



**Notice of the ordinary meeting of the
Sports and Recreation Committee
*Kōmiti Hākinakina, Papa Rēhia Hoki***

Date:	Tuesday 10 December 2019
Time:	9.00a.m.
Location:	Council Chamber, Civic House 110 Trafalgar Street Nelson

Agenda

Rārangi take

Chair	Cr Tim Skinner
Deputy Chair	Cr Trudie Brand
Members	Her Worship the Mayor Rachel Reese
	Cr Yvonne Bowater
	Cr Mel Courtney
	Cr Kate Fulton
	Cr Judene Edgar
	Cr Matt Lawrey
	Cr Brian McGurk
	Cr Gaile Noonan
	Cr Rohan O'Neill-Stevens
	Cr Pete Rainey
	Cr Rachel Sanson

**Pat Dougherty
Chief Executive**

Quorum: 7

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.

Sports and Recreation Committee – Delegations

Areas of Responsibility:

- Bylaws, within the areas of responsibility
- Campgrounds
- Marina
- Modellers' Pond
- Natureland
- Nelson Gondola Project and Koata Park
- Parks and Reserves, aside from
 - Saxton Field (a matter for the Saxton Field Committee)
 - Greenmeadows Community Centre, Stoke Memorial Hall, and Tahunanui Community Centre (matters for the Community Services Committee)
 - Heritage Houses and their grounds (matters for the Community Services Committee)
- Recreation and Leisure Facilities and Services, including swimming pool facilities and Waahi Taakaro Golf Course
- Rural Fire Activities
- Sports Fields, including Trafalgar Park and the Trafalgar Pavilion
- The Trafalgar Centre

Delegations:

The committee has all of the responsibilities, powers, functions and duties of Council in relation to governance matters within its areas of responsibility, except where they have been retained by Council, or have been referred to other committees, subcommittees or subordinate decision-making bodies.

The exercise of Council's responsibilities, powers, functions and duties in relation to governance matters includes (but is not limited to):

- Monitoring Council's performance for the committee's areas of responsibility, including legislative responsibilities and compliance requirements
- Developing, approving, monitoring and reviewing policies and plans, including activity management plans and reserve management plans
- Reviewing and determining whether a bylaw or amendment, revocation or replacement of a bylaw is appropriate
- Undertaking community engagement, including all steps relating to Special Consultative Procedures or other formal consultation processes
- Approving submissions to external bodies or organisations, and on legislation and regulatory proposals.

Powers to Recommend to Council:

In the following situations the committee may consider matters within the areas of responsibility but make recommendations to Council only (in accordance with sections 5.1.3 - 5.1.5 of the Delegations Register):

- Matters that, under the Local Government Act 2002, the operation of law or other legislation, Council is unable to delegate
- The purchase or disposal of land or property relating to the areas of responsibility, other than in accordance with the Long Term Plan or Annual Plan
- Unbudgeted expenditure relating to the areas of responsibility, not included in the Long Term Plan or Annual Plan
- Decisions regarding significant assets
- Decisions in relation to the Nelson Gondola Project and Koata Park

1. Apologies

Nil

2. Confirmation of Order of Business

3. Interests

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum

4.1 Tahuna Beach Camp Inc. Presentation

4.2 Wakatu Group Riding for the Disabled - Funding

5. Chairperson's Report

7 - 8

Document number R13603

Recommendation

That the Sports and Recreation Committee

1. Receives the report Chairperson's Report (R13603); and

2. Appoints the following Elected Member to a liaison role as follows:

<i>Organisation/Group</i>	<i>Liaison</i>
<i>Sport Tasman (Tasman Regional Sports Trust)</i>	<i>Tim Skinner</i>

6. Sports and Recreation Committee Quarterly Report to 30 September 2019 8 - 39

Document number R12533

Recommendation

That the Sports and Recreation Committee

- 1. Receives the report Sports and Recreation Committee Quarterly Report to 30 September 2019 (R12533) and its attachments (A2288173, A2288755 and A1664423).***

7. The Tahuna Beach Camp Inc: Update to Rules 40 - 58

Document number R10383

Recommendation

That the Committee

- 1. Receives the report The Tahuna Beach Camp Inc: Update to Rules (R10383) and its attachment (A2231800); and***
- 2. Consents to the alterations to the Rules of the Tahuna Beach Camp Inc. contained in document A2231800.***

8. Review of Potential Fire Risk of Nelson City Council Reserves 59 - 91

Document number R10442

Recommendation

That the Sports and Recreation Committee

- 1. Receives the report Review of Potential Fire Risk of Nelson City Council Reserves (R10442) and its attachments (A2255860 and A2279724); and***
- 2. Receives the Fire Risk Reduction Action Plan outlined in the report (R10442).***

CONFIDENTIAL BUSINESS

Exclusion of the Public

Recommendation

That the Sports and Recreation Committee

- 1. Confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that Hemi Toia and Joe Rainey remain after the public has been excluded, for Item 2 of the Confidential agenda (Nelson Cycle Lift Society – Accountability Report on Community Grant), as they have knowledge that will assist the meeting.***

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)
1	Confidential Status Report Sports and Recreation Committee	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)(h) To enable the local authority to carry out,

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



Chairperson's Report

1. Purpose of Report

- 1.1 To appoint an elected member to a liaison role.

2. Recommendation

That the Sports and Recreation Committee

- 1. Receives the report Chairperson's Report (R13603); and***
- 2. Appoints the following Elected Member to a liaison role as follows:***

<i>Organisation/Group</i>	<i>Liaison</i>
<i>Sport Tasman (Tasman Regional Sports Trust)</i>	<i>Tim Skinner</i>

2. Background

- 2.1 At its meeting on 14 November 2019, Council delegated responsibility to the appropriate Committees of Council, to determine Councillor Liaison appointments to external organisations and groups that are within the committees' areas of responsibility, for this triennium.
- 2.2 The Sports and Recreation Committee has responsibility for the following appointments:
- 2.2.1 Sport Tasman (Tasman Regional Sports Trust)
- 2.3 The Mayor and Deputy Mayor considered that the Chair of Sports and Recreation Committee was the appropriate liaison person for Sport Tasman.

Author: Tim Skinner, Chairperson - Sports and Recreation Committee



Sports and Recreation Committee Quarterly Report to 30 September 2019

1. Purpose of Report

- 1.1 To inform the Committee of the financial and non-financial results for the first 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 September 2019 (R12533) and its attachments (A2288173, A2288755, A2285161).***

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 2019 to 30 September 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 13 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 2019/20, are

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

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: Properties are under negotiation for purchase.
- 4.2 Sea Sports Building at the Marina: The previous preferred option of a new purpose designed building has been costed at \$5.4 million which is understood to be beyond the achievable budgets of the Sea Sports Clubs and the Council.
- 4.3 As an alternative option, a basic upgrade of the existing rowing/sea scouts/sea cadets owned building, provision of new toilet and shower facilities and an adaptation of the ex 'Totally Boating' building for boat storage is now being worked on. Budget will need to be considered through the draft 2020/21 Annual Plan.
- 4.4 Saxton Field Champion Drive road entrance: Stage II will be designed this year and constructed in 2020/21. This will complete access from Champion Road past the Velodrome to the main area of Saxton Field. Additional car parking will be provided which, together with the first stage, will form a criterion cycling circuit.
- 4.5 Great Taste Trail - Tahuna Beach to Nelson Airport: Construction of the Tahuna Beach to Parkers Road section of the trail is nearing completion. Landscaping is continuing.
- 4.6 Maitai Mountain Bike Hub: This project has been put on hold pending the outcome of Ngāti Koata's Recreation Management Strategy. This plan is currently under development with the intention to be completed this year. The plan covers Ngāti Koata's land and includes public access which adjoins Council land (a draft will be presented to the Sports and Recreation Committee). The Nelson Mountain Bike Club is supportive of this approach.
- 4.7 Codgers Recreation Hub: This project on Andrews Farm is nearing completion. Planting, signage and access improvements have been undertaken. Improvements to the Riding for Disabled carpark are planned for 2019/20. With the delay of the Maitai Mountain Bike Hub construction there are concerns about parking congestion on the Brook Valley road with the Recreation Hub car park regularly at capacity. The Maitai Mountain Bike Hub has been planned to alleviate these parking issues.
- 4.8 Marina Hardstand: The marina hardstand development is ongoing. Design for the area has commenced, with concept design due in November so that a consent can be applied for in December. A separate report on the Marina Hardstand is being presented to this committee.

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

- 4.9 Miyazu Park Pond renewal: Officers are investigating methodology options with suppliers.
- 4.10 Trafalgar Centre: two new ovens for the kitchen have been installed which were funded from existing budget.
- 4.11 Through the Long Term Plan 2018-28 and Property and Facilities Asset Management Plan 2018-28, Council committed to the Clean Marina programme (which is run by the New Zealand Marina Operators Association). The Chief Executive has now signed the pledge regarding stage 1 of the programme which commits council to commence the process to become a "Clean Marina". Improvements identified through the programme will need to be considered for funding through the Long Term Plan 2021-31.

5. Financial results

Profit and Loss by Activity

Social	YTD Actuals	YTD Operating Budget 2019/20	YTD Variance	Total Operating Budget 2019/20	Total Annual Plan Budget 2019/20
Income					
Rates Income	(3,501)	(3,501)	0	(14,005)	(14,005)
Other Income	(568)	(584)	16	(2,391)	(2,391)
Total Income	(4,069)	(4,085)	16	(16,396)	(16,396)
Expenses					
Staff Operating Expenditure	1,395	1,279	116	5,117	5,117
Base Expenditure	2,054	1,780	274	5,198	5,077
Unprogrammed Expenses	90	119	(29)	452	460
Programmed Expenses	1,190	1,181	9	3,554	3,494
Finance Expenses	284	282	2	1,128	1,128
Depreciation	303	324	(21)	1,250	1,250
Total Expenses	5,316	4,965	351	16,699	16,526
(Surplus)/Deficit	1,247	880	367	303	130

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

Parks and Active Recreation	YTD Actuals	YTD Operating Budget 2019/20	YTD Variance	Total Operating Budget 2019/20	Total Annual Plan Budget 2019/20
Income					
Rates Income	(3,301)	(3,301)	0	(13,206)	(13,206)
Other Income	(1,126)	(908)	(218)	(4,320)	(4,287)
Total Income	(4,427)	(4,209)	(218)	(17,526)	(17,493)
Expenses					
Staff Operating Expenditure	309	390	(81)	1,561	1,561
Base Expenditure	1,973	1,811	162	5,851	5,801
Unprogrammed Expenses	276	196	80	777	702
Programmed Expenses	739	863	(124)	3,182	3,227
Finance Expenses	639	651	(12)	2,605	2,605
Depreciation	880	872	8	3,488	3,488
Total Expenses	4,816	4,783	33	17,464	17,384
(Surplus)/Deficit	389	574	(185)	(62)	(109)

- The "Total Operating Budget" differs from the "Total Annual Plan Budget" in that it includes carry forwards and reallocations made after the final approval of the Annual Plan.
- 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

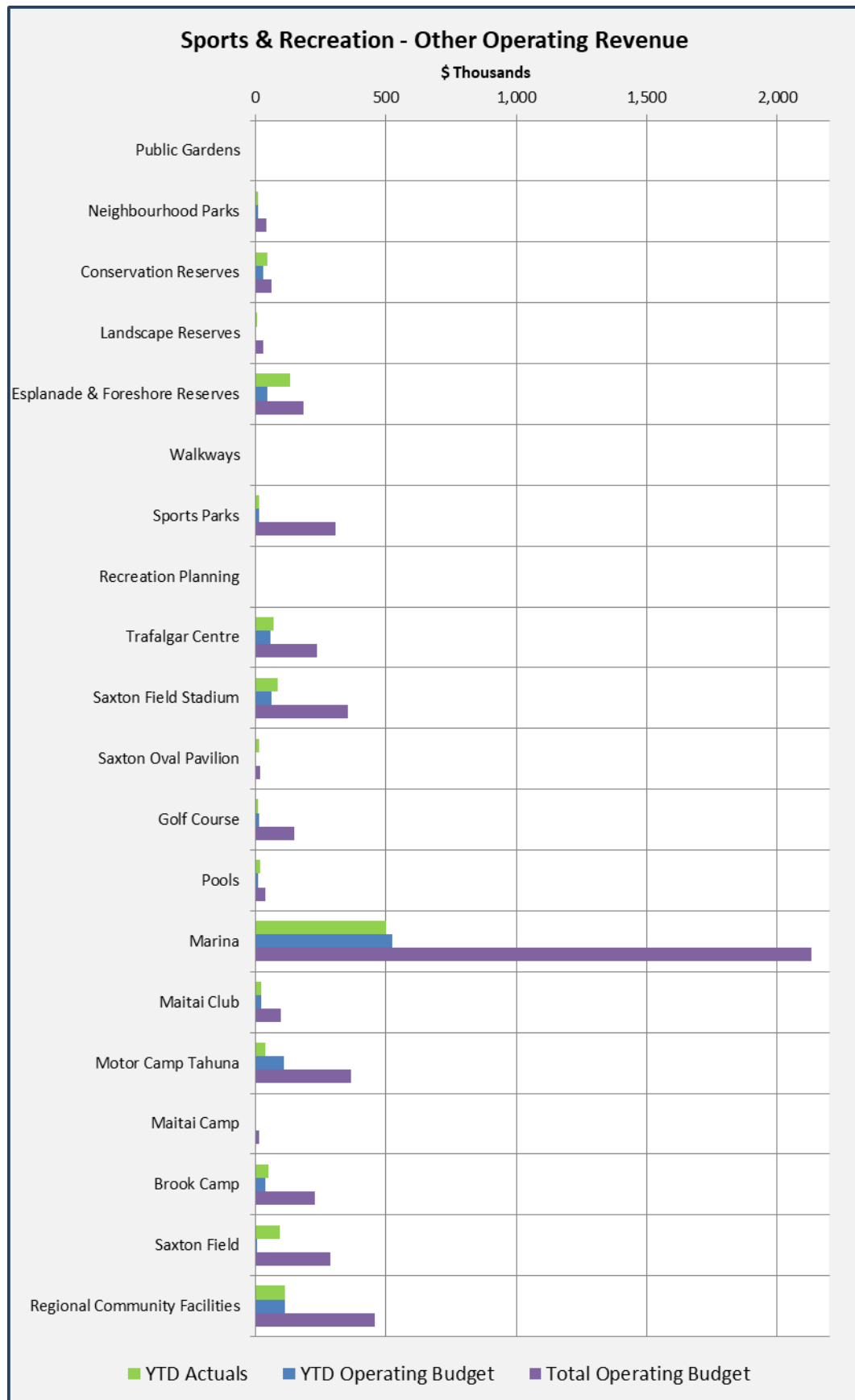
Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019

- 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:
 - 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

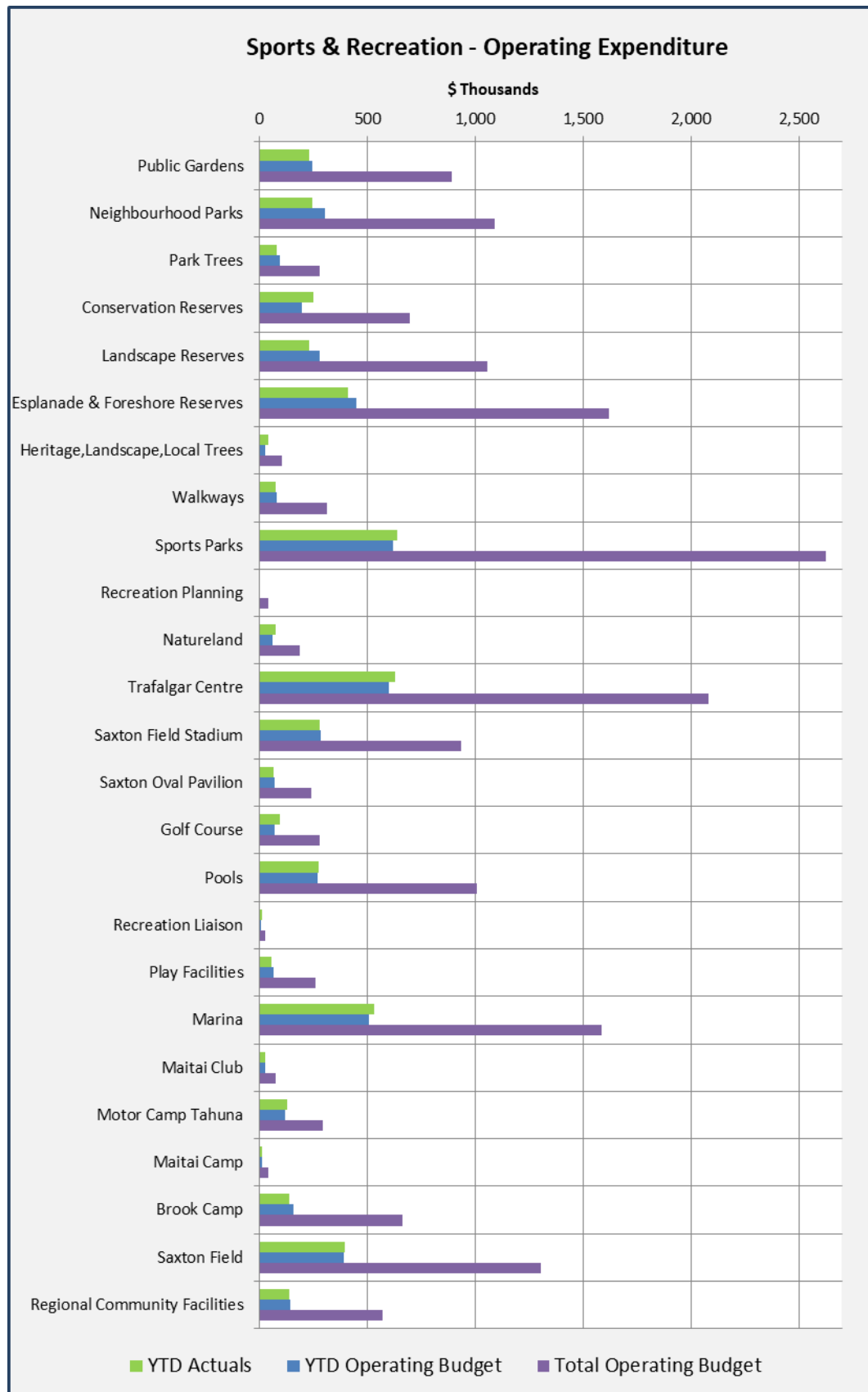
Item 7: Sports and Recreation Committee Quarterly Report to 30 September
2019

- 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

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



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



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

5.1 STAFF COSTS

- 5.1 Staff costs are overall ahead of budget by \$13,000, or 3%, across Sports and Recreation, including operating staff expenditure behind budget by \$36,000 and capital staff expenditure ahead by \$50,000. Staff costs include all expenditure relating directly to the employment of staff, as well as some overheads which are allocated to cost centres on the same basis as staff time.
- 5.2 Individual variances in the cost centres are noted below where significant. In each case, these variances may be the result of actuals occurring in a different cost centre than budgeted, timing, or cost variances (overspends or underspends).

5.2 YEAR TO DATE VARIANCES BY COST CENTRE

- 5.3 **Public Gardens expenditure is less than budget by \$13,000.** Insurance costs are under budget by \$10,000.
- 5.4 **Neighbourhood Parks expenditure is less than budget by \$56,000.** Staff operating expenditure is behind budget by \$7,000. Several items are behind budget due to timing, including property maintenance contract costs (\$8,000), policy consultants for Parks and Reserves AMP (\$18,000) and replacement planting (\$18,000).
- 5.5 **Park Trees expenditure is less than budget by \$14,000.** Property maintenance costs are behind budget due to timing.
- 5.6 **Conservation Reserves income is greater than budget by \$13,000.** Unbudgeted income of \$16,000 has been invoiced to the Brook Valley Community Group in relation to the court settlement (no payment has yet been received). Conservation Reserves expenditure is **greater than budget by \$52,000.** This is a timing variance – Brook Sanctuary payments are ahead of budget by \$107,000 due to timing, and programmed maintenance costs are behind budget by \$51,000 due to timing. Waterworks caretaker reserve expenditure is behind budget by \$20,000.
- 5.7 **Landscape Reserves expenditure is less than budget by \$49,000.** Several items are different from budget due to timing, including Maitai Area mountain bike trail grade 2-3 (\$93,000 behind), unprogrammed maintenance (\$14,000 ahead), and Sir Stanley Whitehead Fire & Reserve closures (\$15,000 ahead, work relates to on-going plant establishment after the fire).
- 5.8 **Esplanade & Foreshore Reserves income is greater than budget by \$88,000.** Unbudgeted income of \$100,000 has been received from the Ministry of Business, Innovation and Employment (MBIE) for responsible camping initiatives. **Esplanade & Foreshore Reserves expenditure is less than budget by \$37,000.** Replacement plantings

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

are scheduled for autumn 2020 (\$40,000). Modellers Pond maintenance is behind budget by \$6,000. Insurance costs are over budget by \$13,000, which represents an overspend of the full year budget.

- 5.9 **Heritage, Landscapes and Local Trees expenditure is greater than budget by \$15,000.** This variance relates to timing of programmed maintenance.
- 5.10 **Sports Parks expenditure is greater than budget by \$20,000.** Staff costs are behind budget by \$16,000. Sportsfield water by meter charges are ahead of budget by \$16,000 due to timing. Programmed maintenance costs are ahead of budget by \$20,000. The budget for these costs sits in another cost centre, and this will be aligned going forward.
- 5.11 **Natureland expenditure is greater than budget by \$14,000.** This variance relates to timing of the grant payment.
- 5.12 **Trafalgar Centre income is greater than budget by \$11,000.** Rental income is behind budget by \$20,000. Income is expected to catch up to budget as the year progresses into the busier season. Venue hire recoveries of \$28,000 have been received against a nil budget, and are offset by venue hire expenses of \$23,000. **Trafalgar Centre expenditure is greater than budget by \$32,000.** Staff operating expenditure is behind budget by \$6,000. Venue hire expenses of \$23,000 are offset by income as discussed above. Insurance (\$6,000) and depreciation (\$7,000) are over budget.
- 5.13 **Saxton Field Stadium income is greater than budget by \$25,000.** This is a timing variance relating to the receipt of Tasman District Council's operational contribution.
- 5.14 **Golf Course expenditure is greater than budget by \$28,000.** Commissions are over budget by \$28,000. This is due to additional invoices received from the club which were not expected and which relate to 2018/19. Discussion have been held with the Golf Club management to improve the process and avoid this happening again.
- 5.15 **Marina income is less than budget by \$24,000.** Hardstand travel lift income is under budget due to decreased capacity in the hardstand as a result of the redevelopment project, which is running behind schedule. **Marina expenditure is greater than budget by \$28,000.** Staff operating expenditure is ahead of budget by \$6,000. Costs across the marina are over budget including the Hardstand Management Fee (\$4,000), refuse collection (\$4,000), and unprogrammed maintenance (\$8,000). These cost overruns may exacerbate as the year continues. Programmed maintenance is ahead of budget by \$13,000 due to timing.
- 5.16 **Saxton Field income is greater than budget by \$88,000.** Tasman District Council recoveries are ahead by \$87,000 due to timing.

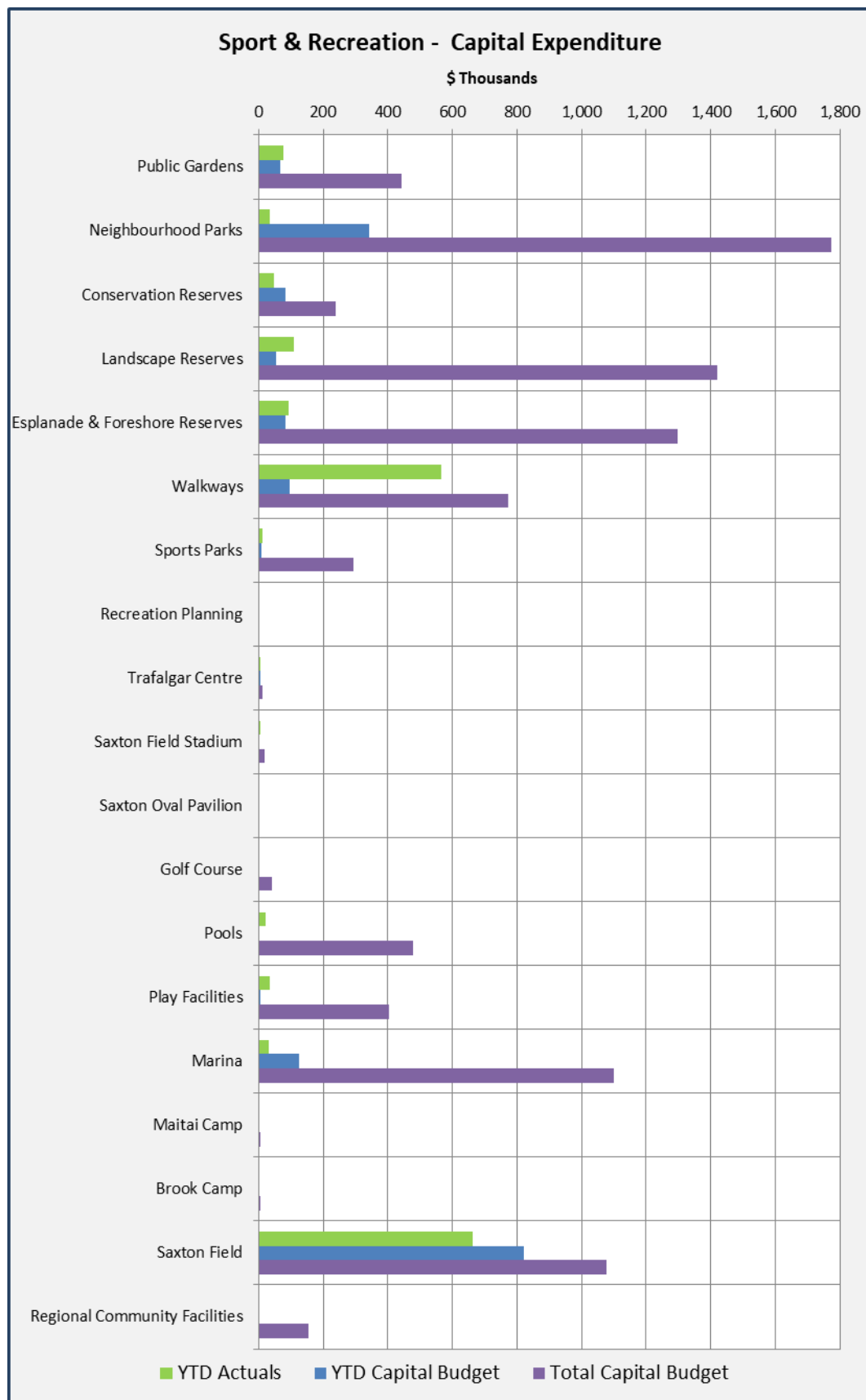
Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019

- 5.17 **Tahuna Motor Camp income is less than budget by \$69,000.** This variance relates to timing of income receipts. **Tahuna Motor Camp expenditure is greater than budget by \$13,000.** Professional advice of \$10,000 has been incurred against a nil budget and will be 50% recovered from the camp.
- 5.18 **Brook Camp income is greater than budget by \$10,000.** Camp fees are over budget across the camp site types. **Brook Camp expenditure is less than budget by \$22,000.** Staff operating expenditure is behind budget by \$6,000. Service delivery costs are behind budget due to timing (\$24,000). Electricity expenditure is over budget by \$4,000 due to increased use during winter.

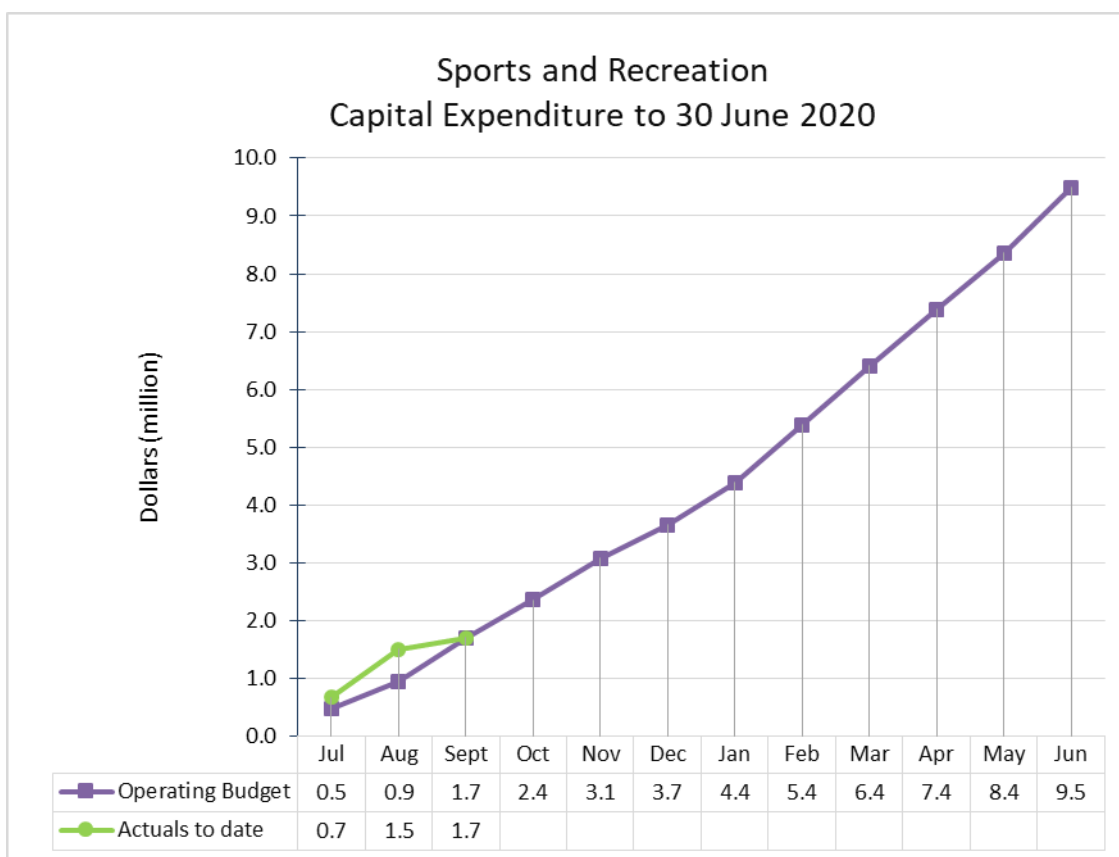
Terms used
Ahead/behind – this indicates that the variance is due to timing, or that it is not yet known whether the variance will continue for the full year. This should be clarified in the commentary.
Over/under – this indicates that a budget has been overspent or underspent, and that it is likely 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.

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

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



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



6. Commentary on capital projects

- 6.1 There are 12 capital projects within the Sports and Recreation Committee delegations, that are included as part of the quarterly reporting. Six of these are over \$250,000 for 2019/20 and three 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 (A2288173).
- 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.

7. Commentary on operational projects

- 7.1 There is one non-capital project in 2019/20 (Modellers Pond Solution) 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

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

Attachment 1 (A2288173). Note that the \$3,200,000 budgeted for 2020/21 is capital expenditure, which requires iwi approval and will be consulted on through the Annual Plan process.

Other notable achievements, risks and issues or matters of interest

- 7.2 The key risk for the Parks and Facilities team relates to achieving delivery of the capital programme. As in previous years, there is an ongoing risk regarding the Reserve development programme which is reliant on external factors such as the time that subdivisions are released and the Reserve ownership passed to Council, therefore this budget is difficult to determine.
- 7.3 The market for construction projects is proving to be very challenging with budgets not meeting the market price for jobs. This uncertainty leads to either delays while additional budget is sought or the projects being deferred to subsequent years.
- 7.4 Budgets which are allocated as grants to community organisations are reliant on the organisation's capability to deliver on the work programme, such as the Mountain Bike Club and the Taste Trail Trust.
- 7.5 Projects which rely on Iwi consultation may require additional time while the process of consultation is worked through with the relevant Iwi. This is relevant to the Modellers pond solution, for example.
- 7.6 Programmed condition assessments on facilities may find issues with aspects of the facility that may require urgent works, which in turn interrupts planned works.
- 7.7 Stoke Hall earthquake strengthening requirements are currently being assessed. This may require investment to bring the building up to code. Findings will be reported to the Committee.

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

Venue Hire Fund

- 7.8 The Venue Hire Fund was established in the last Annual Plan to assist eligible community groups in paying the venue hire fees at Nelson City Council venues. The fund has a pool in the current financial year of \$30,000. The fund is administered by Nelson Regional Development Agency on behalf of Council.
- 7.9 The application form and associated processes have been finalised. The total allocated budget as at end of September 2019 is \$8,568 and total remaining budget as at end of September 2019 is \$21,432. The following events have been approved for funding to date:
- Sri Krishna Mandir New Zealand – Diwali - \$388 – Community event to celebrate Diwali. Entertainment, Indian and Nepali dance performances, traditional music, and food.
 - Netball Mainland – Tactix games - \$1,686 – Three year agreement reached with Netball Mainland committing to bring at least one premiership game per year.
 - Nelson Tasman Chamber of Commerce Business awards - \$4,000 – Silver sponsorship for the annual business awards – as per last year which the mayor approved \$7,500 sponsorship.
 - Cawthron Foundation Scitec event - \$2,494 – kids science event originally booked in the Northern Extension; received numerous entries, event needed to be moved to the stadium.

8. Status Reports

- 8.1 The status report is attached as Attachment 3 (A2285161). Commentary is provided under section 7.9.

9. Workshop Update

- 9.1 There were two workshops held in this quarter – management options for the Brook Valley Holiday Park and the Maitai Valley Motor Camp, and the Vegetation Management Strategy, both held on 2 July 2019.

10. Key Performance Measures

- 10.1 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.
- 10.2 Final results for each measure will be reported on through the Annual Report 2019/20, however this report includes an indication of progress for those measures where an assessment of current performance is available at this stage.

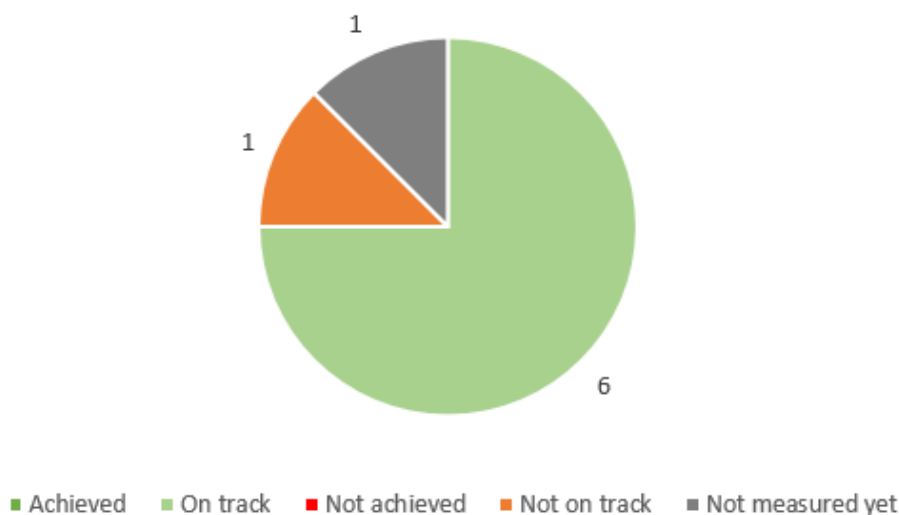
Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019

10.3 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:

- Achieved
- On track
- Not achieved
- Not on track
- Not measured yet

11. Quarterly Review of Key Performance Indicators

Sports and Recreation Q1 2019/20



11.1 Six of the eight measures are on track, one is noted as not on track which is the patronage at the Trafalgar Centre. The target for the year is 70,000 visitors with 11,945 being achieved in the first quarter. The winter months traditionally represent a quiet time for events, therefore it is expected numbers will increase. One of the Key Performance Indicators measures the Resident's Satisfaction Survey and is measured in the last quarter.

11.2 Attachment 2 (A2288755) lists all performance measures, their status and commentary.

12. Conclusion

12.1 The review of performance for the first quarter of 2019/20 for the Sports and Recreation Committee is included in this report, with project reports, status reports and performance measure updates attached.

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

Author: Rosie Bartlett, Manager Parks and Facilities

Attachments

- Attachment 1: A2288173 Project Sheets - Quarter 1 2019/20 - Quarterly Report - Sports and Recreation - Oct2019 [↓](#)
- Attachment 2: A2288755 Key Performance Indicators - Quarter 1 2019/20 - Quarterly Report - Sports and Recreation - Oct2019 [↓](#)
- Attachment 3: A2285161 Status Report Committee open - Quarter 1 2019_20 - Quarterly Report - Sports and Recreation - Oct2019 [↓](#)

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Athletic Track renewal				2252
Renewal of Saxton Field Athletics Track				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Rubber to be installed this week. Bad weather has impacted the construction programme. Project just over budget: \$902k forecasted for a \$910k budgeted.				
Project Risks				
Delay because of the weather. Security as the access remains open during the weekend.				
Project Issues				
Construction programme has been pushed to the 1st of November instead of the 24th of October (due to the weather).				

Athletic Track renewal					2252
2013/14 to 2017/18 Actuals					-
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28	Total 2018/28
Long-term Plan Budget	20,000	899,360	-	-	919,360
Carry-forwards / Amendments	- *	11,465	-	-	11,465
Total Budget	20,000 *	910,825	-	-	930,825
Actual Spend to Date	19,852	661,581			
Full Year Forecast	19,852 *	910,825	-	-	930,677

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Riverside Pool water heating system renewal					3185
To renew the heating system at Riverside Pool, required to meet the Levels of Service					
Overall Health			Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)					
A consultant has been assigned for the options evaluation and initial design of the water heating system renewal for the pool.					
Project Risks					
Current \$300k budget provision may not be adequate and additional funding could be required dependant on the evaluation from the consultant.					
Project Issues					
Potential additional funding request.					

Riverside Pool water heating system renewal					3185
2013/14 to 2017/18 Actuals					77,543
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	70,000	-	-	-	70,000
Carry-forwards / Amendments	8,702 *	47,000	265,000	5,000	325,702
Total Budget	78,702 *	47,000	265,000	5,000	395,702
Actual Spend to Date	78,702 *	10,527			
Full Year Forecast	78,702 *	47,000	265,000	5,000	395,702

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Modellers Pond Solution					1379
Undertake dosing trial to improve water quality and amenity of the pond and report to Council on a way forward					
Overall Health			Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)					
Diatomix trial completed. Council's recommendation (August 2019) was to proceed with Option 2 (a full upgrade of the pond with a concrete base and circulation system) and confirm from Iwi whether an alternative option(s) should be considered prior to proceeding with public consultation through the Annual Plan process. A report has been prepared for the November 18 Nelson City Council Iwi Manager's Forum which seeks Iwi approval of Option 2 or whether an alternative option should be considered by Council.					
Note that the \$3,200,000 budgeted for 2020/21 is capital expenditure.					
Project Risks					
The Modellers Pond Solution relies on Iwi consultation. Once consultation is worked through with the relevant Iwi results will be reported back and will be consulted through the Annual Plan before starting public consultation.					
Project Issues					
No immediate issues to report.					

Modellers Pond Solution					1379
2013/14 to 2017/18 Actuals					790,103
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	45,000	1,016,890	47,002	361,261	1,470,153
Carry-forwards / Amendments	235,000	(891,890)	3,152,998	(361,261)	2,134,847
Total Budget	280,000	125,000	47,002	-	452,002
Actual Spend to Date	228,106	10,890			
Full Year Forecast	228,106	125,000	3,200,000	-	3,553,106

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Reserve Development Programme				1063
<p>This is a funding line for new parks facilities. Project budgets are funded from this line which in turn are funded from Development Contributions. Current projects include:</p> <p>\$110k Montebello walkway, linking part of stage 5 development to Ngawhatu Road (dependent on subdivision timing this may need a carry over)</p> <p>\$45k Daelyn Drive development of new land purchase - bollards, landscaping etc.</p>				
Overall Health		Quality	Time	Budget

Project Update (work completed, in progress, scheduled & budget change info)				
<p>Reserve developments are predominantly funded from subdivision financial contributions, rather than rates. Completion of subdivision construction is dependent on a number of external factors meaning that the timing of developments can vary over several years. 2019/20 funding has been allocated for the construction of a shared pathway through a new reserve in the Montebello Subdivision (Ngawhatu Valley). Design has been completed.</p>				
Project Risks				
Time and funding risk at Montebello as the developer has experienced delays in the current stage of the subdivision.				
Project Issues				
No concerning issues to report.				

Reserve Development Programme						1063
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28	Total 2018/28	
Long-term Plan Budget	120,000	316,820	52,224	1,515,813	2,004,857	
Carry-forwards / Amendments	-	(169,340)	-	-	(169,340)	
Total Budget	120,000	147,480	52,224	1,515,813	1,835,517	
Actual Spend to Date	19,342	-				
Full Year Forecast	19,342	147,480	52,224	1,515,813	1,734,859	

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

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)				
The first stage of the investigation was adopted by the Community Services Committee (February 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. A small concrete temporary skate ramp has been constructed in the Marsden Reserve carpark, which will assist as a consultation focal point for future development. Discussions with Whanake Youth are ongoing.				
Project Risks				
There are concerns about the timing of this project due to determining a suitable location and consultant with stakeholders.				
Project Issues				
Determining a site for the Youth Park will be a priority.				

Stoke Youth Park					1074
2013/14 to 2017/18 Actuals					-
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	52,660	51,100	501,352	-	605,112
Carry-forwards / Amendments	(27,660)	-	-	-	(27,660)
Total Budget	25,000	51,100	501,352	-	577,452
Actual Spend to Date	12,845	-			
Full Year Forecast	12,845	20,100	501,352	30,000	564,297

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

General Reserves land purchase programme				1354
Purchase of new land for Parks and Reserves. The spend for the programme is ongoing and difficult to predict as it is based on timing of development of new subdivisions				
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 Marsden Park and 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. A sale and purchase agreement is underway.				
Project Risks				
Subdivision progress may be delayed resulting in subsequent delays in acquiring reserve land.				
Project Issues				
No concerning issues to report.				

General Reserves land purchase programme					1354
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28	Total 2018/28
Long-term Plan Budget	1,180,000	817,600	835,584	6,429,896	9,263,080
Carry-forwards / Amendments	(988,696)	380,611	-	-	(608,085)
Total Budget	191,304	1,198,211	835,584	6,429,896	8,654,995
Actual Spend to Date	191,304	800			
Full Year Forecast	191,304	1,198,211	835,584	6,429,896	8,654,995

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019: Attachment 1

Marina Hardstand				1769
Seal the hardstand area as per the consent and extend the approved area (up to 12 bays sealed) The project includes installing a filtration system, installing a wash bay at the entrance for bio security requirements. There will also be a gate installed plus safety cameras				
Overall Health		Quality	Time	Budget

Project Update (work completed, in progress, scheduled & budget change info)
<p>The plan for 2019/20 is to add 8 additional sealed bays to the hardstand to provide a total of 12 bays. A consent needs to be applied for by December for the work and this is currently on track. Consultants are carrying out design and costings for the work. Officers are investigating the provision of additional bays in order to meet increased bio-security requirements. The 12 bays and filtration system are being designed so that they are scalable and the area can be expanded for additional bays in the future. A separate report to the Sports and Recreation Committee on 10 December provides additional information.</p>

Project Risks
<p>The project is delayed. There is a risk that delivery of these additional 8 bays this financial year may not be deliverable. Budget: \$525,000. The first estimates are higher than the existing budget. These estimates are being revised based on new geotechnical information. An additional report to Sports and Recreation on 10 December provides additional information to seek required funding. Geotechnical: if the foundation is poor, more work may be required. Contaminants: HAIL investigations are ongoing. Depending on the results, the requirement may involve more costs (specific landfill, enviro controls, asbestos controls, etc.).</p>

Project Issues
<p>A new concept and detailed designs are required. A separate report to Council will consider budget and process. Further funding may be required through the Annual Plan 2020/21 for future work.</p>

Marina Hardstand					1769
2013/14 to 2017/18 Actuals					1,865,885
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28	Total 2018/28
Long-term Plan Budget	230,000	91,980	20,890	37,853	380,723
Carry-forwards / Amendments	(7,000) *	774,720	-	-	767,720
Total Budget	223,000 *	866,700	20,890	37,853	1,148,443
Actual Spend to Date	216,500 *	30,218			
Full Year Forecast	216,500 *	866,700	20,890	37,853	1,141,943

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019: Attachment 1

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)				
<p>The Sea Sports Alliance Group originally preferred the option that resulted in a total rebuild of the existing facility to meet needs of all users. This option was costed at approximately \$5.4M, with the groups needing to contribute 50%. Officers met with the Group and discussed this option and the Group decided that it was not affordable and wanted to consider other more affordable options. The Group prefers to upgrade the existing building and re-configure Totally Boating and provide additional toilets and waka storage.</p> <p>Approximate costs are estimated to be \$2.8m for this work. The next steps will be to commence design of this work, confirm a budget so that groups can commence fundraising, and allocate budget for the work through the 2020/21 Annual Plan and 2021-31 Long Term Plan.</p>				
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 ex Totally Boating building has some structural constraints and requires some upgrade work. The preferred option will need to better meet the needs of the large number of Sea Sport members into the future and better align with the overall use of the site including access to the adjoining boat ramp and pontoons A and B.				

Water sports building at Marina					2142
2013/14 to 2017/18 Actuals					1,325,115
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28	Total 2018/28
Long-term Plan Budget	600,000	817,600	-	-	1,417,600
Carry-forwards / Amendments	(508,025) *	(644,026)	540,000	-	(612,051)
Total Budget	91,975 *	173,574	540,000	-	805,549
Actual Spend to Date	82,208	96			
Full Year Forecast	82,208 *	173,574	350,000	2,800,000	3,405,782

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Poormans walkway (Main Rd to Neale Ave)					2894
Design and construct walkway/cycleway and plant riparian vegetation. Links Marsden Valley and Isel Park to the Railway Reserve and schools					
Overall Health			Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)					
<p>A revised design has been completed and the resource consent application has been submitted.</p> <p>Opportunities are being explored to acquire additional land which would simplify the path design, significantly reduce the need for instream works and reduce costs. These opportunities are currently being investigated and the process of securing the additional land may result in a delay to the project. A report will be brought back to the Sports and Recreation Committee in the new year.</p>					
Project Risks					
<p>Construction may not begin in the current Financial Year.</p> <p>Delays in obtaining an approved resource consent.</p> <p>Additional time required to process acquisition of additional land.</p>					
Project Issues					
<p>Acquiring additional land would result in additional design work being required. This would be more than offset by a reduction in construction costs.</p>					
Poormans walkway (Main Rd to Neale Ave)					2894
2013/14 to 2017/18 Actuals					32,272
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	60,000	204,400	313,344	-	577,744
Carry-forwards / Amendments	58,000 *	614,138	-	-	672,138
Total Budget	118,000 *	818,538	313,344	-	1,249,882
Actual Spend to Date	111,102	38,652			
Full Year Forecast	111,102 *	818,538	313,344	-	1,242,984

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Great Taste Trail					2899
Connections to improve existing Great Taste Trail connections south of the Airport with Tahuna Beach via the Beach Camp and Golf Course					
Overall Health			Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)					
Construction along the section between the Tahuna Reserve and the Parkers Road is progressing well.					
Project Risks					
Access through Nelson Golf Club land has not been agreed - risk of delay. An alternative route between Golf Road and the Airport is being explored.					
Project Issues					
The project was carried forward due to a delayed start which has resulted in the majority of costs lying within the 2019/20 financial year.					

Great Taste Trail					2899
2013/14 to 2017/18 Actuals					1,257
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	808,988	-	-	-	808,988
Carry-forwards / Amendments	(608,988)	759,000	-	-	150,012
Total Budget	200,000	759,000	-	-	959,000
Actual Spend to Date	51,290	565,348			
Full Year Forecast	51,290	907,710	-	-	959,000

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Maitai MTB Hub				3152
Develop hub for recreation on site adjacent to Camping Ground				
Overall Health		Quality	Time	Budget
Project Update (work completed, in progress, scheduled & budget change info)				
Project on hold pending the outcome of Ngati Koata recreation management strategy. Concept proposed is a relocatable modular option that could be relocated in future to serve the Nelson Adventure Park if required. To be reported back to the Sports and Recreation Committee. Engagement with Koata Trust ongoing. Wider Iwi consultation to follow.				
Project Risks				
Reliance on goodwill of Koata Trust owned MTB track network and therefore Maitai Hub function. Scope review with resulting scope creep/reduction. Rejection of concept by Iwi.				
Project Issues				
Project on hold until the development of the Recreation Strategy for Ngati Koata Land is completed.				
Maitai MTB Hub				3152
2013/14 to 2017/18 Actuals				-
	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Years 4-10 2021/28
				Total 2018/28
Long-term Plan Budget	20,000	715,400	182,784	-
Carry-forwards / Amendments	(12,000) *	(18,323)	-	-
Total Budget	8,000 *	697,077	182,784	-
Actual Spend to Date	17,459 *	4,334		
Full Year Forecast	17,459 *	15,000	30,000	834,861

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Paddys Knob reserve development				3275
Remove asphalt and create neighbourhood park space.				
Overall Health	Quality	Time	Budget	
Project Update (work completed, in progress, scheduled & budget change info)				
Concept design & consultation complete.				
Project Risks				
No identified risk at this stage in the project.				
Project Issues				
Parking demand versus neighbourhood green space.				
A separate project is underway to strengthen the viewing platforms at Paddy's Knob, which are temporarily closed.				
Paddys Knob reserve development				3275
2013/14 to 2017/18 Actuals				-
	Year 1	Year 2	Year 3	Years 4-10
	2018/19	2019/20	2020/21	2021/28
Total				
Long-term Plan Budget	20,000	-	-	-
Carry-forwards / Amendments	(15,000) *	233,000	-	-
Total Budget	5,000 *	233,000	-	-
Actual Spend to Date	72 *	-		
Full Year Forecast	72 *	233,000	-	-

* Includes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Item 7: Sports and Recreation Committee Quarterly Report to 30 September 2019:
Attachment 1

Maitai area MTB Trail grade 2-3				3295
Additional MTB track to fill an existing network gap, grant to club				
Overall Health	Quality	Time	Budget	
Project Update (work completed, in progress, scheduled & budget change info)				
Grant to MTB Club. Club have seen delays in securing consent and necessary permissions. Funding carried forward from 2018/19.				
Project Risks				
MTB Club not completing the project on time.				
Project Issues				
No concerning issues at this stage other than further delays due to obtaining necessary permissions from landowner.				

Maitai area MTB Trail grade 2-3					3295
2013/14 to 2017/18 Actuals					-
	Year 1	Year 2	Year 3	Years 4-10	Total
	2018/19	2019/20	2020/21	2021/28	2018/28
Long-term Plan Budget	170,000	203,200	-	-	373,200
Carry-forwards / Amendments	(170,000)	170,000	-	-	-
Total Budget	-	373,200	-	-	373,200
Actual Spend to Date	-	-			
Full Year Forecast	-	373,200	-	-	373,200

Excludes capital staff time

We are currently transitioning to a model in which capital staff time is budgeted at a project level. Projects managed by the Capital Projects team have been moved to this new model in 2019/20. For these projects, capital staff time is included in the 2019/20 year where indicated. The remaining projects will transition in 2020/21.

Committee responsible	GM responsible	Activity	What Council will provide	Performance measures	Targets	2019/20 Results	
					Year 2 (2019/20)	Quarter 1 2019/20 comment	Quarter 1 2019/20
Sports and Recreation	Roger Ball	Parks and active recreation	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	Resident survey undertaken in the last quarter of the year	Not measured yet
Sports and Recreation	Roger Ball	Parks and active recreation	Iwi heritage recognised in parks and reserves	% new reserves and renewed signs with te reo Māori name where one exists	100%	No new reserve entrance signs this year	On track
Sports and Recreation	Roger Ball	Parks and active recreation	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	50.88 residents / 84 ha = 1.7	On track
Sports and Recreation	Roger Ball	Parks and active recreation	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%	No significant change in ratio of residential properties in proximity to open space	On track
Sports and Recreation	Roger Ball	Parks and active recreation	Play facilities that are conveniently located	% of residential properties within 1km of a playground, approximately 15 min walk	At least 95%	No significant change in ratio of residential properties in proximity to playgrounds	On track
Sports and Recreation	Roger Ball	Parks and active recreation	Saxton Stadium well utilised	Use rate in hours per annum	Saxton stadium use achieves target of at least 1,450 hours per annum	First quarter hours 644. Above target for the quarter.	On track
Sports and Recreation	Roger Ball	Parks and active recreation	Trafalgar Centre facilities well utilised	Trafalgar Centre annual number of users	At least 70,000	11,945 attendance for the first quarter which is under target for quarter, however this is the quietest quarter of the year, numbers expected to increase.	Not on track
Sports and Recreation	Roger Ball	Parks and active recreation	Marina managed to meet demand	Marina berth occupation rates in relation to target	Marina berth occupation of at least 85%	Current occupation rate 96%	On track

Status Report - Sports and Recreation Committee

^MEETING DATE	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS
20/08/2019	Council Facilities Venue Hire Fund: Criteria [resolution was amended at Council 19Sep2019. CL/2019/180 and copy and past resolution from Council minutes 19Sep2019]	<p><i>That the Sports and Recreation Committee</i></p> <p>1. <i><u>Receives</u> the report Council Facilities Venue Hire Fund: Criteria (R10349) and its attachment (A2215195).</i></p> <p><i><u>That the Council</u></i></p> <p>1. <i><u>Approves</u> the criteria (with one minor correction) for the Council Facilities Venue Hire Fund, set out in Attachment 1 (A2215195) with the changes discussed for pages 3 and 4 of the attachment 1; and</i></p> <p>2. <i><u>Notes</u> 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</i></p> <p>3. <i><u>Directs</u> 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.</i></p>	Ball, Roger	Refer to 7.8 in the main report Closed.

The Tahuna Beach Camp Inc: Update to Rules

1. Purpose of Report

- 1.1 To consent to changes to the Rules of the Tahuna Beach Camp Inc.

2. Recommendation

That the Committee

- 1. Receives the report *The Tahuna Beach Camp Inc: Update to Rules (R10383)* and its attachment (A2231800); and***
- 2. Consents to the alterations to the Rules of the Tahuna Beach Camp Inc. contained in document A2231800.***

3. Background

General background

- 3.1 Tahuna Beach Camp is a Council-owned holiday park which draws around 200,000 visitors per annum. The camp is leased to Tahuna Beach Camp Incorporated (TBCI), with the current lease running until June 2021. In recent years, there has been a focus by Council on strengthening its partnership with the TBCI Board, to build TBCI's ability to undertake its governance role. This has included the appointment of a Business Adviser to the TBCI Board, John Murray, whose term runs until June 2020. The cost of this support is \$40,000 p.a. shared equally with the TBCI.
- 3.2 The camp is performing well financially: the Camp paid Council \$289,000 in rent and \$33,000 in interest during the 2018/2019 year. Over and above these payments the Camp made a \$558,000 cash surplus which was used to reduce the Council debt by \$91,000 and to further build reserves for planned investment in the Camp assets.
- 3.3 The TBCI held its Annual General Meeting (AGM) on 25 September 2019 and the following appointments were made to its Board.

Item 8: The Tahuna Beach Camp Inc: Update to Rules

3.3.1 Elected Members:

- Stan Holland (Chairperson, re-elected)
- Steve Cross (re-elected)
- Jess Bagge (new appointment)
- Paul Dayman (new appointment)

3.3.2 Co-opted Members:

- Dennis Christian (new appointment)
- Oliver Jones Allen (new appointment)

- 3.4 Representatives of the TBCI Board and Council's Business Adviser to the Board, John Murray, will be present for this agenda item and ready to answer questions.

Recent Council decision

- 3.5 At its meeting on 6 March 2019 the Council resolved:

Agrees to extend the lease to the Tahuna Beach Camp Society Inc (TBCI) until June 2021 subject to the TBCI agreeing to amend its constitution to ensure best practice governance methods are adopted; and

- 3.6 The decision by Council to extend the lease reflected the positive assessment of developments at the Tahuna Camp. This came after many months of work by the new TBCI Board, supported by Council, to make a series of improvements to its governance and operations. The Tahuna Camp is now in a stronger position, with a solid financial position, a refreshed Board, supported by newly co-opted members.

- 3.7 There remain a number of issues to address in the future, including:

- 3.7.1 Ensuring compliance by the Camp and residents in relation to all regulatory and legislative requirements. The camp management and Council are working on this.
- 3.7.2 The need for investment in the camp's infrastructure, as identified by past reviews. This will need to be picked up in Council's forthcoming activity management plans.

- 3.8 The focus of this paper is to seek the Council's agreement to the TBCI's recently reviewed Rules (i.e., its constitution). Council's lease with the TBCI requires that "the Lessee shall not alter the Lessee's rules without the prior written consent of the Lessor" (clause 33 of the lease).

4. Discussion

- 4.1 Council's Business Adviser to the Tahuna Beach Camp Inc (TBCI), John Murray, advises that the amendments to the TBCI's Rules have been made following review by the TBCI Board. These changes were adopted at an Annual General Meeting (AGM) of the TBCI held on 25 September 2019.
- 4.2 A copy of the new Rules is included as Attachment 1 (A2231800), with the most substantive changes highlighted in yellow. Changes include a number of provisions which seek to broaden the skill set and expertise of the Board and limit the potential for conflicts of interest (see clause 7.1). Council retains its right to appoint a representative to the Board if it wishes (it has not done so in recent years). Clause 14 of the Rules continues the protection for Council that, if the TBCI winds up, the assets of the camp become the property of the Council after liabilities have been discharged.
- 4.3 In addition, the Board has adopted a Conflicts of Interest Policy and a Related Party Transaction Policy. Together with changes to the Rules, this confirms a positive direction for governance of the Tahuna Camp and underlines the value contributed by the appointment of a Business Adviser to assist the Board.
- 4.4 In reviewing the revised Rules officers focused on what issues if any they posed for Council as lessor (minor matters of clarity or editing have been passed to the TBCI). Following legal advice, Officers raised two main questions with the TBCI Board:
- 4.4.1 New Clause 6.1: The Board can appoint a Chair who is not necessarily an elected Board member.
- 4.4.2 New clause 7.1: There is a change in how the Board is composed with four elected members and two co-opted members.
- 4.5 Officers raised with the TBCI the question of whether these changes introduced a risk; ie, that a non-elected person could become a Board member or even the Chair. Council's Business Adviser to the TBCI, John Murray does not agree with this concern:

"The amendments made to the Constitution by TBCI are deliberate and are aimed at achieving the ability to form a Board with the skills, capability, and competence to run the Camp in conjunction with NCC's objectives.

The selection of the Chair by the Board members means that the right person with the appropriate governance skills and leadership skills can be appointed to the role, and not be based on the whim of Society members.

The Election of 4 Board Members keeps the democratic ethos of the Society alive.

Item 8: The Tahuna Beach Camp Inc: Update to Rules

The mandatory requirement to appoint 2 more co-opted Board Members based on skills and ability means that the Board must consider its needs and appoint accordingly.

The ability to form a capable Board is now somewhat enhanced.

*So based on these changes, the risk to NCC that an ineffective TBCI Board is put in place by the rules in the new Constitution, is somewhat reduced and is now considered to be **LOW**.*

NCC will be aware that it is not possible to remove this risk completely; therefore the ability to appoint a Business Adviser through the Lease further mitigates this risk to an acceptable level.

The residual risk to NCC is therefore assessed as very low and acceptable."

- 4.6 Officers support the position advised by Mr Murray: we accept that the appointment of non-elected members to the Board provides a mechanism for the TBCI to expand the range of governance skills available for its decision-making. The proposed Rules improve the governance of the Board. While the changes to the Rules do not eliminate all risk, we concur with Mr Murray that the residual risk is low and there are mitigations that can be applied if future issues arise (such as the appointment of a business advisor through the lease).

5. Conclusion

- 5.1 Council's lease with the TBCI requires that "the Lessee shall not alter the Lessee's rules without the prior written consent of the Lessor" (clause 33 of the lease). The new Rules are a clear improvement and this report recommends that Council gives that consent.

6. Next Steps

- 6.1 Officers will write to the TBCI under the lease to confirm its approval of the TBCI's new Rules.

1.1

Author: Roger Ball, Group Manager Community Services

Attachments

Attachment 1: A2231800 - The Tahuna Beach Camp (Inc) Constitution and Rules [↓](#)

Important considerations for decision making
1. Fit with Purpose of Local Government <p>Supporting improvements to the governance arrangements of the Tahuna Beach Campground Inc (TBCI) will promote the social, economic and environmental wellbeing of Nelson residents and visitors in the present and for the future.</p>
2. Consistency with Community Outcomes and Council Policy <p>The recommendation is consistent with the Community Outcomes of Council. In particular,</p> <ul style="list-style-type: none">• <i>Our region is supported by an innovative and sustainable economy</i> — providing a range of camping options in Nelson supports our tourism sector.• <i>Our communities are healthy, safe, inclusive and resilient</i> — supporting improvements to the governance arrangements of the TBCI will help ensure visitors and permanent occupants have a positive experience in line with the Outcome.
3. Risk <p>Consenting to the new Rules helps to mitigate risk because it strengthens the governance of the TBCI and the relationship between Council and the TBCI's Board.</p>
4. Financial impact <p>There are no financial consequences from the decision.</p>
5. Degree of significance and level of engagement <p>This matter is of low significance as the decision will have minimal impact on the community, will not affect rates, and can be reversed.</p>
6. Climate Impact <p>This decision will have no impact on the ability of the Council to proactively respond to the impacts of climate change now or in the future.</p> <p>This decision is not likely to result in an impact on greenhouse gas emissions.</p> <p>Future capital investment should consider greenhouse gas emission reductions and adaptation requirements.</p>

7. Inclusion of Māori in the decision making process

Māori have not been consulted in preparing this report.

8. Delegations

The Sports and Recreation Committee has the following:

5.7.1 Areas of responsibility:

- *Campgrounds*
- *Parks and Reserves*

5.7.2 Delegations:

- *The committee has all of the responsibilities, powers, functions and duties of Council in relation to governance matters within its areas of responsibility, except where they have been retained by Council, or have been referred to other committees, subcommittees or subordinate decision-making bodies.*

CONSTITUTION AND RULES

THE TAHUNA BEACH CAMP (Inc)

1. NAME

The name of the Association shall be 'Tahuna Beach Camp (Incorporated)' ('The Association') with the Registered Office at 70 Beach Rd, Tahunanui or any other such place as advised by the Association.

2. AIMS AND OBJECTS

2.1. The Aims and Objects of the Association shall be:

2.1.1. To improve and develop that area at the Tahuna Sands and the Tahuna Sands Reserve ("the Tahuna Sands") vested in the Nelson City Council, and leased by the Council to the Association. (The lease defines the property as that part of the land outlined in red on the plan attached in its first schedule, including the walkway to Golf Road. The land is described in Certificate of Title NL2B/1147, NL2B/1146 and Proclamation 98288.)

2.1.2. To maintain and develop a camping ground, including the construction of necessary buildings and facilities shops and canteens, accommodation buildings, (including relocatable housing), or assembly halls; the provision of camping sites; the provision of essential services; and landscaping and planting as required; and to make and administer rules and regulations for the conduct for such camping ground as may be deemed necessary from time to time.

2.1.3. To raise money by subscriptions or by any other means which the Association considers appropriate and of advantage to the camp.

2.1.4. To undertake such activities as the Board determines which enhance the appeal, enjoyment and attractiveness of the Tahuna Sands (including within the broader Tahunanui Beach area and its surrounds).

2.1.5. Support community enrichment by collaborating with and supporting community groups in the Tahunanui area that are considered likely to enhance the appeal, enjoyment and attractiveness of the Tahuna Sands.

2.1.6. To undertake governance, management and operation functions for similar campgrounds in the Nelson region where the Board ascertains there is benefit to the Association in doing so.

2.1.7. To make rules and regulations governing the operation of the Camp.

2.1.8. To provide, equip, manage and carry on (either alone or with any other body or company) tea rooms, restaurants, playing areas and amusements of all kinds in on or around the Camp area.

2.1.9. To employ suitable and appropriate persons to achieve the aims and objects herein.

2.1.10. To buy and sell, lease, rent or hire, land, buildings, plant, goods, furniture, chattels and things necessary or convenient for carrying out the objects of the Association.

- 2.1.11. To open banking accounts appropriate for its operations.
- 2.1.12. To advertise and market the advantages and attractions of the Tahuna Sands and its facilities.
- 2.1.13. To do those things which in the opinion of the Members of the Association or the Board of the Association may aid and assist the aims and objects of the Association.
- 2.1.14. Pecuniary gain for the members of the Association is not an aim or object of the Association.

3. MEMBERSHIP

3.1. The Members of the association shall be:

- 3.1.1. All Members as at the date that this review of the Rules has been passed by the Association and accepted by the Registrar of Incorporated Societies.
- 3.1.2. All members appointed pursuant to Rule 3.2
- 3.1.3. All members appointed pursuant to Rule 3.3

3.2. Ordinary Members:

- 3.2.1. Any person wishing to become a Member shall be nominated by at least two members on a form provided for that purpose. The form must include personal details and a signed undertaking that the candidate, if accepted, shall abide by the rules of the Association and shall support the aims and objects of the Association. The Board will consider the application and the views of the nominating members and shall, at its discretion, accept or reject the application.
- 3.2.2. The Board shall, at its discretion, require prospective members to attend a Board meeting and be interviewed by the Board to ascertain acceptability.

3.3. Honorary Life Membership:

- 3.3.1. Life Members may be appointed by resolution at any General Meeting or a Special General Meeting of the Association provided a notice of motion is received by the Secretary 21 days before any General Meeting and a majority of Members present at the meeting support the resolution. All such Honorary Life Members and spouses/partners of existing Honorary Life Members made an Honorary Life Member before the date that this review of the Rules has been passed by the Association and accepted by the Registrar of Incorporated Societies shall be deemed to be financial members of the Association and may exercise the full rights of membership to the Association. There shall not be more than 15 life members at any time.

3.4. Ordinary and Life Membership Rights and Privileges shall include:

- 3.4.1. The right to hold office in the accordance with the rules of the Association. Full voting rights at all Annual and Special General Meetings of the Association. Such other rights and privileges that may be deemed appropriate by any Annual or Special General Meeting of the Association.

4. TERMINATION OF MEMBERSHIP

4.1. Resignation:

Any Member may cease to be a member at any time by notice in writing to the Secretary of the Association.

4.2. Non-financial Status:

Any member whose subscription is in arrears for more than two months shall cease to be a member of the Association. Membership may be regained by the payment of an annual subscription within two years of ceasing to be a Member. Any person who has not paid a subscription for two consecutive years shall be required to reapply for membership if they wish to be readmitted to the Association.

4.3. Expulsion:

Any member who conducts himself in a manner deemed detrimental to the interests of the Association or its members is liable to suspension or expulsion by the Board. Prior to making a decision for suspension or expulsion the Board shall conduct a hearing into the complaint in a manner which observes the rules of natural justice and is procedurally fair to the offending member. The decision of the Board is final.

5. SUBSCRIPTIONS

5.1. Subscriptions for Ordinary Members:

The annual subscription for ordinary Members to the Association shall be \$5 or such sum as determined by the Board from time to time as it sees fit. All subscriptions shall be payable on enrolment and thereafter on the 1st day of July in every year.

5.2. Honorary Life Members:

5.2.1. Shall not pay subscriptions but shall be deemed to be financial members.

5.2.2. Spouses/partners of Honorary Life Members made an Honorary Life Member before the date that this review of the Rules has been passed by the Association and accepted by the Registrar of Incorporated Societies shall not pay subscriptions but shall be deemed to be financial members.

6. OFFICERS OF THE ASSOCIATION

6.1. Officers of the Association

The officers of the Association shall consist of a Chair, a Secretary and other such officers as may be considered necessary by the Association. The Chair, Secretary and other such Officers considered necessary by the Board shall be appointed by the Board.. The Chair may be replaced at any time by the Board.

6.2. Nominations for all positions

Nominations for all positions subject to election close 28 days prior to the Annual General Meeting ("AGM"). Any nomination must be made by at least two financial members and shall be filed with the Secretary and may be filed by email or other electronic means

provided however that no nominations shall be required for an auditor then currently holding that position.

6.3. Election of Auditor:

The Auditor shall be elected annually at the AGM of the Association and shall hold office until a successor has been elected at the next AGM provided however if an auditor dies or otherwise becomes incapable of acting the Board may appoint a person as Auditor and such person shall hold until a successor has been elected at the next AGM. The Auditor shall audit the annual financial statements of the Association prior to each Annual General Meeting.

6.4. Auditor independence

The Auditor may be a member of the Association but:

- i. must not be engaged or employed by the Association to provide external accounting advice or accounting assistance to the Association;
- ii. must not be an employee, shareholder, partner or otherwise financially associated with any person or entity that provides external accounting advice or accounting assistance to the Association;
- iii. may be engaged or employed, directly or indirectly, to provide external accounting advice or accounting assistance to the Nelson City Council;
- iv. must be a chartered accountant;
- v. must be willing to attend the AGM and or any relevant SPM (charged at his or her normal rates) to answer any questions put to the Chair concerning the financial management and or financial reporting of the Association's financial affairs and, for the avoidance of doubt, the auditor shall be entitled to speak freely at such meetings and shall be fully indemnified by the Association from any claim made against him or her arising from any comments made by him or her at such meeting.

7. THE BOARD MANAGES THE BUSINESS OF THE ASSOCIATION

7.1. The Board:

7.1.1. The business of the association shall be conducted by a Board comprising a minimum of six and a maximum of seven members consisting of the following:

- i. One (1) representative or alternate appointed by the Nelson City Council. The Council may remove and or replace such representative from time to time by notice in writing to the Secretary.
- ii. Four (4) members of the Association to be elected in accordance with Rule 7.2.
- iii. Two (2) people who need not be a member of the Association, but are known for his/her business acumen and/or competence in financial stewardship, or special skills must be appointed onto the Board by the Board for a term up to two years. The term of appointment can be renewed by the Board without restriction.
- iv. Casual vacancies of Board Members per 7.1, may be filled by the Board until the next AGM.

A2231800

7.1.2. Excluding the Candidates appointed under Rules 7.1.1 (i), and 7.1.1 (iii), no one shall be eligible to stand for a Board position where they have or are likely to have a clear and ongoing conflict of interest. Such conflicts include, but are not limited to:

- a) The candidate is, or has a close family member or related association with a person or entity who is, in an employment relationship (which relationships include those providing regular financial reward from undertaking work or providing services to the Association) with the Association or the Nelson City Council.
- b) The Candidate operates a business that competes with the core business undertaken by the Association.

7.1.3. A maximum of one (1) resident of the Tahuna Beach Holiday Park shall be a member of the Board at any one time.

7.2. Election of Board Members.

At each Annual General Meeting in every year at least two of the four members of the Board shall retire from office. At every such Annual General Meeting the Association shall elect Members of the Board in place of those retiring. For the purposes of this Clause, Members of the Board who resign from their position during their term of office, shall be deemed to have retired. No one member of the Board shall serve more than a four year term without being re-elected.

7.3. Board Members to Retire.

The Members of the Board to retire in every year shall be those who have been longest in Office since their last election, but as between persons who become Members of the Board on the same day, those to retire shall (unless otherwise agreed upon amongst themselves) be determined by lot.

7.4. Presence at Board Meetings.

Any elected member of the Board absent from three (3) consecutive Meetings without leave from the remaining Board Members (which shall not be unreasonable refused), shall cease to be a member of the Board but is eligible for re-election.

7.5. Board Meetings.

The Board shall meet at least once every six weeks, four (4) Board Members to form a quorum. Board meetings shall be called within 14 days of and upon the request of any three (3) Board Members.

7.6. Remote Meetings

7.6.1 Board Meetings may be held either by:

- I. By a number of the Board who constitute a quorum being assembled together at the place, date and time appointed for the meeting or**
- II. By means of audio, or audio and visual, or electronic communications by which all Board Members participating and constituting a quorum can simultaneously hear each other throughout the meeting or**
- III. A combination of the above two methods.**

7.6.2 A resolution in writing, signed by all the Board members shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more Board members. A facsimile of any such signed resolution or email by a Board Member confirming that Board member's vote in favour of such resolution shall be as valid and effectual as the original signed document with effect from completion of its transmission.

7.7. Indemnity

To the extent allowed by law, all Board Members shall be indemnified by the Association for all liabilities and costs incurred by them in the proper performance of their duties, other than as a result of their willful default, knowingly wrongful conduct or dishonesty.

7.8. Honoraria and Meeting Allowances.

Board Members of the Association are entitled to be paid reasonable honoraria inclusive of approved expenses. The Board is to present a recommendation pursuant to this in the agenda notice for the AGM. The sum of the honoraria shall be set by resolution passed at the Annual General Meeting. Any Board Member may decline to accept an honoraria for any year in which they are otherwise entitled to the same.

7.9. Vote of No Confidence

The Board, other than the representative appointed by under Rule 7 (1) I, by the Nelson City Council or any member of it, may be removed from their position by a vote of no confidence, taken at a Special General Meeting, passed by a majority of two thirds of the members present and or voting at the meeting by proxy. Upon removal of any Board Member pursuant to this Rule a replacement Board member may be appointed, by resolution from the Special General Meeting moved and seconded by two members, to hold office in that position until the next AGM.

7.10. Casual Board Member

If during his or her term of office, a Board Member:

- I. Resigns or retires by written notice to the Board**
- II. Dies**
- III. Becomes mentally or physically incapacitated to the extent that he or she is unable to fulfill his or her duties as so determined by the other Board Members**
- IV. Refuses or is unable to act in his or her capacity as a Board member**
- V. Fails to attend three (3) consecutive Meeting as per rule 7.4 the Board Member will be removed from office.**

The Board may appoint a Casual Board Member, who will have all the rights and responsibilities of a Board Committee member under this Constitution and at law.

7.11. Insufficient Candidates for Elected Positions.

If there are insufficient candidates for the elected positions as required by Rule 7.2 the positions may be filled by resolution from the AGM moved and seconded by two members. Any vacancies still unfilled at the AGM shall be treated as casual vacancies under Rule 7.1.1(iv) above.

8. THE ROLE OF THE BOARD AND THE EXTENT AND LIMITATION OF POWERS OF THE BOARD TO DO BUSINESS.

8.1. The Roles of Office Holders

8.1.1 The Chair - The Chair shall be responsible for:

- I. Ensuring that the Rules are followed
- II. Convening Meetings
- III. Chairing Meetings, deciding who may speak and when
- IV. Overseeing, together with the Board, the operation of the Society
- V. The Chair regularly liaising with the General Manager, on the management and operation of the Association's Camp and assets and reporting to the Board of any information that the President considers should be considered by the Board.
- VI. Providing a report on the operations of the Society at each Annual General Meeting (AGM)
- VII. Exercising a casting vote in the case of a tie.

**8.1.2 The Secretary (please note that some or all of these functions may be delegated to employed staff or volunteers as the Board deems appropriate).
The Secretary Shall:**

- I. Notify members of the Society of each meeting as may be required by these rules
- II. Record the minutes and attendance of members of the Society at all meetings
- III. Keep the Register of Members
- IV. Hold the Society records, documents and books
- V. Receive and reply to correspondence as required by the Society
- VI. Complete any other reasonable request in relation to the affairs of the Society as required

8.1.3 The Committee – Subject to the rules of the Society ("The Rules"), the role of the Committee is to:

- I. Regularly attend Board meetings and General Meetings of The Association
- II. Provide good governance for The Association
- III. Exercise the powers of the Board for proper purpose
- IV. Regularly monitor and review the performance of The Association
- V. Act in good faith and the best interests of The Association at all times
- VI. Act and ensure The Association acts in accordance with this Constitution and the Law

- VII. Formulate such by-laws, regulations, policies and procedures as are appropriate for The Association
- VIII. Where appropriate, engage in activities to promote, market, represent and fundraise for The Association
- IX. Disclose to the Board the nature and extent of any interest in a transaction or proposed transaction as soon as the Board Member becomes aware of the fact that he/she has such interest
- X. Take such other steps as determined by the Board in respect of any Conflict of Interest which may include, without limitation, abstaining from deliberations and/or vote regarding such interest.
- XI. Not disclose information that the Board member would not otherwise have available other than in his or her capacity as a Board member, to any person, or make use of or act on the information except:
 - a) As agreed by the Board for the purposes of The Association; or
 - b) To persons, or for reasons identical to those specified in sections 145(1) of the Companies Act 1993.

8.2. Powers of the Board

The Board shall have the power to:

- I. Appoint and or remove and or deal with issues arising in respect of key managerial positions.
- II. Define delegations of authority from the Board to the key managers.
- III. Adopt and review the Strategic Plan for The Association
- IV. Adopt and review the Annual Plan and budget for The Association
- V. Determine applications from individuals wishing to be members of The Association
- VI. Hold meetings and forums for the Members including General Meetings
- VII. Establish sub-committees, commissions or other groups to carry out any work of the Board by its delegated authority
- VIII. Subject to this Constitution, fill vacancies on the Board, and any commissions, committees or other groups which are established by it.
- IX. Control expenditure and raise funds to fulfill the Objects of The Association
- X. Open and operate in the name of The Association such as bank accounts as deemed necessary
- XI. Make repeal or amend any regulations, policies and procedures as it thinks appropriate, provided that such policies and procedures are not inconsistent with the Constitution.
- XII. Engage, contract or otherwise agree to obtain the assistance or advice of any person or organisation for the Board
- XIII. Establish such corporate and other entities to carry on and conduct all or any part of the affairs of The Association
- XIV. Operate in accordance with the Board Charter
- XV. Resolve and determine any disputes or matters not provided for in this Constitution and
- XVI. Do all other acts and things which are within the powers and objects of The Association and which the Board considers are appropriate.

8.3. Financial Reporting

The Board shall ensure that there is clear accountability established for financial reporting, including statutory reporting. The Board shall, at its discretion, either:

- I. Appoint a Treasurer from within the Committee members or,
- II. Delegate the responsibility for financial reporting to a named member of the Camp Management team or,
- III. Outsource the financial reporting and record keeping function to an external contractor, reporting to the Board.

In all instances any member of the Board, or the Association's Auditors, shall have free access to the nominated person responsible for financial reporting.

8.4. The Board may use Assets of the Association.

The Board may use the assets of the Association as they see fit or proper in payment of the costs and expenses of the Association, including the employment of staff as is deemed necessary or expedient.

8.5 Borrowing

The Board is entitled to borrow money provided that it is within the powers and objects of the Association around the normal course of business

9. MEETINGS OF THE ASSOCIATION

9.1. General Meetings of the Association.

Special General Meetings of the Association may be convened by resolution of the Board and shall be convened by the Board upon receipt of a requisition to that effect signed by either not less than three Board members or fifteen financial members of the Association. At any General Meeting of the Association fifteen Members personally present shall form a quorum.

9.2. Notice of all General Meetings.

9.2.1 Annual General Meetings.

- I. At least fourteen (14) days notice of all Annual General Meetings shall be given by Public Notice and posted or emailed notice to all members to their last known address at least fourteen (14) days prior to the meeting. In addition, an agenda together with the last financial accounts of the Association, all appropriate annual reports and information (and for avoidance of doubt any candidate for the Board may supply to the Secretary information in support of their candidacy for this purpose provided that the Board shall have the right to redact or remove any information considered unnecessarily derogatory, argumentative, defamatory or otherwise inappropriate), shall be either posted or emailed to all members or made available to members on the Association's website at least fourteen (14)

days prior to the meeting. Failure to notify any member/s by post or email shall not invalidate any meeting or any resolution passed at such a meeting.

II. The AGM shall be held for the following purposes:

- a) To receive from the Board a report on the balance sheet and statement of accounts for the preceding year (including a copy of such balance sheet and statement of accounts), and a report from the Auditor on the accuracy of such accounts and any concerns that the Auditor holds in respect of the Association's financial position and financial management
- b) To receive from the Board a report on the Association's management and operations over the previous year and any substantive initiatives proposed for the following year
- c) To elect persons to any Board positions up for appointment and to elect an Auditor
- d) To approve any honorarium and or any other benefit to be provided to Board Members
- e) Consider any other business properly brought before it

III. All business other than that set out in Rule 9.2.1 (i) and (ii) shall be deemed to be special business of which notice must be given to Members in the notice calling the meeting.

IV. Any ten members may by notice to the Secretary given at least 21 days before the AGM may require the AGM to include any particular business matter concerning the Association be brought before the AGM and for that purpose may put forward any proposed resolution or resolutions that the members wish the AGM to vote on. Upon receipt of any such request the Secretary shall place such business on the Agenda and notice of the same and any associated information such be included in the information provided to members under Rule 9.2.1 (i).

9.2.2 Special General Meetings.

At least fourteen (14) days notice of all Special General Meetings, together with relevant information re the business for the meeting, including notice of any proposed resolutions, shall be posted to all members to their last known address at least fourteen (14) days prior to the meeting. Failure to notify any member/s by post shall not invalidate any meeting or any resolution passed at such a meeting. Resolutions from the floor, so long as they relate to the business of the meeting, shall be permitted.

9.3. Conduct of General Meetings.

The meeting will be conducted by the Chair or, in his/her absence any other person so appointed by a majority of members at the meeting. The Chair shall conduct the meeting under the usual standards of debate. If necessary, the meeting may define those standards.

9.4. Lawful Resolutions passed at General Meetings of the Association.

Lawful resolutions passed at General Meetings of the Association shall be binding on all members.

A2231800

9.5. Voting at General Meetings

All motions (except election of the Board which shall be by Ballot) arising at any General Meeting shall be decided by ballot or by a show of hands. Five members present may demand a ballot. No Member whose subscription is in arrears for two months shall be entitled to vote at any General Meeting.

9.6. Proxies

9.6.1 Proxies may not be exercised at General Meetings other than in accordance with the following conditions:

- I. Any member who has attended at least three (3) AGM's may vote by Proxy at any General Meeting
- II. Subject to Rule 9.6.1 (i), financial members may vote by proxies to other members, (or by proxy notice to the Secretary of their own vote or votes), for election of officers, notices of motion and notified agenda items.

9.7. Chair to have a separate casting vote.

At any meeting of the Board or at any General Meeting of the Association, in the event of a tie, the Chair shall have a separate Casting Vote.

10. ACCOUNTS

10.1. The Board shall ensure that accurate records are kept:

- 10.1.1. Of all the money received and expended by the Association and the matters in respect of which such receipt and expenditure takes place.
- 10.1.2. Of all assets, credits and liabilities of the Association including any charges and securities of any description affecting any property of the Association.
- 10.1.3. The accounts shall be kept at the office of the Association or such other place as the Board may determine. Any member may require a report on the accuracy of the books from the auditor. All monies shall be forthwith paid into a bank approved by the Board after being entered in the books of the Association as having been received.
- 10.1.4. All payments shall be reported to the board for confirmation at the first meeting following pay-out, and payment of all money on behalf of the Association shall be made by bank transfers or cheques as authorised by the Board. Signatories to cheques must be two authorised persons of whom one at least shall be a Board member and one may be an administrative officer, except that the Board may authorise two members of the administration to sign or make payments on behalf of the Association for the purpose of meeting normal monthly accounts within a limit to be determined by the Board.
- 10.1.5. At every Annual General Meeting of the Association the Board shall present a statement of the income and expenditure and a balance sheet containing a summary of the assets and liabilities of the Association at the 30th day of June preceding the

A.G.M. Every such statement shall be accompanied by a report from the Board as to the state of the Association.

10.1.6. The Association shall make returns required by Section 23 of the Incorporated Societies Act, 1908 or by such other statutory provision for the time being in force and shall comply with all the requirements of such statute and other regulations thereunder.

10.1.7. The Association shall keep such proper accounts in such standard form as the auditor shall approve. A copy of the annual report, statement of income and expenditure and balance sheet shall be available to every member of the Association.

11. INVESTMENTS

Excess funds may be invested by the Board.

The funds of the Association not immediately required may be invested by the Board, upon any securities for the time being authorised by law in New Zealand for the investment of Trust Funds.

12. ALTERATION OF RULES.

Alteration of Rules.

Rules of the Association may be altered or amended at a Special General Meeting of the members convened for that purpose, or at the Annual General Meeting, provided that the notice of a resolution to change or amend the rules has been given to all members as set out in Rule 9.2.1 (i). No addition to or alteration of the non-profit aims, personal benefit Rule or the winding up Rule shall be made which affect the tax-exempt status or which would breach the terms of the Association's Lease with the Nelson City Council. The provisions and effect of the Rule shall not be removed from the document and shall be included and implied into any document replacing this document.

13. THE SEAL OF THE ASSOCIATION

13.1. Seal.

A Common Seal shall be provided having the name of the Association thereon and shall be under the control of the Board and shall be affixed to any documents requiring sealing pursuant to a resolution of the Board in the presence of two Members of the Board and the Secretary.

13.2. Winding Up.

13.2.1. In the event of a resolution being carried at any General Meeting of the Association by a simple majority of the Members present and confirmed at a subsequent General Meeting as provided by Section 24 of the Incorporated Societies Act 1908 that the Association and its affairs be wound up then and in such case the Association shall cease to exist its affairs shall be wound up accordingly provided that notice of such resolution shall be given in the Notices calling the General Meetings at which such resolution is to be proposed and confirmed.

13.2.2. Winding up of the Association shall be compulsory if the Association ceases to operate the Camp.

A2231800

13.2.3. If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the organisation but shall be given or transferred to the Nelson City Council or its nominee. This rule shall not be altered without the prior approval of the said Nelson City Council.

14. PERSONAL BENEFIT

Any income, benefit or advantage shall be applied to the objectives of the organisation. 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 the member or associated person of any income, benefit, or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arm's length transaction (being open market value). And the provisions and effect of the clause shall not be removed from this document and shall be included and implied into any document replacing this document.

15. TRANSITION CLAUSE

The current Board remains in place until the next AGM, when the Constitution comes into effect.

REPORT R10442

Review of Potential Fire Risk of Nelson City Council Reserves

1. Purpose of Report

- 1.1 The purpose of this report is to present the Potential Fire Risk of Nelson City Council Reserves and outline a Fire Risk Reduction Action Plan.

2. Summary

- 2.1 The Forestry Advisory Group requested a fire risk assessment be made of all Parks and Reserves plantations close to the city. LandVision completed the 'Potential Fire Risk of Nelson City Council Reserves' report for presentation to the Sport and Recreation Committee. This report is attached (A2279724) and a summary of the report is provided along with an action plan to reduce fire risk on Council's Reserves.

3. Recommendation

That the Sports and Recreation Committee

- 1. Receives the report Review of Potential Fire Risk of Nelson City Council Reserves (R10442) and its attachments (A2255860 and A2279724); and***
- 2. Receives the Fire Risk Reduction Action Plan outlined in the report (R10442).***

4. Background

- 4.1 On 30 July 2019 the Forestry Advisory Group (the Group) requested a fire risk assessment be made of all Parks and Reserves plantations close to the city (especially considering the recent Walters Bluff fire which had the potential to cause loss of life and property), with any recommendations to be made to the relevant committee. LandVision carried out this work and the outcomes are discussed in this report.

Item 9: Review of Potential Fire Risk of Nelson City Council Reserves

- 4.2 In addition, the Group asked the Parks and Facilities Business Unit to ensure that fire is a logged risk associated with their plantations — and the Business Unit has confirmed that fire is included in the risk register.
- 4.3 A summary report was presented to the Forestry Advisory Group on 10 September 2019 attachment 1 (A225860) which resulted in the following resolutions.

Resolved FAG/2019/001

That the Forestry Advisory Group

1. *Receives the report Forestry Update - Number 9 - September 2019 (R10380) and its Attachments (A2256013, A2255860, A2257694, A2253872, A2251919 and A2251918); and*
2. *Receives the fire risk assessment of forestry assets (A2256013) of Report R10380; and*
3. *Notes the fire risk assessment undertaken on Parks and Reserves assets (A2255860) of Report R10380.*

Murray/Her Worship the Mayor

Carried

5. Discussion

- 5.1 A full copy of the Potential Fire Risk of Nelson City Council Reserves report is provided as Attachment 2 (A2279724)

Summary of Potential Fire Risk of Nelson City Council Reserves

- 5.2 LandVision investigated 45 reserves across the Nelson City Council region, which resulted in the following classifications:
- low risk (22 reserves)
 - medium risk (11 reserves)
 - high risk (9 reserves)
 - extreme risk (3 reserves).
- 5.3 The three parks rated as extreme risk are Walters Bluff, the Sir Stanley Whitehead Park and the Grampians Reserve. The main drivers for this risk category are the substantial volume of highly flammable vegetation combined with high accessibility and proximity to residential houses. These reserves are generally steep sites that assist the speed of a fire and have a predominantly north or northwest aspect.

Item 9: Review of Potential Fire Risk of Nelson City Council Reserves

- 5.4 The nine parks in the high risk category are highly accessible and well used, and include considerable levels of flammable vegetation. This includes the Brook, Maitai and Marsden Conservation Reserves, as well as the Pipers, Tantragee, Bolwell, Botanical Hill, Railway Reserve and Murphy North reserves.

Fire Risk Reduction Action Plan

The recommendations from the Potential Fire Risk of Nelson City Council Reserves report for extreme fire risk and high fire risk reserves are currently in place or have been included and expanded on in the following action plan points.

5.5 Extreme fire risk

5.5.1 Grampians Reserve

- Work programmes are in place to maintain existing fire breaks
- Continue works on residential boundary clearance to reduce fuel load by improving fencing and increasing the grazing pressure on the lower slopes.

5.5.2 Walters Bluff and Sir Stanley Whitehead Park

- Continue to mow the grass close to tracks and bordering roads.
- Investigation is underway on the establishment of a fire break below properties along Davies Drive and Whitehead Place. This will include the removal of vegetation that is highly flammable.
- A future capital project will involve the replanting of the slopes in lower flammable vegetation.

5.6 High fire

5.6.1 Brook, Maitai and Marsden Conservation Reserves

- Work programmes are in place to maintain existing fire breaks.

5.6.2 Bolwell Reserve

- Work programmes are in place to maintain existing fire breaks.
- Continue current weed control and grass mowing maintenance
- Continue the establishment of low flammable deciduous tree species plantings to limit the amount of under growth.

5.6.3 Botanical Hill

- Continue current weed control and grass mowing maintenance

5.6.4 Murphy North Reserve

Item 9: Review of Potential Fire Risk of Nelson City Council Reserves

- Continue current weed control and grass mowing maintenance

5.6.5 Pipers Reserve

- Work programmes are in place to maintain existing fire breaks.
- Continue the native revegetation and weed control programmes.

5.6.6 Railway Reserve

- Continue current grass mowing maintenance along the edges of the cycle way. (Note: the section of the Railway Reserve at most risk of fire is above the cycleway is not owned by Council.)

5.6.7 Tantragee Reserve

- Work programmes are in place to maintain existing fire breaks.

5.7 Low to medium fire risk

- Monitor and take into account action notes in the Potential Fire Risk of Nelson City Council Reserves report.

6. Costs

- 6.1 No additional costs above the 2019/20 budget are expected to implement the routine scheduled parks maintenance detailed in the report.
- 6.2 Additional capital budget will be required to carry out the items from the action plan for Walters Bluff and Sir Stanley Whitehead Park which are over and above routine scheduled parks maintenance. Officers are currently identifying these costs, and these will be included in the draft 2021/22 Annual Plan.

7. Options

7.1 Two options are to:

- do nothing and accept the fire risk in Council reserves; or
- implement a Fire Risk Reduction Action Plan in accordance with the recommendations in the 'Potential Fire Risk of Nelson City Council Reserves' report.

Option 1: Do Nothing (Not recommended)	
Advantages	<ul style="list-style-type: none">• No cost
Risks and Disadvantages	<ul style="list-style-type: none">• Potential fire risk• Potential loss of vegetation and property

Item 9: Review of Potential Fire Risk of Nelson City Council Reserves

	<ul style="list-style-type: none">• Public perception of Council not being proactive regarding fire risk• Potential for significant financial, ecological, recreational and amenity costs if a significant fire occurs.
Option 2: Implement Fire Reduction Action Plan (Recommended)	
Advantages	<ul style="list-style-type: none">• Reduced fire risk• Public perception of Council being proactive regarding fire risk.
Risks and Disadvantages	<ul style="list-style-type: none">• Cost of implementing the Fire Risk Reduction Action Plan.

8. Conclusion

- 8.1 In May 2019 the Forestry Advisory Group recommended LandVision undertake a fire risk assessment for Parks and Reserve assets, to be presented to the Sport and Recreation Committee.
- 8.2 Officers have considered the 'Potential Fire Risk of Nelson City Council Reserves' report and developed a Fire Risk Reduction Action Plan for Parks and Reserve assets.

9. Next Steps

- 9.1 Officers will continue to implement the Fire Risk Reduction Action Plan.
- 9.2 Officers will continue to monitor the fire risk for Parks and Reserve assets.
- 9.3 Officers will identify costs associated with additional fire risk reduction actions, and these will be included in the draft 2021/22 Annual Plan.
- 9.4 Officers will work with Nelson Tasman office of Fire and Emergency New Zealand to identify any opportunities to further improve Council's approach to fire risk assessment and actions.

Author: Peter Grundy, Team Leader Parks

Attachments

Attachment 1: Potential Fire Risk of Nelson City Council Reserves - summary (A2255860) [↓](#)

Attachment 2: Potential Fire Risk of Nelson City Council Reserves (A2279724) [↓](#)

<p>Important considerations for decision making</p>
<p>1. Fit with Purpose of Local Government</p> <p>Improved fire risk reduction in Nelson’s parks and reserves promotes the social, economic, environmental and cultural wellbeing of communities in the present and for the future.</p>
<p>2. Consistency with Community Outcomes and Council Policy</p> <p>This report and its recommendations contribute to the following community outcomes.</p> <ul style="list-style-type: none"> • Our unique natural environment is healthy and protected. • Our urban and rural environments are people-friendly, well planned and sustainably managed. • Our communities are healthy, safe, inclusive and resilient.
<p>3. Risk</p> <p>Approving the recommendations in this report will reduce the risk to public safety, Council assets and private property because it increases our understanding of fire risk and promotes efforts to reduce that risk.</p>
<p>4. Financial impact</p> <p>Additional capital budget will be required to implement the actions in the Fire Risk Reduction Action Plan which are over and above routine scheduled parks maintenance. Officers are currently identifying these costs, and these will be included in the draft 2021/22 Annual Plan. See section 6.</p>
<p>5. Degree of significance and level of engagement</p> <p>This matter is of medium significance. People who own or live in neighbouring properties have an interest in Council’s fire reduction practices as they affect their own safety and the security of their homes. Therefore, letters will be sent to the owners and occupiers of neighbouring properties for reserves listed as extreme fire risk, which will both provide details about the Fire Risk Reduction Action Plan and invite their feedback.</p>
<p>6. Climate Impact</p> <p>Adaptation</p> <p>This decision will support Council’s wider efforts to proactively respond to the impacts of climate change now and in the future. The occurrence of</p>

Item 9: Review of Potential Fire Risk of Nelson City Council Reserves

more extreme events, such as drought and large fires, has promoted a more proactive Council position, as evidenced by the attached report. Council seeks to better understand and respond to these conditions.

The decision is not sensitive to higher emission scenarios or more rapid climate changes.

Mitigation

This decision is likely to result in no increase in greenhouse gas emissions. Taking steps to protect forest is positive for mitigating climate change impacts.

Leadership

There are opportunities for Council to increase awareness of issues raised in the report.

7. Inclusion of Māori in the decision making process

No engagement with Māori has been undertaken in preparing this report.

• Delegations

The Sports and Recreation Committee has the following delegations to approve actions to manage fire risks in Nelson City Council Reserves.

Areas of Responsibility:

- Parks and Reserves
- Rural Fire Activities

Delegations:

- Monitoring Council's performance for the committee's areas of responsibility, including legislative responsibilities and compliance requirements
- Developing, approving, monitoring and reviewing policies and plans, including activity management plans and reserve management plans.



To: **Alec Louverdis**
Group Manager Infrastructure
Nelson City Council

From: Lachie Grant
LandVision Ltd

Date: 28 August 2019

Subject: **A Summary of the Fire Risk Assessment of NCC Parks and Reserves.**

A fire risk assessment of the Reserves administered by Nelson City Council has been undertaken using a risk matrix based on three factors:

1. **Fire potential**—the probability that a fire might ignite. Determined by ease of access, public use, proximity to population and the presence of fuel for a fire to start.
2. **Fire intensity**—the magnitude of the flames, strength of the fire, speed at which it expands and potential scale of the fire. Determined by the state of the fuel, vegetation, current weather or the environmental conditions, easy or difficulty to control.
3. **Fire damage or hazard**—the potential associated damage and destruction. Determined by the adjacent land use and proximity to residential dwellings.

These three factors were then used to determine the potential fire risk in the following matrix.

Fire Potential		Low				Medium				High			
Fire Intensity		Low	Med	High	Extr	low	Med	High	Extr	Low	Med	High	Extr
Fire Damage	Insignificant	L	L	M	M	L	M	M	M	L	M	H	H
	Minor	L	M	M	M	M	M	M	H	M	M	H	H
	Moderate	M	M	M	H	M	M	H	H	M	H	H	E
	Major	M	M	H	H	M	H	H	E	H	H	E	E

Key: L = Low; M = Medium; H = High; E=Extreme

A2255860



The rating of these three factors then determined the potential fire risk for a particular reserve based on low, medium, high and extreme.

In summary forty-five reserves were investigated across the Nelson City Council region and 22 reserves were classified as low risk, 11 reserves as having medium risk, 9 reserves as being high risk and 3 reserves being extreme risk to fire.

The three parks rated as extreme risk are Walters Bluff, Sir Stanley Whitehead and the Grampians Reserve. The main component is the substantial volume of highly flammable vegetation combined with high accessibility and proximity to residential houses. They also contain generally steep sites with predominantly north or northwest aspect.

Of the 9 parks in the high risk category, there are a number of parks that have considerable levels of flammable vegetation but are also highly accessible and well used parks. This includes the Brook, Maitai and Marsden Conservation Reserves. In addition, Pipers, Tantragee, Bolwell, Botanical Hill, Murphy North and Railway Reserves fall into the high risk category.

For those reserves where the level is high or extreme, management strategies and trigger points will take effect before those parks identified as having lower risk levels. Despite the variability between Reserves, the fundamental processes and steps required to reduce the risk, prepare for response and recover from fires are common to all areas. Priority for resources however can be given to high risk areas and management decisions can be pre-empted according to priority.

A2255860



Potential Fire Risk of Nelson City Council Reserves

July 2019

LandVision Ltd

Nelson

A2279724

1 EXECUTIVE SUMMARY:

A fire risk assessment of the Reserves administered by Nelson City Council has been undertaken using a risk matrix based on three factors:

1. **Fire potential**—the probability that a fire might ignite. Determined by ease of access, public use, proximity to population and the presence of fuel for a fire to start.
2. **Fire intensity**—the magnitude of the flames, strength of the fire, speed at which it expands and potential scale of the fire. Determined by the state of the fuel, vegetation, current weather or the environmental conditions, easy or difficulty to control.
3. **Fire damage or hazard**—the potential associated damage and destruction. Determined by the adjacent land use and proximity to residential dwellings.

The rating of these three factors then determined the potential fire risk for a particular reserve based on low, medium, high and extreme. In summary forty-five reserves were investigated across the Nelson City Council region and 22 reserves were classified as low risk, 11 reserves as having medium risk, 9 reserves as being high risk and 3 reserves being extreme risk to fire. Those classified as high or extreme risk take priority for future management and decision criteria.

2 TABLE OF CONTENTS

1	EXECUTIVE SUMMARY:	2
2	TABLE OF CONTENTS	3
3	INTRODUCTION AND BACKGROUND	4
4	FIRE RISK ASSESSMENT	4
4.1	METHOD OF RISK ASSESSMENT	4
4.2	RISK ASSESSMENT RESULTS	5
5	CONTRIBUTING FACTORS TO FIRE RISK	6
5.1	VEGETATION	6
5.2	CLIMATE	7
5.3	ASPECT AND SLOPE	7
5.4	ADJACENT LAND USE	7
5.5	ACCESS	7
6	FUTURE MANAGEMENT STRATEGIES	7
7	APPENDIX 1: RESERVE ASSESSMENT	9

3 INTRODUCTION AND BACKGROUND

Fire has substantial long term economic, social and environmental consequences for the region as demonstrated by the recent 2019 fires. Nelson City Council has a significant number of parks and reserves for which it is responsible for throughout the region. The risk of fire for each of these reserves varies significantly and is dependent on a multitude of factors including current management, vegetation type or fuel, location or aspect and access. This report outlines the potential for fire, the expected fire intensity and the potential damage for each reserve. In doing so a fire risk for each reserve has been determined along with broad management opportunities to reduce the risk.

4 FIRE RISK ASSESSMENT

4.1 METHOD OF RISK ASSESSMENT

The following assessment considers the probability of an event occurring due to site specific values, the potential magnitude of the fire itself, and the expected losses associated with each reserve. The process recognizes fire as closely related to site-specific characteristics that are primarily affected by topography, biophysical conditions and human influence, and assigns a value to each of those characteristics. In the context of this report the term “risk” therefore considers not only the probability of an event, but also includes values and expected losses.

The site-specific variables are discussed in further detail in section 5. For this evaluation they have been grouped into three risk categories: Fire Potential, Fire Intensity Fire Damage or Hazard and assigned an estimated numerical weighting, calculated on a scale in the fire risk matrix. They can be defined as:

- **Fire potential**—the probability that a fire might ignite. Determined by ease of access, public use, proximity to population and the presence of fuel for a fire to start.
- **Fire intensity**—the magnitude of the flames, strength of the fire, speed at which it expands and potential scale of the fire. Determined by the state of the fuel, vegetation, current weather or the environmental conditions, easy or difficulty to control.
- **Fire damage or hazard**—the potential associated damage and destruction. Determined by the adjacent land use and proximity to residential dwellings.

The following table shows the Fire Risk Matrix.

Fire Potential		Low				Medium				High			
Fire Intensity		Low	Med	High	Extr	low	Med	High	Extr	Low	Med	High	Extr
Fire Damage	Insignificant	L	L	M	M	L	M	M	M	L	M	H	H
	Minor	L	M	M	M	M	M	M	H	M	M	H	H
	Moderate	M	M	M	H	M	M	H	H	M	H	H	E
	Major	M	M	H	H	M	H	H	E	H	H	E	E

Key: L = Low; M = Medium; H = High; E=Extreme

In using the above matrix the Fire Potential is first determined by ranking it as either low, medium and high. The potential Fire Intensity is then ranked from low to extreme. This is then followed by the rating of the potential Fire Damage from insignificant to Major. From here the Potential Fire Risk is determined. If you use the Tahunanui foreshore reserve as an example, the fire potential is high due to its access, numbers of people, and after darkness activities etc. The fire intensity would however be low due to the type of vegetation and the potential fire damage or hazard would be insignificant due to the surrounding land use. Hence the overall fire risk would be rated as Low.

4.2 RISK ASSESSMENT RESULTS

The summary of the results of the survey are shown in the following table. Site specific details and the decision criteria for each Reserve are outlined in Appendix 1.

Risk Category	Risk Colour	Number of Reserves	Percentage of Reserves
Extreme	Red	3	7
High	Dark Red	9	20
Medium	Yellow	11	24
Low	Green	22	49
Total		45	100

The reserves that are calculated to having an extreme risk are shown in the table in bright red, those with high risk are shown as dark red, moderate risk are yellow and low risk are in green. In total 45 reserves were assessed, of

which 3 (7%) are considered extreme, 9 (20%) are considered high risk, 11 (24%) are considered moderate risk and 22 (49%) are considered low risk.

The three parks rated as extreme risk are Walters Bluff, Sir Stanley Whitehead and the Grampians Reserve. The main component is the substantial volume of highly flammable vegetation combined with high accessibility and proximity to residential houses. They also contain generally steep sites with predominantly north or northwest aspect. Of the 9 parks in the high risk category, there are a number of parks that have considerable levels of flammable vegetation but are also highly accessible and well used parks. This includes the Brook, Maitai and Marsden Conservation Reserves. In addition, Pipers, Tantragee, Bolwell, Botanical Hill, Murphy North and Railway Reserves fall into the high risk category.

For those reserves where the level is high or extreme, management strategies and trigger points will take effect before those parks identified as having lower risk levels. Despite the variability between Reserves, the fundamental processes and steps required to reduce the risk, prepare for response and recover from fires are common to all areas. Priority for resources however can be given to high risk areas and management decisions can be pre-empted according to priority.

5 CONTRIBUTING FACTORS TO FIRE RISK

The following contributing factors have been considered for each Reserve during the assessment.

5.1 VEGETATION

Vegetation is considered the primary fuel in the context of Parks and Reserves. It is also the most significant factor in a fire risk assessment as it is the only component within the fire environment that can be altered to reduce the likelihood of an extreme event. It is assumed that specific characteristics of the vegetation present will determine the degree and ease of ignition as well as the resistance to control, and therefore plays a large part in risk assessment.

Variables such as plant density, species diversity, plant maturity, growth, form and spatial distribution are some of the factors contributing to the complexity of describing vegetation in terms of potential 'fuel'. In addition, favourable growing conditions experienced in the Nelson region continually alter and redefine the fuel supply. Highly flammable species such as Gorse or Acacia, for example, may significantly increase the fire risk, while other low flammable indigenous species such as flax or Tawa are likely to reduce it. Likewise, mature woody shrub species are considered to have more readily flammable material than the juvenile form of the same species.

For the purposes of this report, a visual assessment has been made outlining the general characteristics of the vegetative cover present at each Reserve. For the larger reserves categorised as high risk or high priority, additional investigation may be required to further delineate the vegetation types and clarify the associated risks within the park boundary.

5.2 CLIMATE

Weather is a key component of the fire environment and to effectively manage the risk associated with climate an appreciation of the severity of fire weather and dangerous fire conditions is essential throughout the region.

In particular, strong winds, high temperatures, low humidity and seasonal drought can combine to produce dangerous fire weather situations. In addition, a significant range of micro-climates exist within the Nelson region and the influences and modifying forces of topography on climate are particularly apparent for this region. The climatic factors pertaining to each individual location have therefore been considered in this risk assessment process.

5.3 ASPECT AND SLOPE

Aspect is closely aligned to climatic influences with northerly slopes typically being hotter and dryer and having greater risk for potential fire. Those aspects exposed to predominant winds also fall into a high potential fire risk category due to the drying effects and higher evapotranspiration rates incurred. Slope impacts the ability to control a fire once ignited and steeper slopes are typically more prone to higher spread rates as well as being more difficult to access.

5.4 ADJACENT LAND USE

The land use immediately adjacent to an area has an impact on the overall risk evaluation for that site on several accounts. Firstly, if the land use consists of dwellings, or some form of urbanisation, the ability to restrict or control the fire is severely compromised with plentiful supply of additional, often volatile, fuel beyond the park boundary. The likelihood of human casualties and/or human calamity is also greatly increased, particularly when neighbouring properties are residential. In addition, the potential for fire ignition increases significantly with human occupancy in close proximity.

5.5 ACCESS

The potential risk for fire ignition is significantly increased when public access is permitted. This is correlated to the ease at which a park can be accessed and the degree to which it is being used.

6 FUTURE MANAGEMENT STRATEGIES

Rural Fire provides indices and trigger points for the potential for a fire within the district throughout the year. Obviously their monitoring is more intensive during the drier summer months. NCC need to use the Rural Fire ratings as a base for more specific monitoring, particularly for those reserves that are classified as having the potential for high and extreme fire risk. The actual fire risk of these reserves may vary from the district fire risk. This will provide the necessary trigger points for controlled management of the reserve.

The options available to Council to reduce the fire risk at the different reserves involves either manipulating the type of fuel present or changing the access during the period of high seasonal or climatic risk. Manipulating these could involve:

- Using low flammable species particularly adjacent to high public access areas or houses.
- Preparing for the high fire season by getting the grass cover down particularly those areas that are adjacent to high public access or use.
- Once their fire indices get to a certain level for a reserve, access needs to be restricted to initially only in the morning and then as the index climbs, total exclusion.

When considering the trigger points the firefighting opportunities should also be considered. An example of this is the recent Walters Bluff fire where the grass strip at the top of the ridge provided a barrier for the fire with the addition of fire retardant. Without this strip this fire may have been much more difficult to extinguish. It also means that the trigger point at which active management is needed may be higher than say the Grampians where this opportunity does not exist to the same degree.

7 APPENDIX 1: RESERVE ASSESSMENT

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Esplanade and Foreshore Reserves						
Wakapuaka Sandflats Esplanade	Medium	<u>Medium</u> <ul style="list-style-type: none"> Foot access directly off SH6 and beach access Well used - predominantly walkers and aero club. 	<u>Medium</u> <ul style="list-style-type: none"> Flat and sunny. Fuel mainly at ground level. Mixed native rushes, exotic grasses and coastal scrub. Exposed to all wind directions. 	<u>Insignificant</u> <ul style="list-style-type: none"> Adjacent to the upper reaches of the Haven, beach front and rural land. 	Sandflats with intermittent exposed soil and scattered coastal scrub.	Natural regeneration encouraged therefore minimal park maintenance undertaken.
Bishopdale Retention Reserve	Medium	<u>Low</u> <ul style="list-style-type: none"> Easy access Not very well used Small park 	<u>Medium</u> <ul style="list-style-type: none"> Flat to moderately steep and moderately shady Moderate levels of fuel consisting of Large exotic trees spaced amongst grassy areas. 	<u>Moderate</u> <ul style="list-style-type: none"> Residential dwellings adjacent in parts 	Large scattered trees and grassy areas. Creek present.	Weed control Maintain low grass cover
Maitai River Esplanade	Medium	<u>Medium</u> <ul style="list-style-type: none"> Easy access at many locations throughout Nelson also linked with paths and tracks for foot/bicycle traffic. High level of usage Minimal vegetative 	<u>Low</u> <ul style="list-style-type: none"> Flat and somewhat shady. North and east facing. Minimal fuel and well maintained for weed species. 	<u>Moderate</u> <ul style="list-style-type: none"> Large number of residential properties adjacent to the river on the south side. 	Includes the esplanade adjacent to the Maitai River through central Nelson. Some areas of higher risk associated with more flammable vegetation.	Continue Weed control and mowing

A2279724

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
		material to ignite				
Brook Stream Esplanade	Medium	<u>Low</u> <ul style="list-style-type: none"> Semi-restricted access. Not a high level of usage. 	<u>Medium</u> <ul style="list-style-type: none"> Flat to mildly steep riverbanks. East facing, in a valley, somewhat shady. Moderate volume of low-flammable riparian vegetation, mixed and exotic trees. Some weeds species scattered. 	<u>Minor</u> <ul style="list-style-type: none"> Residential houses adjacent to half the perimeter. Potential threat to adjacent commercial forestry blocks and the Brook Conservation Reserve, Brook sanctuary and the Grampians Reserve. 	Variable risk across areas of Reserve with range of vegetation. Houses nearby some parts.	Maintain grass at a suitable length where applicable. Weed control.
Tahunanui Beach Foreshore	Low	<u>High</u> <ul style="list-style-type: none"> Highly accessible. Very high usage. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Low volume of vegetation. Ground level fuel consists of native grasses and dry tolerant species. Limited amount of mid-canopy Ngaio and Conifer sp. Exposed to all wind directions 	<u>Insignificant</u> <ul style="list-style-type: none"> No immediate residential properties, small number of 'other' dwellings, long beach frontage, no industrial property. 	Fires have occurred in the Reserve in the past. Very high usage.	Maintain current practice. Improve public awareness through signage. Weed control where possible.
Oyster Island	Low	<u>Low</u> <ul style="list-style-type: none"> Minimal access via boat and limitations of permission. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Ground level fuel comprises of weed species, with exotic conifer trees present Exposed to all wind directions. 	<u>Insignificant</u> <ul style="list-style-type: none"> Island therefore isolated. 	Small island, easily contained risk.	Natural regeneration encouraged therefore minimal park maintenance undertaken.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Airport Peninsula Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Semi-restricted via the Airport Perimeter Walk or Tahunanui beach at low tide. Moderate usage. Well monitored by airport authorities 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Ground level fuel consists of mown grass predominantly with small isolated stands of Pine towards southern end. Exposed to all wind directions 	<u>Insignificant</u> <ul style="list-style-type: none"> Sea and airport boundary. 	Large area with substantial foot traffic. Control of spread possible.	Weed control, mow grass, replacement of highly flammable species with low flammable native plantings, border maintenance.
Haulashore island	<u>Low</u>	<u>Medium</u> <ul style="list-style-type: none"> Proximity to Nelson Restricted access via boat only. High usage in dry high risk summer months 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Ground level fuel comprises of weeds shrub species along with scattered pine. 	<u>Insignificant</u> <ul style="list-style-type: none"> Island therefore isolated. 	Flammable vegetation present but fire would be contained on the island.	Natural regeneration encouraged therefore minimal park maintenance undertaken.
Whakatu Drive Foreshore	<u>Low</u>	<u>Medium</u> <ul style="list-style-type: none"> Easy access from Whakatu Drive, Stoke/Richmond cycleway and other points, however limited vehicle parking along the motorway Well used by cyclists mostly passing through the reserve 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Limited fuel. Mostly grass and non-flammable native shrubs. Well maintained reserve. 	<u>Insignificant</u> <ul style="list-style-type: none"> No residential properties immediately adjacent. Motorway and foreshore form most of the boundaries 	Frequently used cycleway and walkway.	Mow grass, low flammable native plantings where practical. Weed control and border maintenance.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
The Glen Beach Foreshore	<u>Low</u>	<u>Medium</u> <ul style="list-style-type: none"> Easy access. High usage 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny Exposed to winds High percentage of non-flammable native species. Low volume of vegetation 	<u>Insignificant</u> <ul style="list-style-type: none"> Predominantly surrounded by farm land Residential houses beyond the road frontage 	Minimal risk with predominantly non-flammable plant species	Maintain current management. Continued mowing and weed control.
Wakapuaka River Esplanade	<u>Low</u>	<u>Medium</u> <ul style="list-style-type: none"> Easy access. High usage for short period of time during high risk weeks in summer 	<u>Low</u> <ul style="list-style-type: none"> Flat site, moderately shady High percentage non-flammable native species. 	<u>Insignificant</u> <ul style="list-style-type: none"> No residential houses but several shop and commercial dwellings in close proximity. 	Minimal risk with predominantly non-flammable native plant species	Maintain current management. Continued mowing and weed control.
Paremata Flats Foreshore	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Easy public foot access off Delaware Road Not in close proximity to Nelson Low usage 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny Limited ground fuel Indigenous broadleaved forest, not highly flammable 	<u>Insignificant</u> <ul style="list-style-type: none"> No residential but neighbouring farmland and estuary foreshore 	Well managed Reserve, current practice of native plantings.	Maintain current management, weed control, mow grass and border control
Arapiki Stream Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Easy access Very little public use 	<u>Low</u> <ul style="list-style-type: none"> Flat and moderately shady. Limited vegetation, predominantly native Small reserve. 	<u>Insignificant</u> <ul style="list-style-type: none"> Predominant boundary road frontage 	Primarily low flammable native plantings and short grass with a stream.	General weed maintenance

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Awatea Place Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Easy access. Very little public use. 	<u>Low</u> <ul style="list-style-type: none"> Flat and moderately shady. Limited vegetation, predominantly native Small reserve. 	<u>Insignificant</u> <ul style="list-style-type: none"> Predominant boundary road frontage. 	Primarily low flammable native plantings and short grass with a stream.	General weed maintenance.
Haven Foreshore	<u>Low</u>	<u>Medium</u> <ul style="list-style-type: none"> Semi-restricted access. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Limited fuel consisting of grass, low flammable native plantings and invasive species. 	<u>Low</u> <ul style="list-style-type: none"> Haven foreshore and road frontage form the boundaries. 	Area with low risk, close proximity to sea and limited access.	Weed control, mow grass, rubbish control and border maintenance.
Jenkins Creek Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> First section easy access. Second section semi-restricted. Third section inaccessible. Low usage. 	<u>Low</u> <ul style="list-style-type: none"> Flat and somewhat sunny. Limited fuel. Mixed native and exotic bushes/ trees. Some weeds species. 	<u>Minor</u> <ul style="list-style-type: none"> Residential and industrial property adjacent to most boundaries, however very narrow shape and minimal chance of fire spreading rapidly. 	This reserve is divided into three sections. Very narrow and limited direction for fire to spread.	Weed management.
Lud Valley Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Restricted and generally difficult access Minimal use mostly used by adjacent landowners. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Very limited fuel and low flammable vegetation. 	<u>Insignificant</u> <ul style="list-style-type: none"> Some neighbouring rural properties. 	Low risk reserve, borders river with limited fuel.	Continue current management.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Monaco Foreshore	<u>Low</u>	<u>High</u> <ul style="list-style-type: none"> Easy access. Moderately well used. 	<u>Low</u> <ul style="list-style-type: none"> Flat and Sunny. Minimal fuel. Mostly grass, native shrubs and slight weed areas. 	<u>Insignificant</u> <ul style="list-style-type: none"> Residential property on part of the boundary. Predominantly foreshore and road frontage. 	.	Mow grass, weed control and border maintenance.
Orchard Stream Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> First section easy access. Second section semi-restricted. Third section inaccessible. Low usage 	<u>Low</u> <ul style="list-style-type: none"> Flat and somewhat sunny. Limited fuel. Mixed native and exotic bushes/ trees. Some weeds species. 	<u>Minor</u> <ul style="list-style-type: none"> Residential and industrial property adjacent to most boundaries, however very narrow shape and minimal chance of fire spreading rapidly. 	This reserve is divided into three sections. Very narrow and limited direction for fire to spread.	Weed management.
Orphanage Stream Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Low usage 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Limited fuel. Mixed native and exotic bushes/ trees. Some weeds species 	<u>Minor</u> <ul style="list-style-type: none"> Residential and industrial property adjacent to most boundaries, however very narrow shape and minimal chance of fire spreading rapidly 	Very narrow and limited direction for fire to spread.	Weed management.
Poormans Stream Esplanade	<u>Low</u>	<u>Low</u> <ul style="list-style-type: none"> Low usage 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Limited fuel. Mixed native and exotic bushes/ trees. Some weeds species 	<u>Minor</u> <ul style="list-style-type: none"> Residential and industrial property adjacent to most boundaries, however very narrow shape and minimal chance of fire spreading rapidly 	Very narrow and limited direction for fire to spread.	Weed management.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Saltwater Creek Esplanade.	Low	<u>Low</u> <ul style="list-style-type: none"> High usage but mostly a thoroughfare. High visibility therefore reduced risk of intentional fire lighting. 	<u>Low</u> <ul style="list-style-type: none"> Flat and Sunny. Minimal vegetation, Native and exotic riparian plantings, low flammability. + tussocks on higher banks. 	<u>Insignificant</u> <ul style="list-style-type: none"> Predominantly road frontage and river boundary, and Trafalgar park. 	Small reserve.	Manage weed and border maintenance.
Todd Stream Esplanade Tod Reserve.	Low	<u>Low</u> <ul style="list-style-type: none"> Access semi restricted on esplanade, easy on reserve. Low usage. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Limited fuel consisting of low flammable native plantings and some weed species. 	<u>Minor</u> <ul style="list-style-type: none"> Residential properties adjacent to southern boundary. 	New riparian planting being undertaken, predominantly non-flammable species.	Weed control, mow grass and border maintenance.
Akersten Foreshore.	Low	<u>Medium</u> <ul style="list-style-type: none"> High usage but mostly a thoroughfare. High visibility therefore reduced risk of intentional fire lighting. 	<u>Low</u> <ul style="list-style-type: none"> Flat and sunny. Very small area, long and narrow. Limited fuel consisting of low flammable native plantings and some weed species. 	<u>Insignificant</u> <ul style="list-style-type: none"> Predominantly foreshore boundary or marina. 	Small marina front reserve.	Weed control, mow grass and border maintenance.
Conservation Reserves						
Brook Catchment Reserve.	High	<u>High</u> <ul style="list-style-type: none"> Good access via Brook Valley Road, a range of additional access points along other boundaries, 	<u>Extreme</u> <ul style="list-style-type: none"> Moderately steep to steep. Predominately north and west facing. 	<u>Minor</u> <ul style="list-style-type: none"> Few residential houses adjacent. Potential threat to adjacent 	Very large multi-use area, predominantly recreation. High recreational and biodiversity values. Several small production	Fire break maintenance required. Access guidelines required for a range of multi-users.

A2279724

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
		<p>good internal access on formed roads and tracks.</p> <ul style="list-style-type: none"> High usage predominantly for recreation including mountain biking and hiking. Provides access to other NCC conservation reserves. Other party access includes telecommunications, forestry, conservation. 	<ul style="list-style-type: none"> Substantial fuel with large volume at higher elevations. Mixed native vegetation with mature Beech and Podocarp Beech forest present. High volume of gorse on recently felled exotic blocks. Limited opportunity to control fire once established. 	<p>commercial production forestry</p> <ul style="list-style-type: none"> Potential threat to adjacent Brook sanctuary 	<p>forestry blocks exist within the reserve boundary.</p> <p>Fire breaks in parts, not all breaks are cleared of vegetation. Gorse and weed species present.</p>	
Matai Catchment Reserve.	<u>High</u>	<p><u>High</u></p> <ul style="list-style-type: none"> High usage predominantly recreational. Good access along Maitai Road. Many access points on other boundaries. Large network of formed roads and tracks within the reserve, often connecting to other conservation reserves. Main access roads used by other. 	<p><u>Extreme</u></p> <ul style="list-style-type: none"> Moderately steep to steep terrain. High volume of fuel and a large mix of vegetation types and ages. Areas of exotic production forestry. High volume of gorse on recently felled exotic blocks. Limited opportunity to control fire once established. 	<p><u>Minor</u></p> <ul style="list-style-type: none"> Few residential houses. Potential threat to Nelson water supply. Potential threat to adjacent commercial production forestry. 	<p>This incorporates the Dunn Mountain area.</p> <p>Large reserve with high recreational, conservation and biodiversity values. Incorporates the Mineral Belt.</p> <p>Fire breaks in parts, not all breaks are cleared of vegetation. Gorse and weed species present.</p>	<p>Fire break maintenance required.</p> <p>Access guidelines required for a range of multi-users.</p>

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Marsden Valley Reserve	High	<u>High</u> <ul style="list-style-type: none"> Very high usage predominantly recreational. Good access from Marsden Valley Road. Other access points along upper boundaries. Well-formed internal roads and tracks within the reserve, often connecting to other conservation reserves. Main access road used by other parties including forestry management. 	<u>Extreme</u> <ul style="list-style-type: none"> Moderately steep to steep terrain. North to northwest facing. High volume of fuel and a large mix of vegetation types and ages, including indigenous and exotic. Areas of exotic production forestry. High volume of gorse on fire breaks. Limited opportunity to control fire once established. 	<u>Minor</u> <ul style="list-style-type: none"> Few residential houses adjacent. Potential threat to adjacent commercial production forestry as well as internal production forestry. 	<p>Large Reserve with high recreational values.</p> <p>Fire breaks in parts, not all breaks are cleared of vegetation. Gorse and weed species present.</p>	<p>Fire break maintenance required.</p> <p>Access guidelines required for a range of multi-users.</p>
Titoki Reserve	Medium	<u>Medium</u> <ul style="list-style-type: none"> Access limited to one point off Werneth Street. Moderate usage. 	<u>High</u> <ul style="list-style-type: none"> Moderately steep south facing slopes. Somewhat shady. High volume of flammable material, both at ground level and overhead canopy. Mixed native and exotic species. 	<u>Insignificant</u> <ul style="list-style-type: none"> No immediate residential houses, farmland and native bush only. 	<p>Popular walking or dog walking area, given the flammable species present has a high fire risk.</p>	<p>Firebreak requirement.</p>

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Roding Catchment Reserve	Medium	<u>Medium</u> <ul style="list-style-type: none"> Semi-restricted access. Not within close proximity to Nelson therefore less usage. Recreational uses and access points via all other conservation reserves. 	<u>Extreme</u> <ul style="list-style-type: none"> Moderately steep to steep. Approximately 60% north facing. High volume of flammable material including production forestry. Limited opportunity to control fire once established. 	<u>Minor</u> <ul style="list-style-type: none"> Very few residential properties adjacent. Potential threat to Nelson / Richmond water supply. Potential threat to adjacent commercial forestry blocks as well as internal forestry blocks. 	Large Reserve. Has high conservation, historical and biodiversity values.	Fire break maintenance required. Access guidelines required for a range of multi-users.
Venner Reserve.	Low	<u>Low</u> <ul style="list-style-type: none"> Significant distance from Nelson. Access via Maitai Road but no internal tracks. Very low usage. 	<u>High</u> <ul style="list-style-type: none"> Moderately steep to steep. Predominantly native bush. 	<u>Insignificant</u> <ul style="list-style-type: none"> Limited to one dwelling. Potential threat to commercial forestry blocks to the north. 	Small, low risk Conservation Reserve adjacent to the Maitai Catchment.	Incorporate into Maitai Reserve plan.
Landscape Reserves						
Walters Bluff.	Extreme	<u>High</u> <ul style="list-style-type: none"> Easy access via Atawhai Drive. Multiple access points around boundary and good network of internal tracks. High usage, predominantly recreation. 	<u>Extreme</u> <ul style="list-style-type: none"> Steep, north nor west facing. Significant volume of fuel present at both canopy and ground levels. This includes mixed exotic and native species. Highly flammable exotic species present such as 	<u>Moderate</u> <ul style="list-style-type: none"> Residential housing adjacent to 50% of boundary. Upper sections adjacent to farmland and scrub. Potential threat to water supply. 	Recent fire.	Weed control, mow grass and border maintenance. Particularly important to manage vegetation adjacent to tracks.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
		<ul style="list-style-type: none"> High aesthetic values. 	<ul style="list-style-type: none"> Eucalyptus, Gorse and Acacia. Pasture present along ridge top at upper levels of the reserve provides some form of potential fire control. 			
Sir Stanley Whitehead Park.	Extreme	<u>High</u> <ul style="list-style-type: none"> Easy access via Atawhai Drive. Multiple access points around boundary and good network of internal tracks. High usage, predominantly recreation. High aesthetic values. 	<u>Extreme</u> <ul style="list-style-type: none"> Steep, north nor west facing Significant volume of fuel present at both canopy and ground levels. This includes mixed exotic and native species. Highly flammable exotic species present such as Eucalyptus, Gorse and Acacia. Pasture present along ridge top at upper levels of the reserve provides some form of potential fire control. 	<u>Moderate</u> <ul style="list-style-type: none"> Residential housing adjacent to lower boundary. Upper sections adjacent to farmland and scrub. Potential threat to adjacent Botanical Reserve 	Recent fire incurred.	Weed control, mow grass and border maintenance. Particularly important to manage vegetation adjacent to tracks.
Grampians Reserve.	Extreme	<u>High</u> <ul style="list-style-type: none"> Very high usage. Large number of access points. Large network of internal tracks including formed road to 	<u>Extreme</u> <ul style="list-style-type: none"> Moderately steep to steep slopes. Variable aspect, approximately 50% sunny dry facing Significant volume of fuel 	<u>Moderate</u> <ul style="list-style-type: none"> Many residential properties on the north and western boundaries, indigenous and exotic forest on southern and eastern boundaries. Potential threat to 	High aesthetic and recreation values. Small internal production woodlots of Eucalyptus and Pine. Long term management plan required with provision for revegetation in less flammable	Requires a Management Plan for multi-disciplinary users. Weed control, mow grass and border maintenance. Particularly important to manage vegetation

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
		telecommunications tower.	present at both canopy and ground levels. This includes mixed exotic and native species. Highly flammable exotic species present such as Eucalyptus and Acacia. <ul style="list-style-type: none"> Few natural barriers to fire spread. 	telecommunications network.	native species.	adjacent to tracks.
Pipers Reserve.	<u>High</u>	<u>High</u> <ul style="list-style-type: none"> Access relatively easy off Emano Street or Princess Drive. Moderate usage, often used as a thoroughfare 	<u>High</u> <ul style="list-style-type: none"> Steep to very steep East facing slopes High volume of fuel at ground level. Predominantly Gorse and weed species. Some less flammable native species present also. 	<u>Moderate</u> <ul style="list-style-type: none"> Close proximity to residential houses on upper boundary on Princes Drive and Observatory Tce. Properties also adjacent on lower boundary near Emano street entrance. 	Retired forestry block. Partially replanted in natives, still substantial scattered Gorse present. Fire breaks managed along the top of boundaries.	Weed control of gorse & highly flammable plants. Revegetation with natives recommended. Maintain existing firebreaks.
Tantragee Reserve.	<u>High</u>	<u>High</u> <ul style="list-style-type: none"> Very accessible from both Maitai and Brook Valleys. Very high usage, predominantly recreation. Large well-formed network of internal tracks and formed roads. 	<u>Extreme</u> <ul style="list-style-type: none"> Moderately steep slopes. Varied aspects. High volume of vegetative material across most parts of the reserve. Both high canopy and ground level vegetation present. Species include a mix of exotic Pine, weed species including gorse and native 	<u>Minor</u> <ul style="list-style-type: none"> Adjacent to some residential properties in Brook Street. Predominantly surrounded in other Reserves. Potential threat to utilities. No natural barriers for fire control. 	High recreational and utility values for Nelson. Incorporates Codgers Mountain Bike Park and NCC water Treatment Plant. Provides critical access to Fringe hill telecommunication tower, NCC Water treatment plant and Nelson water supply.	Requires a Management Plan for multi-disciplinary users. Weed control, mow grass and border maintenance. Particularly important to manage vegetation adjacent to tracks.

A2279724

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
			<p>revegetation, mostly in the juvenile stage.</p> <ul style="list-style-type: none"> Pine production forestry blocks present nearing maturity. 			
Bolwell Reserve (and Poplar Reserve).	High	<p><u>Medium</u></p> <ul style="list-style-type: none"> Moderately well used. Accessible. 	<p><u>Medium</u></p> <ul style="list-style-type: none"> Moderately steep, north facing. High volume of fuel at both ground level. High canopy vegetation also, including Eucalyptus and Conifer. 	<p><u>Major</u></p> <ul style="list-style-type: none"> Residential properties surround the reserve. 	Reserve area with scattered erosion control trees. Patches of short grass and invasive species present.	Mow grass, weed control, border maintenance. Continuation of indigenous low flammable species planting.
Botanical Hill.	High	<p><u>High</u></p> <ul style="list-style-type: none"> Very accessible from all boundaries. 	<p><u>High</u></p> <ul style="list-style-type: none"> Flat to steep. Varied aspect. High volume of fuel but predominantly low flammable natives. Mostly high canopy vegetation, significant ground level vegetation in parts. 	<p><u>Moderate</u></p> <ul style="list-style-type: none"> Residential properties on southern and western boundaries. Farmland and native bush and scrub species on other boundaries. 	Popular recreational area in central Nelson. Many tracks throughout and some firebreak areas available.	Mow grass, weed control, border maintenance. Continuation of restorative planting in low flammable indigenous species. Maintain existing firebreak.
Tasman Heights Reserve.	Medium	<p><u>Medium</u></p> <ul style="list-style-type: none"> Semi-restricted via residential properties and off Princes Drive. 	<p><u>Medium</u></p> <ul style="list-style-type: none"> Steep and sunny, west facing. Mixed native plant 	<p><u>Moderate</u></p> <ul style="list-style-type: none"> Close proximity to some houses and potentially more in future with new 	Slopes have been planted in low flammable mixed native plants. Fire breaks managed along the top boundaries.	Continue current management practice. Maintain firebreaks.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
		<ul style="list-style-type: none"> Low to moderate use. 	species.	subdivisions.		
Hanby Park.	Medium	<u>Medium</u> <ul style="list-style-type: none"> Easy access from Mill Street of foot access from Branford Park. Moderate usage, often as a thoroughfare connecting to Maitai track network. 	<u>Medium</u> <ul style="list-style-type: none"> Flat and moderately sunny. Moderate fuel, mixed exotic and native species. Maitai River offers some fire control to north but no natural barriers to south. 	<u>Moderate</u> <ul style="list-style-type: none"> Close proximity houses on the west side. Adjacent to bush and scrub on other boundaries. 	Small park often used as an access point to the Maitai Tracks.	Weed control, mow grass and boarder maintenance.
Marybank Reserve.	Medium	<u>Low</u> <ul style="list-style-type: none"> Access at top and bottom of park only. Low usage. 	<u>Medium</u> <ul style="list-style-type: none"> Moderately steep, northwest facing and sunny. Moderate fuel at ground level and some at medium and high levels. Exotic forestry species and scattered native shrubs. 	<u>Moderate</u> <ul style="list-style-type: none"> Residential properties surrounding the reserve. 	Reserve area with many large or medium sized trees. Patches of short grass area. Commonly used as a park and activity (exercise) area.	Mow grass, weed control, border maintenance. Replanting of native species. Removal of dead wood/debris where possible fuel.
Pukatea Reserve.	Low	<u>Low</u> <ul style="list-style-type: none"> Limited access. 	<u>Low</u> <ul style="list-style-type: none"> Steep and moderately sunny. Fuel at medium to high canopy level. Mixed natives species. Some weed species present. 	<u>Minor</u> <ul style="list-style-type: none"> Residential properties above and below reserve. 	Coastal forest for protection of indigenous flora, now contains mixed indigenous and native species. Neighbouring to private owned forest remnant adjoining.	Maintain borders, weed control and removal of ground debris (fuel).

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Neighbourhood Reserves						
Murphy Reserve (North).	High	<u>Medium</u> <ul style="list-style-type: none"> Moderately accessible. Entry at northern and southern ends only. Moderate usage One long internal track, often used as a thoroughfare. 	<u>High</u> <ul style="list-style-type: none"> Flat on grass area. Steep on east facing bank. Southern end in flammable Eucalyptus and Acacia. Remainder of reserve cleared of this vegetation and planted in low flammable native plantings. 	<u>Major</u> <ul style="list-style-type: none"> Many residential properties adjacent to all boundaries except small section at southern end. 	Being surrounded in houses puts this Park into the high category.	Continue current management, weed control and mowing.
Murphy Reserve (South).	Medium	<u>Medium</u> <ul style="list-style-type: none"> Easily accessible Moderate usage Few internal tracks 	<u>High</u> <ul style="list-style-type: none"> Flat on grassed area, steep on remainder. High volume of ground level and high canopy vegetation within the reserve. Limited natural barriers to fire spread with high volume of flammable material on adjacent property. 	<u>Minor</u> <ul style="list-style-type: none"> Houses adjacent to the southern and northern boundaries. Road frontage or rural land on most boundaries. 	Undeveloped upper area of reserve on east facing slopes.	Consider firebreaks.

Name	Overall Fire Risk	Potential Fire Risk	Fire Intensity Risk	Fire Hazard Risk	Comments	Action
Te Manu Reserve.	Medium	<u>Medium</u> <ul style="list-style-type: none"> Moderate access either from Mahoe Street or Emano St. Small park with low usage. Few internal tracks. 	<u>Medium</u> <ul style="list-style-type: none"> Mixed vegetation and moderate volume. Sunny aspect. No natural barrier to fire spread. 	<u>Moderate</u> <ul style="list-style-type: none"> Houses on 50% of the boundaries. Potentially more with subdivision and development. 	Small Reserve.	Weed control and mowing required.
Walkways						
Railway Reserve (North).	High	<u>High</u> <ul style="list-style-type: none"> Highly accessible. High level of usage along the main path by cyclists and walkers. Long narrow reserve with many access points. 	<u>Moderate</u> <ul style="list-style-type: none"> Flat along main path and moderately steep beyond path. Cooler east facing. Mixed native and exotic plantings. Highly flammable Eucalyptus and weed species present in parts. Low flammable native species in other parts. Long narrow nature means no expansive area where fire intensity may build. 	<u>High</u> <ul style="list-style-type: none"> Residential houses adjacent to much of the reserve. 	High level of public thoroughfare. Minimal weed control currently.	Weed control and mowing required.