



# AGENDA

**Ordinary meeting of the**

**Community Services Committee**

**Thursday 26 June 2014  
Commencing at the conclusion of the Council meeting  
Council Chamber  
Civic House  
Trafalgar Street, Nelson**

Membership: Councillor Pete Rainey (Chairperson), Her Worship the Mayor Rachel Reese, Councillors Ruth Copeland, Matt Lawrey, Paul Matheson (Deputy Mayor), Gaile Noonan (Deputy Chairperson), Tim Skinner and Mike Ward

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

- All councillors, whether or not they are members of the Committee, may attend Committee meetings (SO 2.12.2)
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee (SO 3.14.1)
- It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the table for discussion and voting on any of these items.

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**Apologies****1. Interests**

- 1.1 Updates to the Interests Register
- 1.2 Identify any conflicts of interest in the agenda

**2. Confirmation of Order of Business****3. Public Forum**

- 3.1 Nelson Cycle Lift Society  
Jo Rainey will speak about the Gondola Feasibility report.

**4. Confirmation of Minutes – 15 May 2014 7-12**

Document number A1191096

Recommendation

***THAT the minutes of the meeting of the Nelson City Council – Community Services Committee, held on 15 May 2014, be confirmed as a true and correct record.***

**5. Status Report – Community Services Committee 26 June 2014 13**

Document number A1157454

Recommendation

***THAT the Status Report – Community Services Committee 26 June 2014 (A1157454) be received.***

**6. Chairperson's Report**

## RECREATION AND LEISURE

### 7. Reconsideration of the Statement of Proposal to Close Brook Camp

14-19

Document number A1183472

Recommendation

***THAT the report Reconsideration of the Statement of Proposal to Close Brook Camp (A1191767) be received;***

***AND THAT a Management Plan is prepared under the Reserves Act 1977 to provide for the protection and future development of the Recreation Reserve (Section 47 Brook Street And Maitai District) that contains the Brook Campground;***

***AND THAT the camp remains closed to casual bookings until the Management Plan is complete.***

### 8. Saxton Cricket Oval Drainage

20-24

Document number A1196060

Recommendation

***THAT the report Saxton Cricket Oval Drainage (A1196060) be received.***

## REPORTS FROM COMMITTEES

### 9. Nelson Youth Council

25-29

9.1 Nelson Youth Council – 6 May 2014

Document number A1181935

Recommendation

***THAT the minutes of a meeting of the Nelson Youth Council, held on 6 May 2014, be received.***

## PUBLIC EXCLUDED BUSINESS

### 10. Exclusion of the Public

Recommendation

***THAT the public be excluded from the following parts of the proceedings of this meeting.***

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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	<b>Community Services Committee – Public Excluded – 15 May 2014</b>  These minutes confirm the minutes of 15 May 2014 and also contain information regarding:	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:
	<b>Brook Waimarama Sanctuary Lease</b>  This report contains information regarding Brook Waimarama Lease and Funding.		The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(i) To carry out negotiations</li> </ul>
	<b>Founders Leases 2014 Reconsideration</b>		The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(a) To protect the privacy of natural persons</li> <li>• Section 7(2)(i) To carry out negotiations</li> </ul>

2	Public Excluded Status Report – Community Services – 26 June 2014  This report contains information regarding:	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:
	Brook Waimarama Sanctuary Lease		<ul style="list-style-type: none"> <li>Section 7(2)(i) To carry out negotiations</li> </ul>
3	Land Purchase – Grampians Extension, Havik  This report contains information regarding negotiations for the purchase of a strategic piece of land.	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	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>Section 7(2)(i) To carry out negotiations</li> </ul>
4	ProKart Lease – Tahunanui Recreation Reserve	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	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> <li>Section 7(2)(h) To carry out commercial activities</li> <li>Section 7(2)(i) To carry out negotiations</li> </ul>

## 11. Re-admittance of the public

Recommendation

**THAT the public be re-admitted to the meeting.**

### Note:

- Youth Councillors Joseph Cotton and Sam Mackay-Wright will be in attendance at this meeting.**

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## **Minutes of a meeting of the Community Services Committee**

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

**On Thursday 15 May 2014, commencing at 2.03pm**

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**Present:** Councillor P Rainey (Chairperson), Her Worship the Mayor (R Reese), Councillors R Copeland, M Lawrey, P Matheson, G Noonan, T Skinner, and M Ward

**In Attendance:** Councillors L Acland, I Barker, K Fulton and B McGurk, Chief Executive (C Hadley), Acting Group Manager Community Services (H Kettlewell), Acting Group Manager Strategy (N McDonald), Group Manager Infrastructure (A Louverdis), Chief Financial Officer (N Harrison), Manager Communications (A Ricker), Manager Administration (P Langley), Administration Adviser (E-J Ruthven), and Youth Councillors (C Lindley and C Rumsey)

### **1. Apologies**

There were no apologies.

### **2. Interests**

There were no updates to the Interests Register, and no conflicts of interest with agenda items were declared.

### **3. Confirmation of Order of Business**

The Chairperson explained that Ms Justine McDonald was unavailable to attend public forum, but that Ms Moira Bauer would make a presentation instead.

He added that the representatives from Dramatix Theatre were no longer able to attend at public forum.

### **4. Public Forum**

#### **4.1 Brook Valley Holiday Park**

Ms Moira Bauer spoke on behalf of the Brook Valley Community Group regarding the Brook Valley Holiday Park, and tabled a copy of her presentation (A1187896). She said that the Community Group

strongly supported retaining the camp ground, and noted that permanent residents at the camp were open to assisting with running the campground.

Ms Bauer said that the Brook Waimarama Sanctuary and the Brook Valley Holiday Park were complementary activities that would be able to operate next to each other. However, she noted concerns that the Brook Waimarama Sanctuary trust appeared to be encroaching into the campground, and suggested that it would be difficult for the campground to operate if Sanctuary buildings were located within the campground area.

#### 4.2 Menzshed and Community Share Timebank Initiatives

Mr Graeme O'Brien spoke about the Menzshed and Community Share Timebank initiatives, and noted that committee had recently been formed to progress these initiatives.

He spoke about the development of the Nelson Menzshed, and said that the group was looking for an appropriate location for the shed. He suggested that Founders Park would be a good location, and asked Council to assist with securing a shed there. He added that the Menzshed would be available to undertake maintenance work at Founders Park in exchange for a suitable premise there.

Mr O'Brien also outlined the Community Share Timebank. He explained that it was an online sharing network, in which people could utilise skills towards registered charities. For example, he said, rather than paying an annual membership to the Menzshed, members could swap their skills and donate a number of voluntary hours towards different charities.

In response to questions, Mr O'Brien said that he had not approached NMIT as a possible location to date, and felt that Founders Park may be a more appropriate location with regards to being able to undertake maintenance work there in exchange for a premise. He added that Menzshed members may not be interested in a formal mentoring scheme, although they often mentored other members in an informal sense.

The Chairperson said that clarification would be sought from officers, and that the issue could be brought back to a future meeting if appropriate.

Attendance: Her Worship the Mayor left the meeting at 2.31pm.

### 5. Confirmation of Minutes – 27 March 2014

Document number A1163376, agenda pages 7-14 refer.

Resolved

***THAT the minutes of a meeting of the Nelson City Council - Community Service Committee, held on 27 March 2014, be confirmed as a true and correct record.***

Matheson/Ward

Carried

## **6. Status Report – Community Services Report 15 May 2014**

Document number A1157454, agenda page 15 refers.

Resolved

***THAT the Status Report – Community Services 15 May 2014 (A1157454) be received.***

Noonan/Lawrey

Carried

## **7. Chairperson's Report**

There was no Chairperson's report.

## **REPORTS FROM COMMITTEES**

### **8. Nelson Youth Council**

Chloe Rumsey and Carla Lindley gave an update regarding Nelson Youth Council activities. They explained that Youth Week would take place from Monday 19 May, and that the Youth Council had organised a quiz night at Nelson College for Girls as a Youth Week event, involving approximately 80 young people.

They added that they had recently presented a submission to the draft Annual Plan hearings, and outlined future activities including a tree planting event at Tahunanui to mark World Environment Day, presenting a Rockquest Award, working with the Registrar of Electors to promote voting registration amongst young people and working alongside Gail Collingwood to prepare for Heritage Week next year.

#### **8.1 Nelson Youth Council – 3 March 2014**

Document number A1149331

Recommendation

***THAT the minutes of a meeting of the Nelson Youth Council, held on 3 March 2014, be received.***

Ward/Copeland

Carried

8.2 Nelson Youth Council – 28 March 2014

Document number A1167266

Recommendation

***THAT the minutes of a meeting of the Nelson Youth Council, held on 28 March 2014, be received.***

Ward/Copeland

Carried

8.3 Nelson Youth Council – 16 April 2014

**27-31**

Document number A1172870

Recommendation

***THAT the minutes of a meeting of the Nelson Youth Council, held on 16 April 2014, be received.***

Ward/Copeland

Carried

**PUBLIC EXCLUDED BUSINESS**

**9. Exclusion of the Public**

Resolved

***THAT the public be excluded from the following parts of the proceedings of this meeting.***

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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
<b>1</b>	<b>Community Services Committee – Public Excluded – 27 March 2014</b>	Section 48(1)(a) The public conduct of this matter would be likely to	The withholding of the information is necessary:

Community Services Committee  
15 May 2014

	These minutes confirm the minutes of the Community Services Committee meeting of 28 January 2014 and also contain information regarding:	result in disclosure of information for which good reason exists under section 7	
	Founders Leases 2014		<ul style="list-style-type: none"> <li>• Section 7(2)(h) To carry out commercial activities</li> <li>• Section 7(2)(i) To carry out negotiations</li> </ul>
<b>2</b>	<b>Brook Waimarama Sanctuary Lease</b>  This report contains information regarding a formal lease of the Brook Conservation Reserve to the Brook Waimarama Sanctuary Trust for the purposes of a wildlife sanctuary pursuant to the Reserves Act 1977.	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(i) To carry out negotiations</li> </ul>
<b>3</b>	Founders Leases 2014 Reconsideration	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> <li>• Section 7(2)(h) To carry out commercial activities</li> <li>• Section 7(2)(i) To carry out negotiations</li> </ul>

Noonan/Copeland

Carried

The meeting went into public excluded session at 2.37pm and resumed in public session at 3.57pm.

## 10. Re-admittance of the Public

Resolved

***THAT the public be re-admitted to the meeting.***

Rainey/Noonan

Carried

There being no further business the meeting ended at 3.57pm.

Confirmed as a correct record of proceedings:

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

## Status Report – Community Services 26 June 2014

Date of meeting/Item	Action Resolution	Officer	Status
17 April 2014 Council meeting	<u>THAT</u> Council directs officers to provide a summary of Council's biodiversity output with a particular focus on opportunities to leverage the work undertaken in the Sanctuary.	Greg Carlyon	<b>26/6</b> Work programme underway, Council Officers to report back to Council at a future meeting.  <b>UNDERWAY</b>

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## **Reconsideration of the Statement of Proposal to Close Brook Camp**

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### **Purpose of Report**

- 1.1 To further consider appropriate methods through which to address future planning and management of the recreation reserve that contains the Brook Campground

### **Recommendation**

**THAT the report *Reconsideration of the Statement of Proposal to Close Brook Camp (A1191767)* be received;**

**AND THAT a Management Plan is prepared under the Reserves Act 1977 to provide for the protection and future development of the Recreation Reserve (Section 47 Brook Street And Maitai District) that contains the Brook Campground;**

**AND THAT the camp remains closed to casual bookings until the Management Plan is complete.**

### **Background**

- 3.1 Late last year the long serving camp manger decided to retire. Before a recruitment was started some thought was given to whether the replacement should be on a like-for-like basis.
- 3.2 In that consideration, the poor financial performance of the camp and the falling visitor numbers were some of the biggest issues. Officers recommended that a Statement of Proposal be prepared, with the proposal being the camp should close.
- 3.3 The residents of the camp were informed of this intention the day after the council decision and after receiving their feedback, the Statement of Proposal was not proceeded with.

- 3.4 Instead on 27 March 2014 Council resolved:

*THAT the Community Services Committee consider the Statement of Proposal regarding the Brook Valley Holiday Park.*

- 3.5 Since then there has been a great deal of discussion on how to proceed. This report has been prepared as a basis for further consideration.
- 3.6 Other issues in or around the Brook Camp have also come forward to be addressed. Finally, as part of its Annual Plan 2014/15, Council has resolved to undertake a Property Asset Review. Any strategy around the future of its camp ground operations would be best considered as part of this review.
- 3.7 This report proposes taking a step back and it examines the most appropriate method to provide for the future activities and management of the Recreation Reserve that contains the Brook Campground.

### **Discussion**

- 4.1 The proposal to close the camp was based on the circumstances that officers were confronted with in the short term. It focused on the most efficient and effective solution to reduce costs from camping at the Brook, noting that there were other campgrounds with capacity in Nelson.
- 4.2 Feedback from the community to that proposal reflects a wish for a more strategic approach. Other issues which have come to the fore are the proposal for a gondola on Fringed Hill, with a base in the Brook Valley; and the Brook Conservation Centre run by NMIT/Brook Sanctuary Trust needing to be relocated.
- 4.3 The Conservation and Landscape Reserve Management Plan 2009 is informative but does not cover the area used for the camp so it is insufficient to provide a full strategic context.
- 4.4 Preparing a management plan under the Reserves Act 1977 is the way intended under the Act for developing a strategic context and taking all stakeholders on that journey. It would be the most efficient and effective method of providing for the changing needs of the community and the future activities proposed for the Brook Campground and its surrounds.
- 4.5 In the interim, operational management decisions are required to maintain the status quo until the management plan provides clear direction on the camp's future. The most significant of these is that the camp remains closed to casual bookings until the Management Plan is complete.
- 4.6 Alternatively, the camp could be reopened. This would mean increased costs: operational costs of cleaning and maintenance would increase by \$55,000; refurbishment of cabins would require up to \$50,000 capital.

- 4.7 This is the minimum to spend. There would need to be more spent if Council wished to market the camp as a destination.
- 4.8 Semi-permanent campers indicated that the fees at BVHP were modest, and that they would be prepared to pay more. Council may wish to consider coin operated showers as a way to reduce potential fee increases and better reflect user pays; once again, capex will be required. Rough order costs for this will be available to the Committee.
- 4.9 Reopening would generate approximately \$65,000 additional revenue.
- 4.10 Clearly the option to reopen is marginal at best, financially. Given that the future of the camp is uncertain such investment would suggest some level of predetermination, therefore reopening is not favoured.
- 4.11 This comment is made, noting that the history of Brook Camp is one of passive and incremental change, without an underlying strategy, which has led to unintended consequence.
- 4.12 Making the showers coin operated would have the advantage of ensuring that freedom campers who availed themselves of the facility were not getting a complete 'free ride'. Brook VHP could be a good location to offer to freedom campers if no other capital investment is needed.
- 4.13 Officers' advice is the work to prepare and agree a Management Plan could be completed within 6-12 months if it was a priority; however the work would need to be funded and outsourced. A preliminary estimate of the costs for this work is up to \$50,000. There is no budget provision for this work, nor staff time available. Some other priority will need to be dropped.
- 4.14 The proposed management plan would leave open the wider issue of camping within the region. The reserve management plan will allow for activities but create no requirement for those activities to take place. As long as a reasonably permissive document with camping allowed is developed then any proposed changes that come from a wider camping review can be dealt with efficiently.
- 4.15 It makes sense to carry out the wider camping review at the same time as the property asset review that is already planned.

### **Future Management and Planning**

- 4.16 The Reserves Act, the Local Government Act and the Resource Management Act provide a number of avenues through which the future management of the Brook Campground is able to be considered by Council. The purpose of each Act is different.

#### **Reserves Act**

- 4.17 The Reserves Act requires the preparation of a management plan, which sets out the current and future activities of the campground in an integrated way. The Reserves Act 1977 has a consultation process for

the development of such plans. Once in place, permitted activities can be undertaken without further statutory/consents process. There is a management plan for much of this reserve, but not its entire area. This would seem an appropriate step, irrespective of whether the campground was operational or not. This would allow for the consideration of the current and future activities of the campground in an integrated way and would avoid the need for resource consents, plan changes or lease consultation for those activities to be listed as permitted.

- 4.18 This approach is recommended.

Local Government Act

- 4.19 If Council was of a mind to close the campground now, it would need to undertake a Special Consultative Procedure as set out in the Local Government Act. This is because the campgrounds are currently listed in Council's Significance Policy as a strategic asset.

In time, this would be followed by reconsidering, revoking or changing the reserve status via the Reserves Act 1977.

In light of the matters set out above, this action would seem precipitate at this time.

Status quo

- 4.20 In the absence of a reserve management plan, any activity not permitted in the Nelson Resource Management Plan needs a resource consent and/or plan change as outlined in the Resource Management Act.
- 4.21 This could involve multiple consultation processes, significant costs and uncertain results. It also means each activity is considered in isolation.
- 4.22 For this reason, this is not recommended.

## Conclusion

- 5.1 This report has provided Council with options to consider appropriate methods through which to address future planning and management of the recreation reserve that contains the Brook Campground.
- 5.2 Preparing a Management Plan under the Reserves Act 1977 is the most efficient and effective method of providing for the changing needs of the community and the future activities proposed for the Brook Campground.
- 5.3 The reserve management plan will inform the wider camping review if/when that occurs, as part of Council's Property Asset Review.

Hugh Kettlewell  
**Acting Group Manager Community Services**

**Attachments**

None

Supporting information follows.

<b>Supporting Information</b>	
<b>1. Fit with Purpose of Local Government</b>	This report provides options for methods through which to consider future management and planning for the Brook Campground which is located on a Council owned recreation reserve. This process will provide for the consideration of whether the uses for the reserve fit with the purpose of Local Government. This is entirely appropriate with the purpose of Local Government.
<b>2. Fit with Community Outcomes and Council Priorities</b>	The options for future planning and management of the reserve fit with all Council community outcomes.
<b>3. Fit with Strategic Documents</b>	The report outlines the compatibility of the various options with strategic options.
<b>4. Sustainability</b>	The consideration of the future management of the campground will allow for sustainability goals of Council to be incorporated.
<b>5. Consistency with other Council policies</b>	The consideration of the future management and planning for the campground will be tested for consistency with other Council policies.
<b>6. Long Term Plan/Annual Plan reference and financial impact</b>	The interim operational management options will result in a short term rates burden for providing camping facilities for short-term and semi permanent campers.
<b>7. Decision-making significance</b>	This is not a significant decision in terms of the Council's Significance Policy.
<b>8. Consultation</b>	No consultation has been undertaken in the preparation of this report.
<b>9. Inclusion of Māori in the decision making process</b>	No specific consultation has been undertaken with Māori.
<b>10. Delegation register reference</b>	This is a decision of Community Services Committee.

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## **Saxton Cricket Oval Drainage**

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

- 1.1 To report to Council the scope of the loss and the nature of failures that lead to urgent expenditure to reinstate the drainage at Saxton Cricket Oval.

### **2. Recommendation**

***THAT the report Saxton Cricket Oval Drainage (A1196060) be received.***

### **3. Background**

- 3.1 It was resolved at the Council meeting 6 March 2014 to fund an urgent project to replace the faulty drainage at Saxton Cricket Oval to ensure the success of the Cricket World Cup 2015.
- 3.2 It was agreed that a report regarding the reasons for the failure of the drainage system, and who was responsible for such failure, should be presented to a future Community Services Council meeting.

### **4. Discussion**

#### **Scale of the loss**

- 4.1 The existing slit drains have a design life that has more or less been reached and Council could reasonably have expected to do refurbishment about now.
- 4.2 The total cost of the work is approximately \$242,000 to repair and improve the drainage. Approximately \$65,000 of that is for the secondary drainage (sand slits).
- 4.3 Approximately \$75,000 is for the improved stormwater connection to connect the drainage to a reticulated stormwater system. This would have been constructed with the development of the fields adjacent to the oval (between the oval and Main Road, Stoke), works which were delayed but would have happened sometime in the future.
- 4.4 That leaves \$100,000 for the primary drainage that was avoidable.

## Mode of Failure

- 4.5 The condition of the primary drainage system on the northern part of the oval is not optimal, but likely owed to the fact that no maintenance programme was in place. It is five years old, which is the minimum expected lifespan.
- 4.6 Only the southern part of the cricket drainage system is in a condition much worse than expected, even without any maintenance. The southern part was served by the blocked southern stormwater discharge system. It is therefore safe to assume that the blocked drainage pipe was the root cause, and that upgrading the stormwater system together with the drainage repairs was sound.
- 4.7 No fault identified with the original contract works as delivered by the contractor. Although the final design that was build did not meet the specification as laid down by New Zealand Sports Turf Institute (NZSTI), it was approved by council officers prior to construction.
- 4.8 The same cannot be said for our maintenance contractor. We would not have expected our contractor to accept the maintenance of the Oval without any paperwork and without requesting any maintenance manuals. It would have been expected that as a minimum and as an experienced contractor that they should have appreciated the importance of having maintenance manuals critical to the programming of maintenance activities.
- 4.9 This is not to try to attempt to transfer responsibility to our contractor, as that responsibility lies with officers. It is to highlight that there are opportunities for improvement there.

## Project Issues

- 4.10 This report is prepared on the basis of comparing what happened with the standard Nelson City Council Project Management Standards adopted mid 2012.
- 4.11 There are a significant number of shortcomings identified and are detailed hereafter.

## Project Initiation

- 4.12 Project initiation was weak, no budget was identified, project scope was not clearly defined and no project manager was formally identified.

## No Documented Budget Approval

- 4.13 The budget for the drainage came out of the Saxton General Development funds. The budget was not separated from this fund in any way nor linked to any project. However, Council were aware that the drainage was to be undertaken.

### **Not Clearly Identified as a Project**

- 4.14 The installation of the drainage was not clearly defined as a separate project. Although a Project Brief was found, it is not clear if it was ever provided to the Capital Projects team. By skipping the project definition a number of mandatory project quality assurance steps, including proper project initiation, did not happen.

### **Lack of Defined Roles and Responsibilities**

- 4.15 No records document a formal appointment of a Project Manager or Project Sponsor or any stakeholders or other project team members. Not having a formal assignment of roles, did result in confusion about who was in charge and what their expected deliverables were from the involved staff. Without a Project Sponsor (or similar role) no effective project governance and reporting line was in place, with no one being accountable for the outcome of the project.

### **Project Administration**

- 4.16 With such a weak project initiation the chances of sound project delivery were remote.

### **Lack of Project Quality Control, Project Documentation and Change Management**

- 4.17 No records of a completed or partly completed Project Quality Assurance checklist could be found for this project, not in Tardis or in hard copy in the contract file. Project documentation is incomplete or missing. Important changes and required decisions are not documented. This underlines previously mentioned issues, that there was confusion around responsibilities and accountabilities and no proper project definition in place.

### **Deviation from the Specification**

- 4.18 The design specification written by the New Zealand Sports Turf Institute (NZSTI) for the primary drainage hasn't been followed. The design as built had been peer reviewed by consultant from Sports Surface Design & Management and deemed adequate despite not using the specification provided by the New Zealand Sports Turf Institute.
- 4.19 The NZSTI specification included a methodology that wasn't followed. Their methodology consisted of hold points that require sign-offs, detailed quality criteria for materials used, along with mandatory laboratory tests that could have helped with the overall quality of this project.
- 4.20 A more formal change control process may have provided the best of both, the final design and the methodology of the New Zealand Sports Turf Institute.

### **No Maintenance Instructions and no Handover to Operations**

- 4.21 The need for maintenance was identified by a number of major stakeholders; however there are no records that document the offers of support, advice and free consultancy or the required need for maintenance were ever acknowledged or followed up. As a result no change was made in the way the operation of the Saxton Cricket Oval was delivered on a daily basis.

### **Contributory Time Pressures**

- 4.22 The grounds were required to be in a certifiable status for international cricket matches by the end of 2010 to be able to qualify as a venue for the Cricket World Cup 2015. This information was first documented in September 2008.
- 4.23 The tender was only open for 12 days; usual timeframe is four weeks or two weeks if urgent.
- 4.24 The withdrawal of the successful contractor in October 2009 put the project under further time pressure and required negotiations with a new contractor.

### **Actions to Date**

- 4.25 This project was completed prior to the adoption of the NCC project management standards in mid 2012. The standards require a much more controlled approach to project scope and delivery.
- 4.26 As a result of this issue the Group Manager of Infrastructure has ordered an audit of all current projects to ensure there is compliance with these standards. Further, a representative sample of projects are being reviewed by an external consultant to ensure adherence to best practice.
- 4.27 There are performance issues that are being managed by the Group Manager Infrastructure in relation to the failings on this project.
- 4.28 Furthermore, the organisation has undergone a reorganisation that was designed to focus the organisation more clearly on the delivery of capital projects. Those changes have had little time to settle in; however they will also assist to mitigate the risks associated with lack of project control.

## **5. Conclusion**

- 5.1 The investigation has shown that a significant number of failings in the delivery of this project and these are currently being addressed by the Group Manager Infrastructure.

Hugh Kettlewell  
**Acting Group Manager Community Services**

Alec Louverdis  
**Group Manager Infrastructure**

### **Attachments**

None

No Supporting information follows.

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## **Minutes of a meeting of the Nelson Youth Council**

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

**On 6 May 2014, commencing at 1:00pm**

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Present: Chelcie Phillips (Chair), Samantha Stephens, Chloe Rumsey, Joseph Cotton, Emily James, Grayson Nepia, Sophie Ross, Sam Mackay-Wright, Sophie Smith, Tane Kawana, Patrick Gerard, Chia-Wei Jao, Jackie Liang, Daniel Kirby, Harry Tod-Smith, Carla Lindley, Hannah Malpas, Jethro Burr, Daniel Leaper

In Attendance: Social Wellbeing Adviser (R Large), T Zanoni, Councillors M Lawrey and P Rainey and Administration Advisor (T Devis)

Apology: Nick Erasmus

### **1. Apologies**

Apologies were noted.

### **2. Confirmation of Minutes – 16 April 2014**

Document number A1172870, agenda pages 4-8 refer.

Resolved

***THAT the minutes of a meeting of the Nelson Youth Council, held on 16 April 2014, be confirmed as a true and correct record.***

Kirby/Cotton

Carried

### **3. Sonic and Masked Parade**

Michaela Blackman, Festivals Co-ordinator, Nelson City Council joined the meeting.

Ms Blackman noted that the Youth Council had assisted with the previous four masked parades. Ms Blackman noted that the involvement of Youth Council was up to them, and said that it was important the youth councillors felt involved in the event. She added that issues at this event in the past have included alcohol and behaviour issues and they will be trying to minimise these.

It was noted that there could be an opportunity for a youth councillor to be a judge, this person would be randomly selected and advised.

#### **4. Gigatown**

John Gibson (previous youth councillor) joined the meeting and spoke about the Gigatown competition and invited questions about Gigatown to gauge youth understanding in schools of Gigatown.

John Gibson explained the way the competition ran, explained why Nelson needed to be in the top five cities by September 2014 in order to be able to proceed further with the competition.

It was noted that many youths know what Gigatown is but many were also unaware how it impacts them, and were unaware what to do to support the region.

John Gibson noted that the youth councillors should encourage their fellow pupils to engage in the Gigatown competition using Twitter, Facebook and by using hashtags, which then get points.

John Gibson informed the youth councillors about the Gigaschools competition currently running, which required students to make a video that:

- tells the judging panel which town they think should be a Gigatown;
- what the day in the life of a gigabit connected school will be like;
- what will change in the school and the classroom with gigabit connected services; and
- how it will enhance the way they learn.

It was suggested an official Gigatown representative talk to the schools so the students could fully understand it. John Gibson asked a youth councillor from each school be appointed so they could advise their schools about Gigatown.

Daniel Kirby, Jethro Burr, Chia-Wei Jao, Grayson Nepia and Chelcie Phillips indicated their interest in this project.

#### **5. Have Your Say Survey for Stoke**

Nicola Harwood (Policy Adviser, Nelson City Council) joined the meeting and spoke about the Greenmeadows Project (Stoke) which was launching a community survey to determine:

- What the community recreation needs are in Stoke;
- The nature of the facilities required;
- The youth's needs in Stoke; and
- What the wider Stoke area's future needs will be, due to increased building and population in the area.

It was noted that the survey was open to all of Nelson. The survey could be completed online through the Nelson City Council website, obtaining a hard copy from the Nelson Library or by using the pamphlet dropped in letter boxes. Survey pamphlets were distributed to the youth councillors to hand out at their schools.

## **6. Rockquest award**

Carla Lindley discussed the Rockquest Awards.

Councillor P Rainey and Councillor M Lawrey joined the meeting.

It was noted the Rockquest heats were being held on 16 May and the final will be on 23 May at 7pm. It was noted that 11 youth councillors wanted to attend.

Hannah Malpas and Chelcie Phillips were selected as the Youth Council representatives to be on stage to present the award.

Jackie Liang was selected to take photos.

## **7. Youth Week event**

Chloe Rumsey discussed the youth week event and it was noted that the registration forms had been handed out. It was noted that there will be no door sales.

It was suggested that 'draw-on' tablecloths be organised through art class newsprint. It was noted Youth Council t-shirts will need to be worn and the theme "crazy pants" (something that makes you stand out) was agreed on.

It was noted that if the minimum of 10 teams were not met then this event will not be proceeding.

## **8. Tree Planting at Tahuna**

Emily James advised that there are now sufficient people volunteering to help at this event and that Youth Council t-shirts were to be worn.

It was noted that buses have been arranged and will be leaving from the schools at 12:00pm to take students out to Tahunanui on 5 June 2014.

## **9. Tahuna Youth Mural**

It was noted that the Youth Councillors were to promote this event to students.

It was noted that Samantha Stephens would provide further information to contact points by email.

## **10. Election 2014**

Carla Lindley questioned if any enrolment forms had been returned and she noted that these need to be returned to her. Youth Councillors were persuaded to encourage their fellow pupils to enrol, provided they are 17 years old.

## **11. Feedback on Nelson Parking strategy**

Carla Lindley noted that no feedback had been received.

Resolved

***THAT the Nelson Youth Council feedback to the Nelson Parking strategy be approved.***

Tod-Smith/Leaper

Carried

## **12. Youth Council Submission to the Annual Plan**

Harry Tod-Smith will be attending the hearing in Ruma Marama at 9am on Tuesday, 13 May 2014 and youth councillors wishing to speak were to advise him. It was noted that those attending were to meet here at 8:45am on 13 May 2014.

## **13. Youth Ambassador Update**

- 13.1 Daniel Kirby discussed his meeting with Her Worship the Mayor Rachel Reese and noted that a question in the interview was raised about how the piles of the Trafalgar Centre were misidentified.

Daniel Kirby mentioned that further talk was conducted about the Annual Plan, the Modellers Pond and a solution, the amount of submissions received and noted that the Cycleways had large support.

- 13.2 Harry Tod-Smith observed how radio operates and he noted that it was pre-recorded.

Harry Tod-Smith suggested that a radio show be included as a topic in the next meeting.

## **14. General business**

- 14.1 Monday, 19 May 2014 - Patrick Gerard & Daniel Kirby will be meeting with Mayor Rachel Reese and MP Kevin Hay.
- 14.2 Thursday, 29 May 2014 - Daniel Leaper and Jethro Burr are meeting with Mayor Rachel Reese at Fresh FM.
- 14.3 Tuesday, 9 July 2014 - Grayson Nepia agreed to meet with Mayor Rachel Reese and MP Maryan Street.

- 14.4 Patrick Gerard and Jethro Burr are to complete the next Live Nelson article, which is due 30 May 2014.
- 14.5 Carla Lindley agreed to attend, in Daniel Kirby's absence, the Community Services Committee Meeting on Thursday at 1pm, 15 May 2014.
- 14.6 Jethro Burr spoke about a skate board (art design) competition, whereby those wanting to enter needed to do so by Friday, 27 June 2014.

There being no further business the meeting ended at 14:02pm.

Confirmed as a correct record of proceedings:

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