 Nelson Tasman Chamber of Commerce (NTCC) has requested to book the Trafalgar Centre from 29 October to 2 November 2019 for its business awards ceremony. NTCC seeks a discount of up to \$8,000, to match the venue price they paid last year. This is a

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ticketed event, however NTCC is a not-for-profit organisation and the event has community benefits.

5.11 Both of these hirers have received discounts in previous years. Both events would be considered eligible under the proposed criteria. However, given the limited budget it is proposed to:

- negotiate with Mainland Netball to reduce the level of discount
- provide a discount for NTCC of \$4,000.

5.12 In addition, prior to the local body elections, there may be requests to use Council venues for 'meet the candidates' meetings. One request has already been received from the Nelson Residents Association for a meeting at the Stoke Memorial Hall. So long as the event is politically neutral, and based on the use of community halls (rather than premiere facilities), officers propose to waive the hire fee for such meetings in order to support the democratic process.

## 6. Options

<b>Option 1: Adoption of facility event fund criteria (Recommended)</b>	
Advantages	<ul style="list-style-type: none"><li>• Meets the resolution of Council dated 4 June 2019 to prepare criteria for the facility event fund.</li><li>• Provides transparency around the discount process.</li><li>• The criteria provides guidelines as to who is eligible.</li><li>• Community groups have a process to apply for venue hire discount.</li><li>• The allocation process will be administered by the NRDA's Events Development Committee.</li></ul>
Risks and Disadvantages	<ul style="list-style-type: none"><li>• Some applicants may still come back to Council for support.</li><li>• The \$30,000 fund may be over-subscribed.</li><li>• Exclusively commercial events would be ineligible for support.</li></ul>
<b>Option 2: Status quo – Discounts are decided by officers</b>	
Advantages	<ul style="list-style-type: none"><li>• Removes the requirement for additional administration to process a funding application.</li></ul>

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	<ul style="list-style-type: none"><li>• Council open to criticism that venue hire discounts are given arbitrarily to hirers without transparency.</li></ul>
Risks and Disadvantages	<ul style="list-style-type: none"><li>• Hirers will continue to approach staff and Council for discounts.</li><li>• Decisions on venue hire discounts may need to be brought to Council.</li><li>• Retains flexibility in applying discounts.</li></ul>

### 7. Conclusion

- 7.1 Approval of the proposed criteria will assist officers in responding to requests for discounts on venue hire at Council's facilities. The proposed criteria will create a more robust and transparent process. As this is the first year that the new fund will operate, a review will take place at the end of 2019/20 and will be reported to Council.

### 8. Next Steps

- 8.1 Once finalised, links and information will be published to Council's website. Officers will keep the Committee updated on progress with the fund via the Quarterly Report.

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### Attachments

Attachment 1: Council Facility Venue Hire Fund - Criteria - A2215195 [↓](#)

<b>Important considerations for decision making</b>
<b>1. Fit with Purpose of Local Government</b>  The approval of Council Facilities venue hire criteria supports the community through enabling residents to have access to events which may not be held without Council's financial support.
<b>2. Consistency with Community Outcomes and Council Policy</b>  The Council facilities event hire fund contributes to the following community outcomes: <ul style="list-style-type: none"><li>• Our communities have access to a range of social, educational and recreational facilities and activities</li><li>• Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement</li></ul>
<b>3. Risk</b>  Approval of the Council venue event hire fund will reduce risk by establishing a consistent, transparent process for the approval of discounts for venue hire. A review will take place at the end of 2019/20.
<b>4. Financial impact</b>  The Council venue event hire fund has been allocated \$30,000 through the Annual Plan 2019/20.
<b>5. Degree of significance and level of engagement</b>  This matter is of low significance because there is a low level of change to services and financial impact. The decision is reversible.
<b>6. Inclusion of Māori in the decision making process</b>  No engagement with Māori has been undertaken in preparing this report.
<b>7. Delegations</b>  The Sports and Recreation Committee has the following delegations to consider this item:  <i>Areas of Responsibility:</i> <ul style="list-style-type: none"><li>• <i>Parks and facilities – The Trafalgar Centre, Trafalgar Park and Pavilion, and Community Halls</i></li></ul>

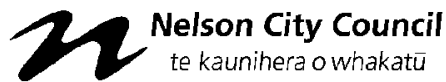
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### *Powers to Decide:*

- *Approval of specific business cases or projects referred by Council to the committee, and also included in the annual plan.*

### *Powers to Recommend:*

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



## **COUNCIL FACILITIES VENUE HIRE FUND**

### **CRITERIA**

#### **Introduction**

The Nelson City Council wishes to support a diverse range of community events within its venues. A venue community rate is available to many groups that qualify, nonetheless, requests are sometimes made for further financial support or sponsorship.

#### **Purpose**

The purpose of this document is to set out the process and criteria to enable the Events Development Committee (EDC) to make decisions on requests for discounts on venue hire costs at Council facilities.

The EDC is administered by the Nelson Regional Development Agency (NRDA).

#### **Scope of the Fund**

The funding is intended primarily to contribute towards venue hire fees at the Trafalgar Centre. If applications are received in relation to other facilities, these will be considered on a case by case basis.

A budget of \$30,000 has been allocated in 2019/2020 for groups and organisations that are planning an event, and which make a contribution towards Council's Community Outcomes (described below, no. 3).

Commercial events are generally considered outside the scope of this fund. Events of this nature may potentially be eligible for support under the NRDA's Events Fund. The criteria of the Events Fund support events that primarily sit within the 'off season' period, which is from 1 March – 30 November, and deliver economic value to Nelson City. The point of difference being that the Council Facilities Venue Hire Fund supports community events at any time of the year, and provides discount for venue hire only.

Events which are ineligible under this fund may still be eligible for a 'community hire' rate at Council facilities.

### **Limitation on allocation**

Discounts will be capped at a maximum for each application. The cap is based on two days hire at the community rate, for each hireable venue. The capped maximum will be updated annually. The cap levels are outlined below.

<b>Trafalgar Centre</b>	<b>Maximum available per application</b>
Full Venue	\$4850
Northern Extension	\$1552
Main Stadium	\$3072
<b>Community Halls</b>	
Stoke Hall	\$386
Trafalgar Hall	\$600
Wakapuaka Hall	\$294
Trafalgar Pavilion	\$728
Greenmeadows	\$902

Applications for multi-year discounts will be considered but must demonstrate a clear benefit and value. No more than one third of the fund (ie, \$10,000 p.a. in total) may be provided for multi-year commitments at any one time. This helps to ensure that the fund doesn't become 'locked up' for long periods of time.

### **Funding Criteria**

Applicants can apply for a discount on venue hire if they meet the following criteria.

1. The organisation must be a legal entity such as a trust, company or incorporated society and must be able to provide evidence of this status.

2. The principle intent of the event is not for private or commercial financial gain, though such gains may occur as a consequence of the event.
3. The event makes a positive contribution to achieving the Council's Community Outcomes:
  - Our communities have opportunities to celebrate and explore their heritage, identity and creativity.
  - Our communities have access to a range of social, educational and recreational facilities.
4. The event should be financially accessible by a wide range of people.
5. The event primarily benefits the people of Nelson City.
6. Sporting or recreational events will be considered, so long as they demonstrate strong community benefits (this may include a ticketed event).

### **Supporting information**

The applicant is requested to provide the following additional information, where appropriate, to support their application:

1. Event detail: the programme and target audience, dates, times (include links to advertising source).
2. Event management: who is organising the event, key individuals and prior experience or event management plan.
3. Community support: how the event links and supports other community organisations or industry, including volunteer and financial contributions.
4. Acknowledgement to Council: the applicant describes how Council will be appropriately recognised for its support.
5. Environmental considerations: e.g. waste minimisation.
6. Financial: the Event budget and proportion of funding contribution by the organisation, cost affordability, and the ability to leverage other funders and sponsors.
7. Regional promotion: how the event showcases the region in a positive way, and uses local companies or products.

### **Ineligibility**

1. Events that promote religious or political objectives. Note:
  - Religious or political organisations are not necessarily excluded; they may be eligible if their event meets the funding criteria.
  - If not eligible under this fund, a community rate may still apply.
2. Conventions, Conferences, trade shows and exhibitions.
3. Private invitation-only events (e.g. weddings).
4. Events already funded through another Council funding stream (e.g. Community Investment Fund, NRDA Commercial Events Fund or NRDA Community Events Fund).

### **Funding mechanism**

The fund will be evenly spread over two 6 month periods, i.e. 1 July–31 December, and 1 January–30 June. The funding for the event will apply within the financial year in which the funding is approved.

The funding support will cover only venue hire fees. Additional services charged by Council's contractors, such as cleaning, set up etc, are not covered by this fund.

The funding will be applied as a reduction in the venue hire fee not as a cash transfer.

The funding must be used for the event and purposes granted and cannot be transferred.

### **Application process**

Applications can be made via the EDC. The NRDA's Events Liaison staff will manage the applications and assessment process.

Applicants can apply as follows (links and addresses to be added):

1. Application link - online EDC
2. Application information - online EDC

3. Application form – online EDC
4. Funding calendar – Applications reviewed last week of the month (except December)
5. Application submission – to EDC
6. Assessing application – by the Events Development Committee
7. Application notification – by email/letter from EDC

**Review**

These criteria will be reviewed at the end of the 2019/20 financial year.