

Notice is given that an ordinary meeting of the Full Council will be held on:

**Date:** Thursday 14 December 2017  
**Time:** 9.30am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Full Council

### AGENDA

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#### MEMBERSHIP

<b>Mayor</b>	Mayor Kempthorne	
<b>Deputy Mayor</b>	Cr King	
<b>Councillors</b>	Cr Brown	Cr McNamara
	Cr Bryant	Cr Ogilvie
	Cr Canton	Cr Sangster
	Cr Greening	Cr Tuffnell
	Cr P Hawkes	Cr Turley
	Cr Maling	Cr Wensley

(Quorum 7 members)

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## **AGENDA**

**1 OPENING, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

**That apologies be accepted.**

**3 PUBLIC FORUM**

**4 DECLARATIONS OF INTEREST**

**5 LATE ITEMS**

**6 CONFIRMATION OF MINUTES**

**That the minutes of the Full Council meeting held on Thursday, 16 November 2017, be confirmed as a true and correct record of the meeting.**

**7 DEPUTATIONS**

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## 7 PRESENTATIONS

### 7.1 PRESENTATION BY QUOTABLE VALUE GROUP

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Kelly Kivimaa-Schouten, Revenue Accountant
<b>Report Number:</b>	

#### PRESENTATION

Richard Kolff, Senior Consultant and Gail Smits, Manager Quality and Audit will make a presentation to the Full Council on the revaluations in the Tasman District.

#### Appendices

Nil



## 8 REPORTS

### 8.1 PROPOSED FREEDOM CAMPING BYLAW 2017

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Adrian Humphries, Regulatory Manager
<b>Report Number:</b>	17-12-01

#### 1 Summary

- 1.1 Freedom camping is an emotive and challenging subject which Council must address. Council put a proposed Bylaw to the public and had an excellent response with 383 submissions, of these 68 wished to be heard. A panel of four Councillors read and heard the submissions and made some significant changes to the original proposal on the back of the submissions.
- 1.2 The difficulties in balancing the needs of locals and campers, whilst complying with the law have made this a challenging process.
- 1.3 A consistent message from the vast majority of submitters was that the issues relating to freedom camping were not going to go away and that they wanted Council to take action to address them. The message also included realization that this would require money and that some of it would have to come from rate payers. Submitters were also keen that we pursue Central Government for more support.
- 1.4 The need for a strategic approach to the issue was agreed by the panel and they have asked staff to produce a second report in the New Year relating to how we do this.
- 1.5 The recommendation of the panel and staff is that we adopt the reviewed Bylaw.

#### 2 Draft Resolution

##### That the Full Council

1. receives the Proposed Freedom Camping Bylaw 2017 report RCN17-12-01; and
2. Confirms the Minutes from the Hearings held in Takaka, Motueka and Wakefield; and
3. approves the changes to the draft Bylaw presented in REP17-06-01 as indicated in Appendix 1.
4. determines that a Bylaw is the most appropriate way of addressing issues relating to freedom camping; and
5. determines that the Bylaw is the appropriate form of Bylaw; and

6. determines that there are no implications under the New Zealand Bill of Rights Act; and
7. agrees to the adoption of the Freedom Camping Bylaw 2017; and
8. agrees to revoke the Freedom camping Bylaw 2011 (amended December 2013) and the Freedom Camping (Motueka Beach Reserve) Bylaw 2013
9. agrees that the new Bylaw will come into force on XX XXXX XX.

### 3 Purpose of the Report

- 3.1 This report intends to inform the Council of the process around producing the new proposed Freedom Camping Bylaw 2017. The attached draft Bylaw was made using feedback from the public and the shows the results of the deliberations by the Hearing Panel – Cr Hawkes (Chair), Cr Brown, Cr Canton and Cr Turley. The report should allow Council to make an informed decision on how to proceed regarding controls on freedom camping in the district.

### 4 Background and Discussion

- 4.1 In 2011 the Government created a new act – The Freedom Camping Act 2011(FCA), henceforth referred to as “the Act”. Particularly significant provisions of the Act are in s3 and are shown below:

#### **3 Outline of Act**

*(2) This Act regulates freedom camping—*

*(a) on land controlled or managed by local authorities (city, district, and regional councils);*

*(3) However, the powers of regulation under the Act do not allow for freedom camping to be prohibited on all land controlled or managed by a particular local authority ....*

- 4.2 s10 of the Act has some important provisions:

#### **10 Where freedom camping permitted**

*Freedom camping is permitted in any local authority area unless it is restricted or prohibited in an area—*

*(a) in accordance with a bylaw made under section 11; or*

*(b) under any other enactment.*

As can be seen under s10(a) the Act puts an onus on council to allow freedom camping in any public place unless we restrict or prohibit it. This presents us with a significant issue as much of the land under our control is unsuitable for freedom camping or not allowed for freedom camping under the Reserves Act. If we make a Bylaw s11 of the Act requires us to define areas that are prohibited or restricted by using a three point test:

#### **11 Freedom camping bylaws**

*(2) A local authority may make a bylaw under subsection (1) only if it is satisfied that—*

*(a) the bylaw is necessary for 1 or more of the following purposes:*

*(i) to protect the area;*

*(ii) to protect the health and safety of people who may visit the area;*



- (iii) to protect access to the area; and*  
*(b) the bylaw is the most appropriate and proportionate way of addressing the perceived problem in relation to that area; and*  
*(c) the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.*

Legal advice indicates that under s10(b), Reserves that do not allow freedom camping can be exempted the “three point test” and be considered prohibited areas. Under the current Policies and Reserve Management Plans (RMP), camping is prohibited in Reserves unless specifically provided for in the RMP policies relating to a specific Reserve. A complication is that under some Reserve Management Plans, “organised camping” is permitted, although by its very nature organised camping would not be referred to as freedom camping. In the proposed draft Bylaw anyone wishing to camp in a Reserve which is deemed “prohibited” can apply for dispensation from the Chief Executive.

- 4.3 Council has two existing Freedom Camping Bylaws, one created in 2011 which largely relied on temporary infringement powers granted under the FCA to enable effective control of camping. Once these infringement powers were removed, it became apparent that the need to have a punitive tool in the form of an infringement notice would still be needed in some areas. After canvassing the areas where freedom camping was a known issue, only Motueka residents in the North Road area requested us to have such powers. The Freedom Camping (Motueka Beach Reserve) Bylaw 2013 was created. This enabled council to issue infringement notices in a specific area in Motueka against non-self-contained vans only.
- 4.4 What has become apparent over the last five years in particular, is that negative effects of freedom camping have come to light in many areas of the district and current bylaws were unable to have much effect. As the original bylaw was due review it was decided to draft a new proposal and following a Council Workshop in April a report was put to council to initiate this process. The workshop noted the following issues:
- 4.4.1 Nuisance camping was happening in some areas and it was particularly unpleasant.
  - 4.4.2 Anti-social behaviour was apparent in some places – drugs and alcohol.
  - 4.4.3 It is a national issue, not just local.
  - 4.4.4 Better signage is needed.
  - 4.4.5 They should pay and use camping grounds.
  - 4.4.6 Social media fuels the problem.
  - 4.4.7 More toilets, showers and refuse collection is needed.
  - 4.4.8 Homeless people are caught by the law.
  - 4.4.9 There is a significant cost to compliance/enforcement.
  - 4.4.10 We should be welcoming.
- 4.5 In response to these issues a bylaw was drafted and put to Council on 1 June 2017. The Council agreed that Bylaw was the most appropriate form of Bylaw and that there were no implications under the New Zealand Bill of rights Act. The draft was cleared to go out for consultation in July and submissions closed on 11 August 2017. The Council nominated four Councillors to hear the submissions:
- 4.5.1 Cr Hawkes (Chair)
  - 4.5.2 Cr Brown
  - 4.5.3 Cr Canton
  - 4.5.4 Cr Turley
- 4.6 In total 383 Submissions were received, of which sixty eight wished to be heard. All submissions with staff comment are attached at Appendix 2. Hearings were set up in Takaka, Motueka and Wakefield. Commonly submitted on local issues were:

- 4.6.1 The proposed use of the former Rototai tip site was generally very unpopular. Concerns ranged from protecting the unique environment to protecting any campers from possible leakage from the site. The panel recommended removal of this option.
- 4.6.2 The continuing use of Edward Baigent Memorial Scenic Reserve for camping received over 100 submissions. The vast majority either wanted camping banned entirely or restricted to self-contained vehicles. The recommendation of the panel is that camping be prohibited in the Bylaw. A second report is being tabled at this meeting to indicate what process must be undertaken to ensure that the Bylaw does not conflict with the Resource Management Plan policies.
- 4.6.3 Waitapu Bridge in Golden Bay was generally supported as a freedom camping spot, although there were a couple of submissions against it.
- 4.6.4 The inclusion of Taupata Point as a permitted area was an emotive issue for many ornithologists. The panel decided that on balance it would be better to include the area in the Bylaw and allow signage, toilet and waste collection facilities to be provided. They felt that this would protect the area more effectively than simply leaving it out of the Bylaw.
- 4.6.5 Many residents and others submitted on the North Street/Saltwater Baths area in Motueka. Many focused on the on-street parking issues around the Reserve area, others wanted no camping of any form in the Reserve. The panel decided that the status quo allowing self-contained vans only in the Reserve (which matches the Reserve Management Plan) should stay in place.
- 4.6.6 There were a few submissions against use of Decks Reserve, these mainly centered on a general dislike of freedom campers. One submission indicated that more facilities were needed in this area.
- 4.7 some common themes were noted by the panel:
- 4.7.1 There was general recognition that this form of tourism was not going to go away.
- 4.7.2 There was a need to have places for such tourists to go.
- 4.7.3 That additional facilities were required if we were to effectively manage the negative impacts.
- 4.7.4 A very common submission was for additional enforcement to be available.
- 4.7.5 Many called for either a blanket ban on all freedom camping or for self-contained vehicles only to be permitted.
- 4.7.6 Environmental protection was a priority for many.
- 4.7.7 Many called for a small charge be levied against freedom campers staying at newly created low cost sites.
- 4.7.8 Some asked us to encourage more private enterprise.
- 4.8 The panel held four formal deliberation sessions and made significant changes to the original draft bylaw. A table showing the changes is attached.
- 4.9 The need to have a strategic plan to deal with this form of tourism was also raised by the panel.

## 5 Options

- 5.1 The options are as follows:
- 5.1.1 **Do nothing** – the existing bylaws will stay in effect until December 2018, when they should be reviewed or revoked. This is not recommended as they do not effectively deal with the negative issues generated by freedom camping.

5.1.2 **Do not have a Bylaw at all.** The advantage of this approach is that there would not be an expectation of council to enforce the provisions of any Bylaw, we would simply be reactive to complaints and carry out any enforcement under other legislation – Litter Act, Resource Management Act, Trespass Act etc. This is not recommended as the provision of a purely reactive service would not deal with many (if any) of the negative issues.

5.1.3 **Adopt the proposed draft Bylaw with or without minor amendments.** This is the recommended option. It would allow us to embrace the activity to some extent by providing some facilities for freedom campers, but also gives officers the opportunity to issue infringement notices where necessary. This approach will attract criticism from some members of the public as it will be deemed too extreme for some and too lax for others.

5.1.4 **Instruct staff to make significant changes to the draft proposal and re-consult.** This is not recommended as the panel have been thorough in the consultation process and have identified the key challenges and opportunities.

## 6 Strategy and Risks

- 6.1 There is no “silver bullet” for freedom camping. Having to balance the requirements of legislation, protecting the rights of the community and the rights of freedom campers will mean that any decision will attract some negative comment.
- 6.2 There are other strategies Council could consider for making land available for freedom camping. These include use of existing fee-simple Council land or the purchase of land specifically for freedom camping (e.g. small car parking areas); or as we progressively review the Ward based Reserve Management Plans identifying areas of reserve land that could potentially be made available for freedom camping and publicly consulting on those areas.

## 7 Policy / Legal Requirements / Plan

- 7.1 The most important elements of the Act have been referred to above. The Bylaws Act s16 allows Bylaws to only have an effect in specific areas, as will be the case if this Bylaw is adopted – Reserves not included in the schedules will be covered by the Reserves Act. A separate report will be considered by Council at the 14 December meeting regarding the need to align the Bylaw and Reserve Management Plan policies.
- 7.2 The existing Freedom Camping Bylaws would be revoked.

## 8 Consideration of Financial or Budgetary Implications

- 8.1 Adoption of this Bylaw will have budgetary implications. Initial costs are shown below:
- 8.1.1 Provision of signage - \$20,000.
- 8.1.2 Additional enforcement \$40,000.
- 8.1.3 Additional temporary facilities \$10,000 – Taupata, Alexander Bluff and Waitapu Bridge.

## 9 Significance and Engagement

9.1 This is a moderately significant decision. A full consultation process has been undertaken as required under s156 of the Local Government Act, 383 submissions have been received and three Hearings held where approximately 70 people were heard.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	High	Significant media interest
Is there a significant impact arising from duration of the effects from the decision?	Moderate	New way of dealing with the issues
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	May affect the way in which we use some public land e.g. Reserves
Does the decision create a substantial change in the level of service provided by Council?	Moderate	We will allow people to camp for free in some new places
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Possibly, depending on the associated spend on enforcement, signage etc.

## 10 Conclusion

10.1 Freedom Camping has been an issue for some time, although it may have been called other things previously. The popularity of this activity has grown exponentially over the last few years and coupled with the closure of SH1 and the use of social media, our district has been heavily impacted. In order to reduce the negative effects of the activity and to enhance the positive effects we need to regulate the activity at an appropriate level. The panel of Councillors believe that the proposed Bylaw will assist in this.

## 11 Next Steps / Timeline

11.1 If creation of the Bylaw is agreed, it will be brought into effect on **XX XXXX XX** and the existing Freedom Camping Bylaws will be revoked. All submitters will be contacted and informed of the decision.

## 12 Attachments

- Freedom Camping Bylaw 2017 Revised Draft

15

2.	Table showing Changes to the Original Draft Bylaw	63
3.	Submissions on the Freedom Camping Bylaw Including Staff Comments	75
4.	Minutes from the FC Bylaw Hearings	179



**TASMAN DISTRICT COUNCIL CONSOLIDATED BYLAW**

**CHAPTER XX**

**Tasman District Council Freedom Camping Bylaw 2017**

**XXXXXX 2017**

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**EXPLANATORY NOTE** – this is not part of the Bylaw

The Freedom Camping Act 2011 (FCA) allows a Territorial Authority to define the areas that are controlled and managed by it in its district, where freedom camping may be restricted, and to define the restrictions that apply to freedom camping in those areas, as well as defining council controlled and managed areas in the district where freedom camping may be prohibited. This Bylaw has three Schedules that define areas of Prohibition, Restriction and Permission. In order to include areas as prohibited or restricted use in the Bylaw, Council must assess them against s11(2) of the FCA.

The Tasman District Council controls and manages over 450 Reserves. Section 44 of the Reserves Act 1977(RA) prohibits unauthorised camping in reserves except in limited circumstances such as within formalised campgrounds, or where camping is in accordance with the relevant reserve management plan. Because of the controls and restrictions already placed on the majority of reserves within the district through the Reserves Act, and relevant reserves management plans which were prepared following public consultation, only a limited number of specified reserves have been included in this Bylaw and scheduled as a Prohibition, Restriction or Permission area for freedom camping. The control of camping within all other Reserves is left under the Reserves Act. Dispensation may be granted by the Chief Executive for Campers wishing to camp in Reserves not covered by the Bylaw. In the first instance they should contact the Reserves and Facilities team for clarification of the process.

Tasman District Council encourages travellers and campers to use camping grounds and other accommodation facilities as much as possible.

**1 SHORT TITLE AND COMMENCEMENT**

- 1.1. This Bylaw is made pursuant to the Freedom Camping Act 2011, the Local Government Act 2002, and the Bylaws Act 1910.
- 1.2 The Title of this Bylaw is the Tasman District Council Freedom Camping Bylaw 2017.
- 1.3 This Bylaw comes into effect on XXXXXXXXX

**2 PURPOSE**

- 2.1. The purpose of this Bylaw is to:
  - (a) Ensure appropriate access to local areas is maintained,
  - (b) Protect, promote, and maintain public health and safety,
  - (c) To protect the areas where people may freedom camp,
  - (d) Provide transparency for those wishing to freedom camp in the district,
  - (e) Encourage a positive experience for campers and local residents.

**3 INTERPRETATION**

- 3.1. In this Bylaw, unless the context requires another meaning,-  
**Act** means the Freedom Camping Act 2011.

**Bylaw** means the Tasman District Council Freedom Camping Bylaw 2017.

**Camping ground** means:

- (a) A camping ground that is the subject of a current certificate of registration under the Camping-Grounds Regulations 1985; and
- (b) Any site at which a fee is payable for camping at the site.

**Chief Executive** means the Chief Executive of the Tasman District Council.

**Defined Area** means the areas defined in the Schedules of this Bylaw.

**Enforcement Officer** means any person appointed by the Chief Executive of the Tasman District Council under the provisions of section 32 of the Freedom Camping Act 2011 for the purposes of carrying out duties and exercising powers under this Bylaw.

**Freedom Camping** means:

- (1) to camp in a defined area (other than at a camping ground) within 200 metres of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 metres of a formed road or a Great Walks Track, using one or more of the following:
  - (a) a tent or other temporary structure:
  - (b) a caravan:
  - (c) a car, campervan, house truck, or other motor vehicle.
- (2) Freedom camping does not include the following activities:
  - (a) temporary and short-term parking of a motor vehicle:
  - (b) recreational activities commonly known as day-trip excursions:
  - (c) resting or sleeping at the roadside in a caravan or motor vehicle to avoid driver fatigue.

**Freedom Camp** and **Freedom Campers** have similar meanings to Freedom Camping.

**Local Authority Area**

(1) In this Act, local authority area—

(a) means an area of land—

(i) that is within the district or region of a local authority; and

(ii) that is controlled or managed by the local authority under any enactment; and

(b) includes any part of an area of land referred to in paragraph (a); but

(c) does not include an area of land referred to in paragraph (a) or (b) that is permanently covered by water.

**Non-self-contained vehicle** means a vehicle which does not have built-in on-board ablutionary or sanitary facilities that comply with *NZS 5465:2001 Incorporating Amendment No 1 and 2 Self Containment of Motor Caravans and Caravans*.

**Permitted** means freedom camping in a particular area is allowed.

**Prohibited** means freedom camping in a particular area is not allowed.

**Public Place** means:

- (a) a place that is under the control of Tasman District Council and that is open to, or being used by, the public (whether or not there is a charge for admission); and
- (b) includes any part of a public place; and
- (c) includes a road (whether under the control of the Council or otherwise).

**Reserve** has the meaning given under s2 of the Reserves Act 1977.

**Road** in this Bylaw, a road means:

- (a) a street,
- (b) a motorway,
- (c) a beach and
- (d) all bridges forming part of a road.

**Restricted** means the Council has placed conditions on freedom camping in a particular area.

**Self-Contained Vehicle** means a vehicle including a Motor Caravan or Caravan which can be used as a place of abode and contains facilities for cooking, eating, sleeping and washing, and is capable of meeting the ablutionary and sanitary needs of the occupants for a minimum of three days without requiring any external services or discharging any waste. Such vehicle must also display evidence of a current self-containment warrant issued pursuant to *NZS 5465:2001 Incorporating Amendment No 1 and 2 Self-Containment of Motor Caravans and Caravans*.

**Waste** means any kind of waste, including human waste.

#### **4 DEFINED AREAS WITHIN TASMAN DISTRICT WHERE FREEDOM CAMPING IS RESTRICTED BY THIS BYLAW**

- 4.1. The defined areas within Tasman District in which freedom camping is prohibited or restricted by this Bylaw are the public places defined in Schedules 1 & 2 to this Bylaw.

Schedule 3 of the Bylaw indicates some specific areas that all freedom campers are permitted to use.

## 5 FREEDOM CAMPING PROHIBITED AREAS

- 5.1 No person may freedom camp in any local authority area identified in Schedule 1 of this Bylaw. Reasons for the prohibitions are given for each area.
- 5.2 General prohibitions on freedom camping exist in the following public places:
- 5.2.1 All Cemeteries in the district. This is due to access concerns and to protect the areas.
- 5.2.2 Any formed roadway where health and safety is compromised. This does not include Road Reserve if it is safe to use.
- 5.2.3 Kaiteriteri Beach area from Tapu Bay to Marahau. For health and safety and access reasons.
- 5.2.4 The river side of any embankment, except designated areas in the vicinity of the State Highway Bridge at Waitapu, Golden Bay. For health and safety reasons.
- 5.2.5 Unless indicated otherwise in Schedules 2 & 3, residential areas indicated in Schedule 1 where the speed limit 70kmh or less. For access and health and safety reasons.
- 5.2.6 Unless indicated otherwise in Schedules 2 & 3, or allowed for under the Reserves Act or the relevant Reserve Management Plan, or by temporary status; all Reserves, sportsgrounds and Parks. This is to allow access and to protect the areas.
- 5.2.7 Persons not in a self-contained vehicle must not camp on any local authority area unless they are in a camping ground or in the areas indicated in Schedule 3 of the Bylaw. This is to protect the area.

## 6 FREEDOM CAMPING RESTRICTED AREAS AND GENERAL SELF-CONTAINED PROVISIONS

- 6.1. Areas listed in Schedule 2 of the Bylaw allow freedom camping in specific types of vehicles only, no tents. This is to protect the areas, where inadequate facilities are available for non-self-contained vehicles or tents, or to allow provision of areas for non-contained vehicles close to toilet facilities.
- 6.2. For clarity, persons in self-contained vans may camp in all public areas of the district except for those in Clause 5 of the Bylaw, or those listed in Schedule 1, except where priority is given to non-self-contained vehicles in Schedule 2.

**7 MAXIMUM CONSECUTIVE PERIOD FREEDOM CAMPING IS PERMITTED**

7.1. Where permitted, freedom camping at any single location is allowed for a maximum period of 2 nights in any calendar month or consecutive four-week period. This is to allow others to benefit from the use of such areas. For clarity, no person shall freedom camp within 1 kilometre of any location in which that person has undertaken freedom camping for two nights within the last calendar month or consecutive four-week period. This provision requires any person freedom camping to move at least 1 kilometre if they are freedom camping more than two nights.

**8 DISCHARGES ARE PROHIBITED**

8.1. Discharges of sewage or toilet waste or grey water are prohibited other than into a Tasman District Council approved dump point, as listed in Schedule 4 of this Bylaw.

8.2. Leaving or depositing litter is prohibited. Solid waste must be appropriately disposed of in an approved refuse bin or dropped off in an appropriate bag at any Tasman District Council Resource Recovery Station.

**9 ENFORCEMENT OFFICERS MAY REQUIRE PERSONS TO LEAVE DEFINED AREAS**

9.1. Under s36 of the Act an enforcement officer may require a person who he or she believes on reasonable grounds is committing or has committed an offence against this Bylaw to leave the defined area concerned. Additionally under this Bylaw, where an enforcement officer believes that a state exists where there is a safety issue he may instruct some or all persons in an area to leave.

**10 OTHER POWERS OF ENFORCEMENT OFFICERS**

10.1. Under s35 of the Act, an enforcement officer who believes on reasonable grounds that a person has committed or is committing an offence against this Bylaw may direct the person to give—

10.1.1. his or her full name, date of birth, full address, telephone number, and occupation; and

10.1.2. the full name, date of birth, full address, telephone number, occupation, and whereabouts of any other person connected in any way with the alleged offence.

10.2. Under s37 of the Act an enforcement officer may seize and impound property in a local authority area or on conservation land—

10.2.1. if the property has been or is being used in the commission of an offence; and

10.2.2. if it is reasonable in the circumstances to seize and impound the property; and,

- 10.2.3. if the property is both being used in the commission of an offence and in the possession of a person at the time the officer proposes to seize it, before seizing and impounding it, the officer—
- 10.2.4. has directed (orally or in writing) the person committing the offence to stop committing the offence;
- 10.2.5. and has advised (orally or in writing) the person committing the offence that, if he or she does not stop committing the offence, the officer has power to seize and impound the property; and
- 10.2.6. has provided the person with a reasonable opportunity to stop committing the offence.
- 10.2.7. An enforcement officer may only seize and impound a boat, a caravan, or a car, campervan, house truck, or other motor vehicle if the officer is satisfied on reasonable grounds that the seizure—
  - 10.2.7.1. is necessary to avoid any risk to the health of the public; or
  - 10.2.7.2. is necessary for the safety of the public; or
  - 10.2.7.3. is necessary to protect significant flora or fauna; or
  - 10.2.7.4. is, in the circumstances, the most appropriate action to prevent the ongoing commission of the offence.

## 11 INFRINGEMENT OFFENCES

- 11.1. Under s20 of the Act, every person commits an infringement offence who: —
  - 11.1.1. freedom camps in a defined area in breach of any prohibition or restriction in this bylaw;
  - 11.1.2. while freedom camping in a defined area—
    - 11.1.2.1. interferes with or damages the area, its flora or fauna, or any structure in the area; or
    - 11.1.2.2. deposits waste in or on the area (other than into an appropriate waste receptacle); or
    - 11.1.2.3. makes preparations to freedom camp in a defined area in breach of any restriction in this Bylaw; or
    - 11.1.2.4. deposits waste, generated while freedom camping, in a defined area other than into an appropriate waste receptacle; or

- 11.1.2.5. fails or refuses to leave a defined area when required to do so by an enforcement officer acting under clause 10 of this Bylaw.

## 12 ISSUE OF INFRINGEMENT NOTICES

- 12.1. Under s27 of the Act an enforcement officer who believes on reasonable grounds that a person has committed or is committing an infringement offence may serve an infringement notice on the person.
- 12.2. An infringement notice may be served—
- 12.2.1. by delivering it, or a copy of it, to the person who appears to have committed the infringement offence; or
- 12.2.2. by sending it, or a copy of it, by post, addressed to the person at the person's last known place of residence or business; or
- 12.2.3. if the person is a holder of a land transport document, by sending it, or a copy of it, by post to the person at his or her last address provided for the purposes of that document; or
- 12.2.4. if a vehicle was used or is being used in the commission of the infringement offence, by attaching it, or a copy of it, to the vehicle.
- 12.2.5. in the case of rental vehicles, a copy of the infringement will also be sent to the company supplying the vehicle.
- 12.3. For the purposes of the Summary Proceedings Act 1957,—
- 12.3.1. an infringement notice sent to a person by post under clause 13.2.2 or 13.2.3 of this Bylaw is to be treated as having been served on the person when it would have been delivered in the ordinary course of the post:
- 12.3.2. an infringement notice attached to a vehicle under clause 13.2.4 of this Bylaw is to be treated as having been served when it is attached to the vehicle.
- 12.4. In clause 13.2.3, **land transport document** means a licence, permit, approval, authorisation, exemption, certificate, or similar document issued under one of the following Acts:
- 12.4.1. the Land Transport Act 1998;
- 12.4.2. the Road User Charges Act 1977;
- 12.4.3. the Transport (Vehicle and Driver Registration and Licensing) Act 1986;
- 12.4.4. the Government Rounding Powers Act 1989.

**13 PENALTIES**

- 13.1. A person who commits an infringement offence is liable to an infringement fee of \$200 for each offence. If three or more infringement offences have been committed, council will consider taking a prosecution against the offender.

**14 OFFENCES PURSUANT TO FREEDOM CAMPING ACT 2011**

- 14.1. Every person commits an offence pursuant to section 20(3) of the Freedom Camping Act 2011—

- 14.1.1. who, while an enforcement officer is carrying out his or her functions and duties under this Bylaw:

- 14.1.1.1. intentionally prevents the officer from carrying out those functions and duties; or

- 14.1.1.2. obstructs or impedes the officer;

- 14.1.1.3. or assaults, threatens, or intimidates the officer; or

- 14.1.1.4. uses language that is abusive or threatening to the officer; or

- 14.1.1.5. behaves in a threatening manner towards the officer; or

- 14.1.1.6. who incites any other person to do any act referred to in paragraph 14.1.1.

- 14.2. Council takes any such assault on its staff very seriously and where necessary will prosecute offenders. Any person who is convicted of an offence against section 20(3) of the Freedom Camping Act is liable to a fine not exceeding \$5,000.



**TASMAN DISTRICT COUNCIL FREEDOM CAMPING BYLAW 2017**

**SCHEDULE 1**

**DEFINED AREAS OF PUBLIC LAND WHERE ANY FORM OF FREEDOM CAMPING IS PROHIBITED**

1. All Cemeteries. This is for access reasons and to protect the areas.
2. Unless indicated otherwise in Schedules 2 & 3, residential areas indicated in Schedule 1 with a speed limit 70km or below. This is for access and health and safety and purposes.
3. Unless indicated otherwise in Schedules 2 & 3, all Reserves, sportsgrounds and parks. This is to allow access and protect the areas. Dispensation may be granted by the Chief Executive for Campers wishing to camp in Reserves not covered by the Bylaw. In the first instance they should contact the Reserves and Facilities team for clarification of the process.
4. Any formed road, this does not include road reserve if it is safe to use it. For health and safety reasons.
5. The Kaiteriteri area from Tapu Bay to Marahau. For health and safety and access reasons.
6. The river side of any embankment, except that area in the vicinity of the State Highway Bridge at Waitapu, Golden Bay. For health and safety reasons.

SPECIFIC AREAS OF PROHIBITION ARE SHADED RED



TOWNSHIPS WHERE RESTRICTIONS RELATE TO ROADS WITH A SPEED LIMIT OF 70kmh OF LESS ARE SHADED ORANGE



**7. Area of Prohibition:** Hickmott Place, Motueka

**Legal description:** LOT 1 DP 19091 LOT 1 DP 19258

**Map of Area:**



**Reason for Prohibition:**

Anti-social behaviour causing disturbance to neighbouring properties. Access and Health & Safety issues need to be addressed.

**8. Area of Prohibition: Thorp Bush, Motueka**

**Legal description:** Part Lot 1 DP 4811, Lot 5 DP 16000

**Map of Area:**

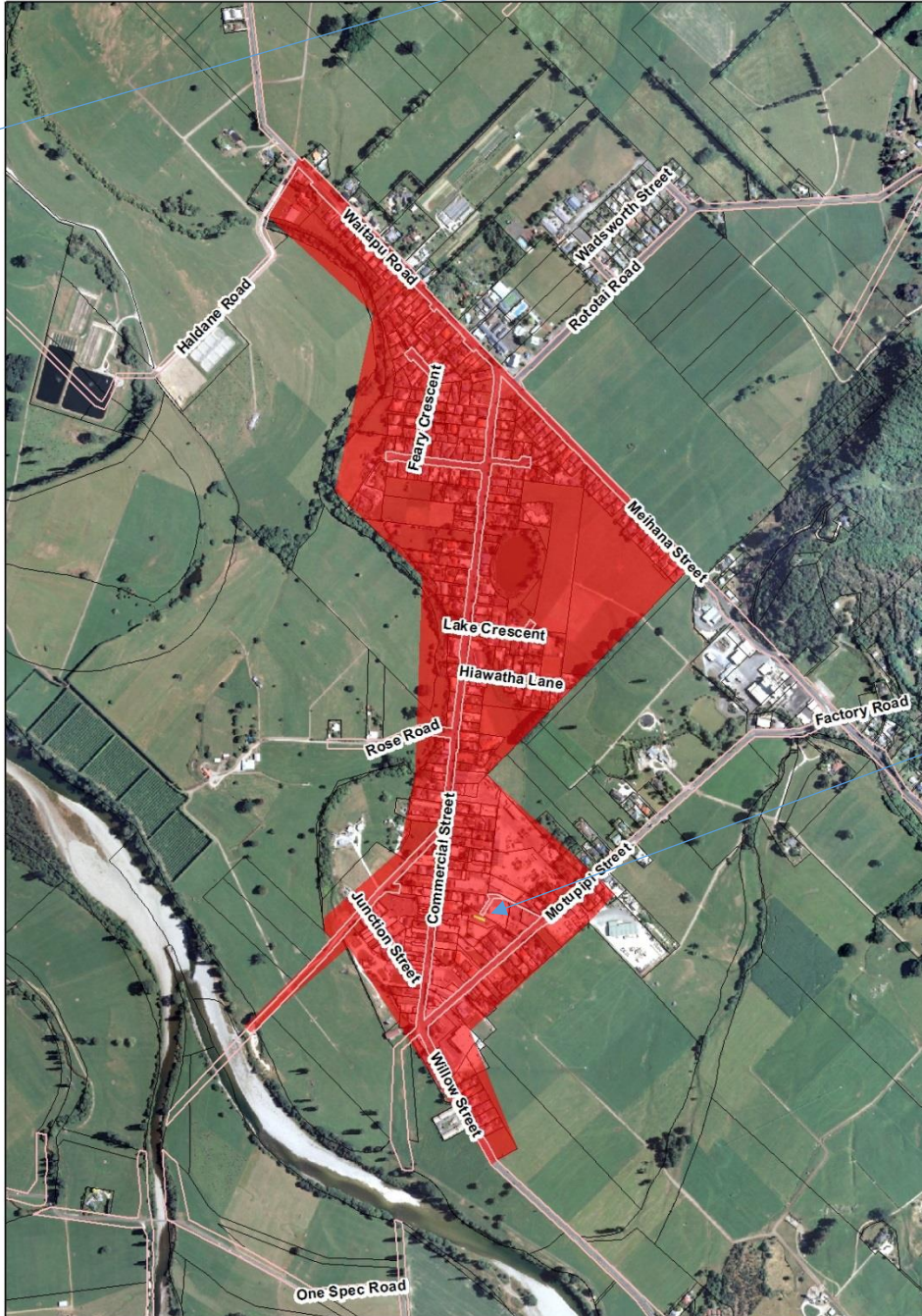


**Reason for Prohibition:**

Anti - social behaviour causing disturbance to neighbouring properties. The number of campers using this area has made it difficult for locals to access it for recreational activities, there are also health and safety concerns for campers using this area.

9. **Area of Prohibition:** All public places and reserves (shown in green) in Takaka excluding part of the Motupipi Car Park as shown in Map below:  
**Legal description:** Takaka Township

Map of Area:



Motupipi car park, see Page 35 for clarification

**Reason for Prohibition:**

Anti-social behaviour causing disturbance to neighbouring properties. The number of campers using this area has made it difficult for locals to access it for

recreational activities. Also to protect the areas from damage. Health and safety concerns on areas adjoining the river.

**10. Area of Prohibition: Pohara Recreation Reserve and Band Rotunda**

**Legal description:** Lot 1 DP14874

**Map of Area:**



**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities, it is also to protect the area.

**11. Area of Prohibition: Ligar Bay Esplanade Reserve and Road Reserve**

**Legal description:** Lot 3 DP 9236, Lot 3 DP 376909,  
Lot 4 DP 376909, Lot 5 DP 376909

**Map of Area:**



**Reason for Prohibition:**

Anti-social behaviour causing disturbance to neighbouring properties. The number of campers using this area has made it difficult for locals to access it for recreational activities. Also to protect the area which has recently undergone replanting.

**12. Area of Prohibition: Tata Beach,**

**Legal description:** Lot 14 DP 9720, Lot 2 DP 5831, Lot 14 5768,  
Lot 15 5768, Lot 33 5768

**Map of Area:**



**Reason for Prohibition:**

Anti-social behaviour causing disturbance to neighbouring properties. The number of campers using this area has made it difficult for locals to access it for recreational activities

13. **Area of Prohibition:** George Quay, Motueka,  
**Legal description:** Lot 1 DP 19868

**Map of Area:**



**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities



**14. Area of Prohibition: Riwaka Resurgence Road Reserve**

**Legal description:** Lot 1 DP 6572, Lot 1 DP7769, Lot 2 DP 6572

**Map of Area:**



**Reason for Prohibition:**


The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

**15. Area of Prohibition: Lake Rotoiti, Kerr Bay Road Reserve**

**Legal description:** Pt Sec 22 SQ 46, Sec 82 TN of St Arnaud, Pt sec 76A TN of St Arnaud

**Map of Area:**



Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice.


**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

**16. Area of Prohibition: Waikoropupu Springs Road Reserve**  
**Legal description: Pt Lot DP6769**

**Map of Area:**



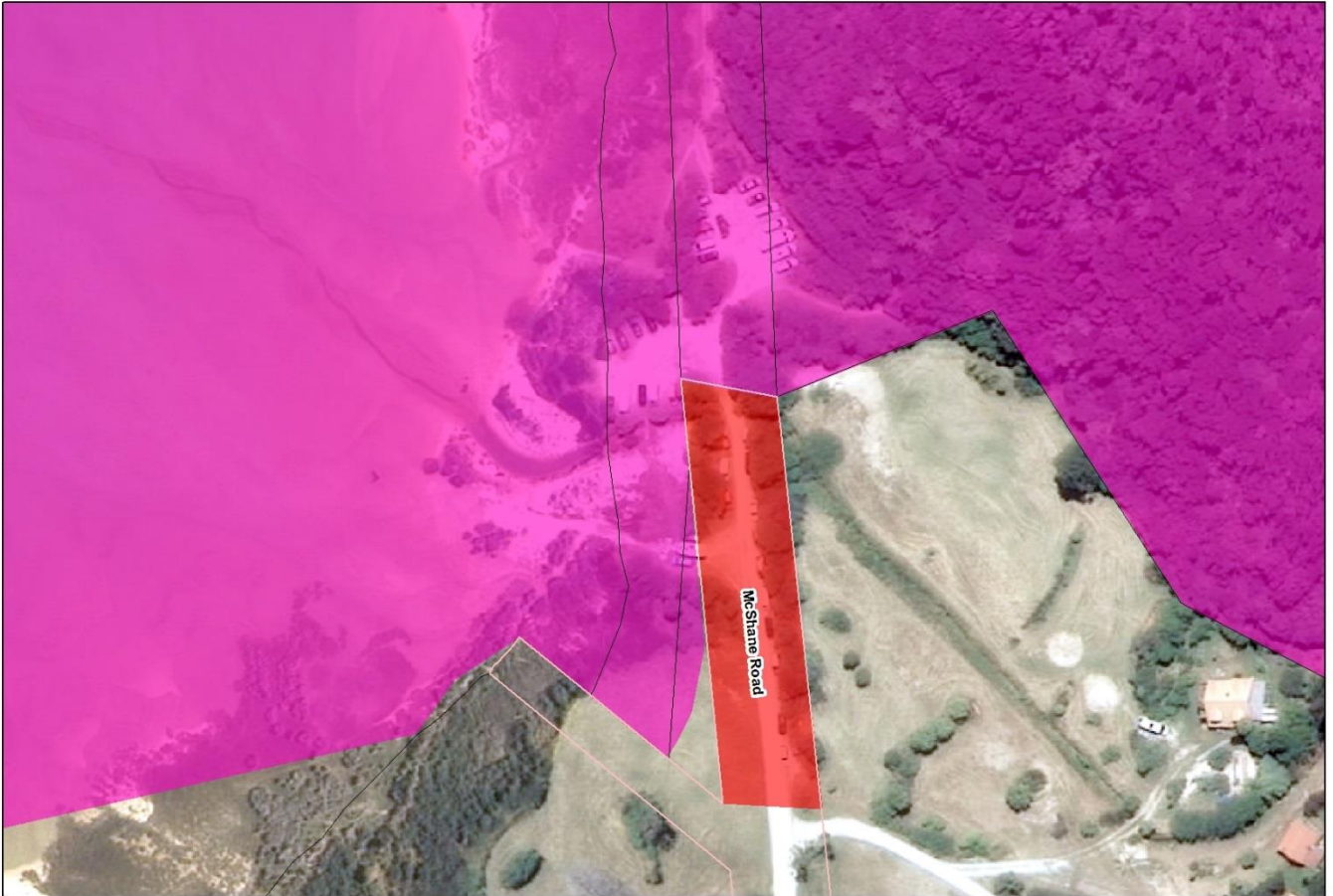
Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice.


**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

17. **Area of Prohibition:** Wainui Bay Road Reserve  
**Legal description:** Pt Sec 30 Blk III Totoranui SD & Sec 36 S Q 12

**Map of Area:**



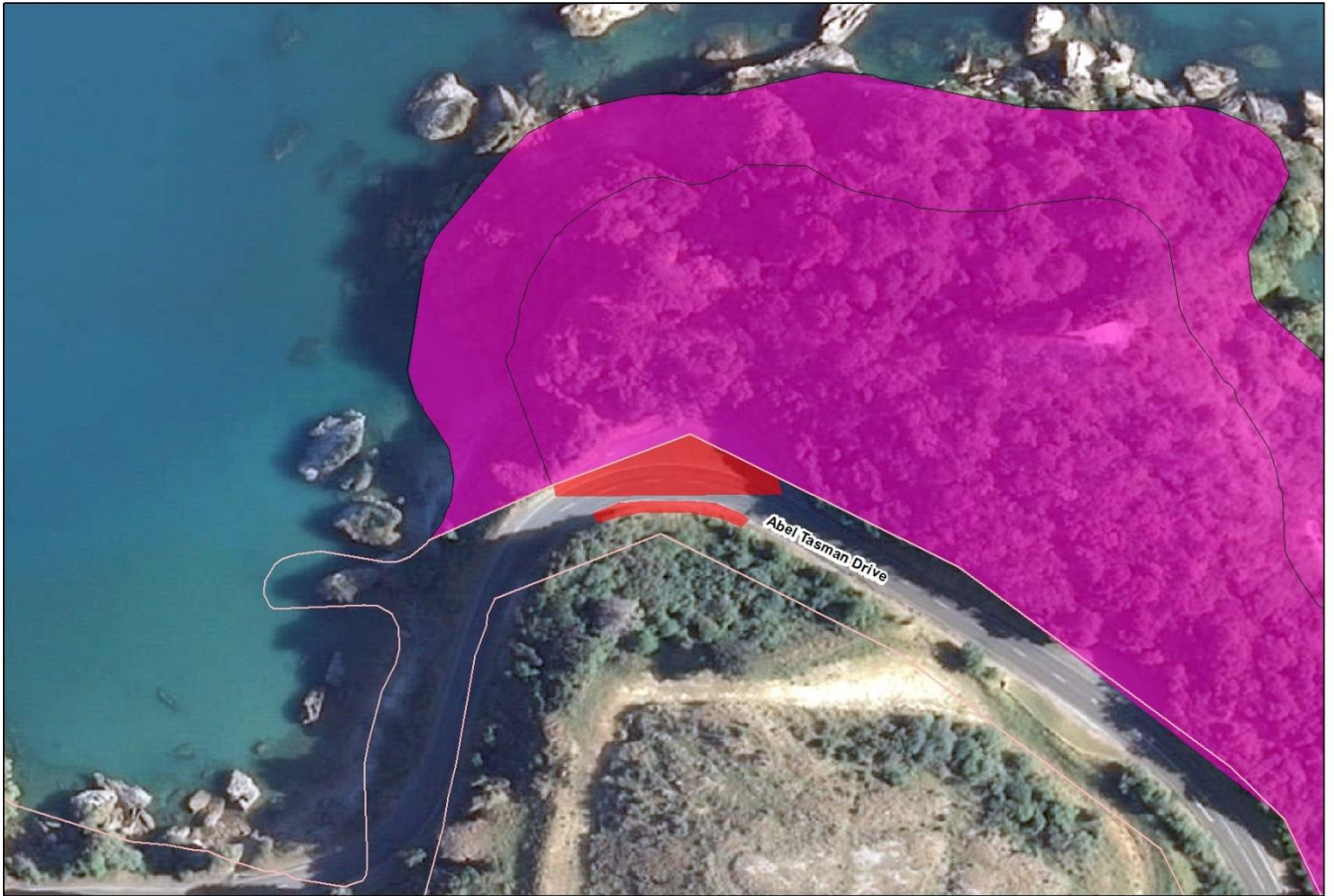
Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice.


**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

- 18. Area of Prohibition:** Abel Tasman Memorial Road Reserve  
**Legal description:** Lot 2 DP 3163

**Map of Area:**



Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice.

**Reason for Prohibition:**


The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

**19. Area of Prohibition: Staples Street, Motueka**

**Legal description: Staples Street, Road**

**Map of Area:**



Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice.

**Reason for Prohibition:**

The number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the DoC Reserve from damage.

**20. Area of Prohibition: Edward Baigent Memorial Scenic Reserve**

**Legal description: Lot 2 DP 4029**



**Reason for Prohibition:**

The number of campers using this area has caused serious concerns about the protection of the Flora in this area. Evidence of open fires and inappropriate disposal of rubbish in the area also raises health and safety concerns. Access for locals has also been compromised by the sheer number of campers.

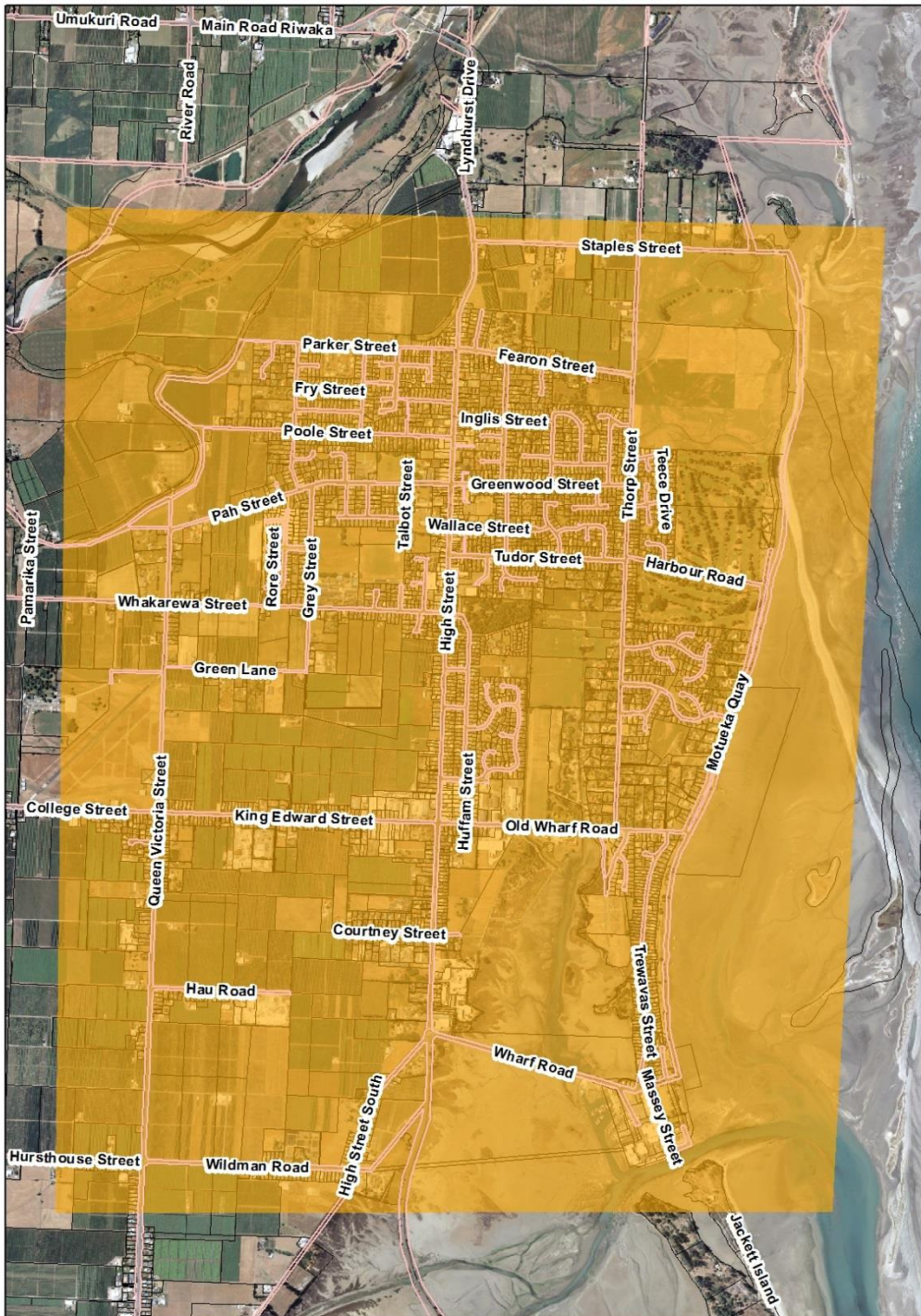




21. Area of Prohibition: All Roads in Motueka Township, speed limit 70kmh or less

Legal description: Motueka Township

Prohibited Area show in Orange 



Reason for Prohibition:

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads and preventing access for locals. Also health and safety issues such as electrical cables being draped across footpaths.



**22. Area of Prohibition: All Roads within this area**

**Legal description: Split Apple Rock Area**

**Prohibited Area show in Orange** 



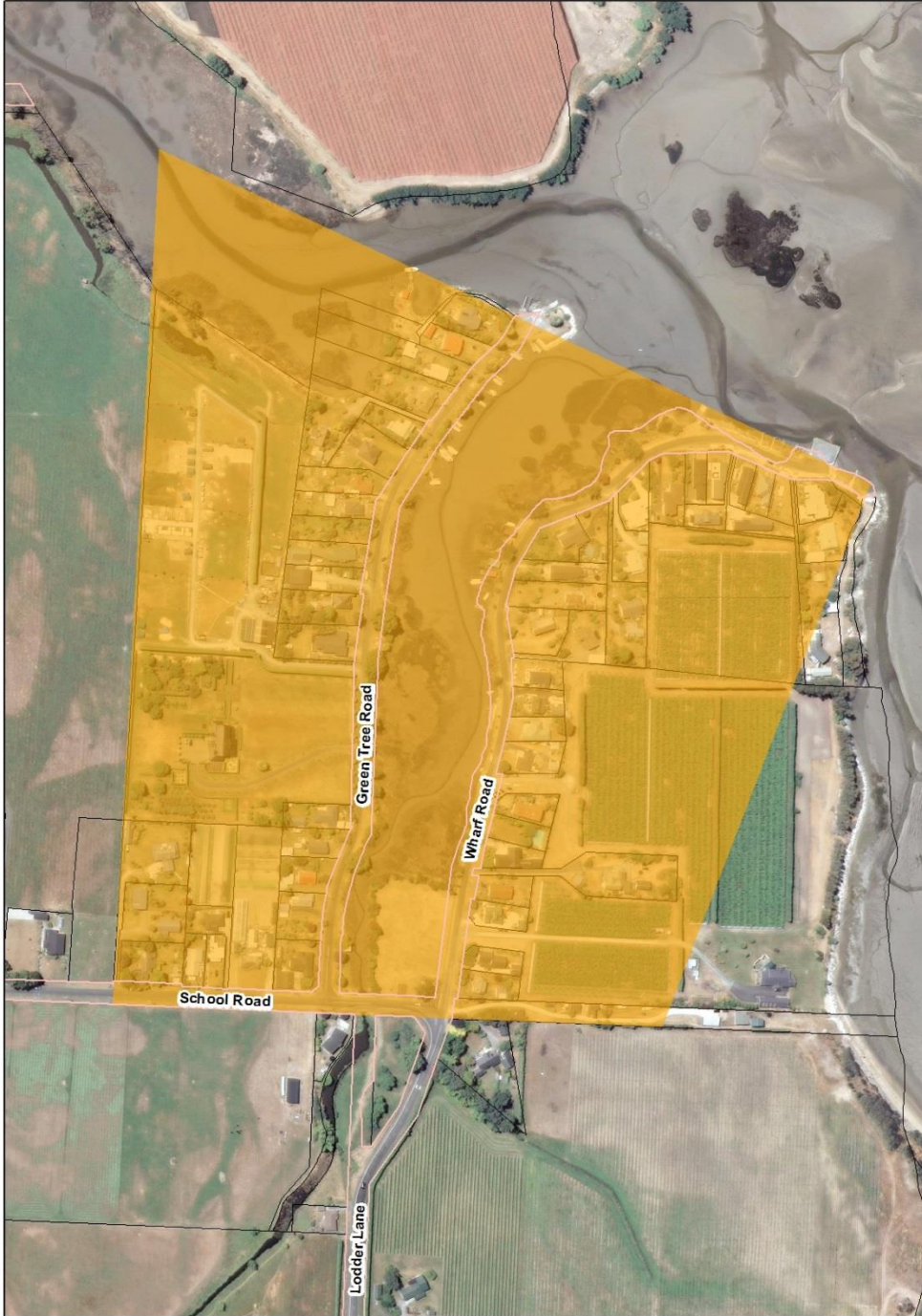
**Reason for Prohibition:**

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and damaging the area through rubbish and human waste.

**23. Area of Prohibition: Roads and Local Authority Areas within some of Riwaka Township**

**Legal description: Part of Riwaka Township**

**Prohibited Area show in Orange**



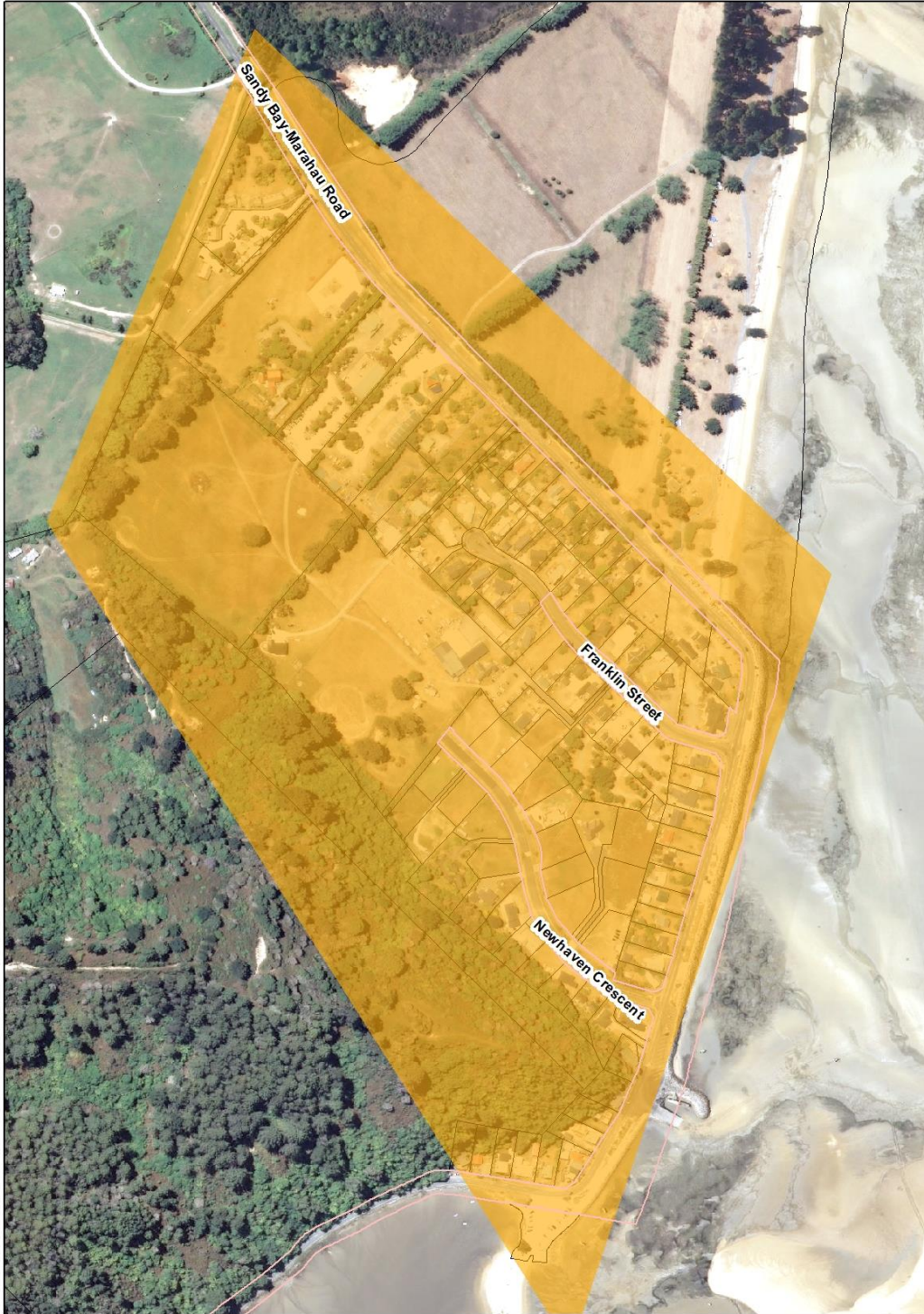
**Reason for Prohibition:**

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and damaging public areas through rubbish and human waste.

24. Area of Prohibition: All Roads and Local Authority Areas within Marahau

Legal description: Marahau

Prohibited Area show in Orange



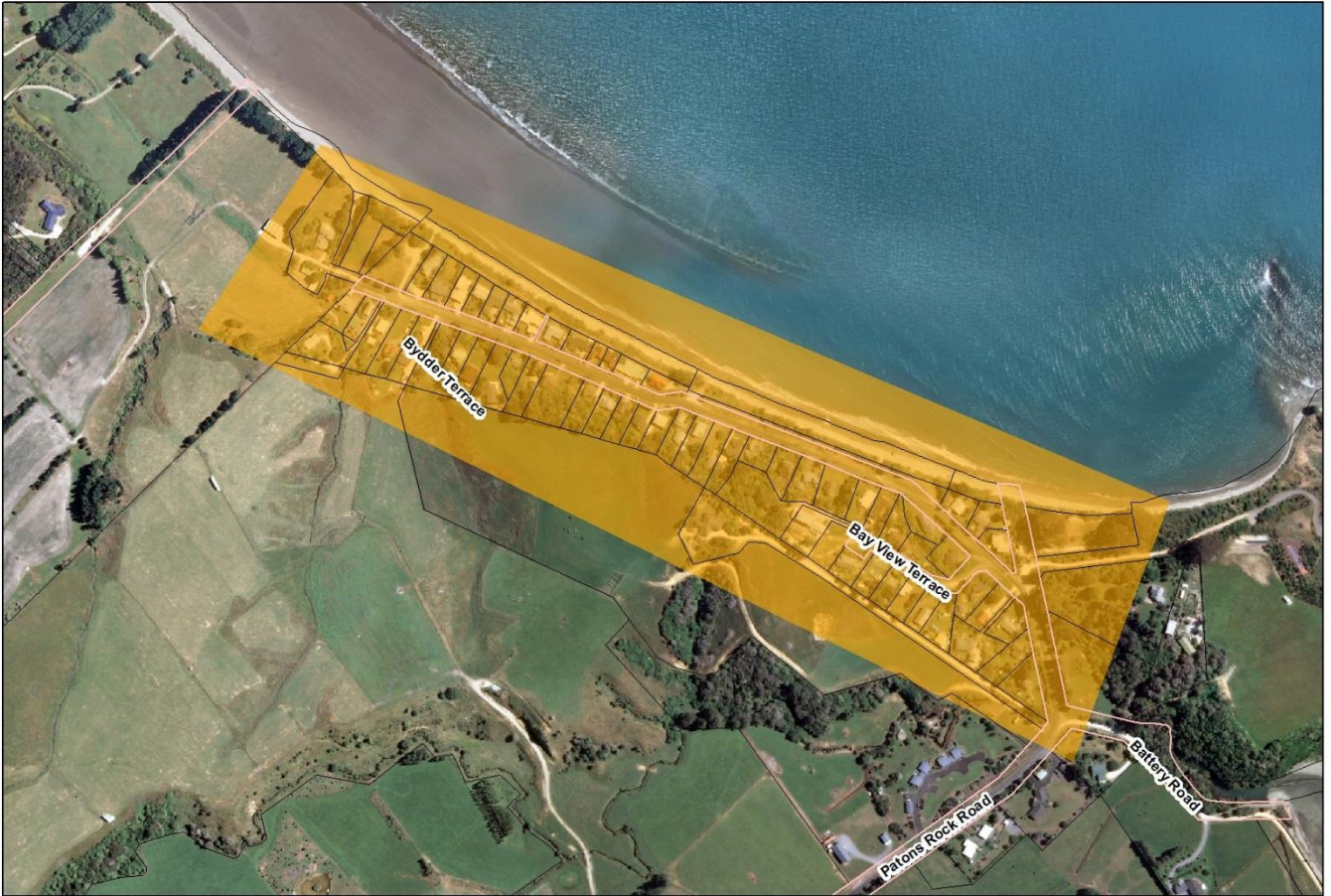
Reason for Prohibition:

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and causing health and safety concerns.

**25. Area of Prohibition: All Roads and Local Authority Areas within Patons Rock Township**

**Legal description: Patons Rock**

**Prohibited Area show in Orange**



**Reason for Prohibition:**

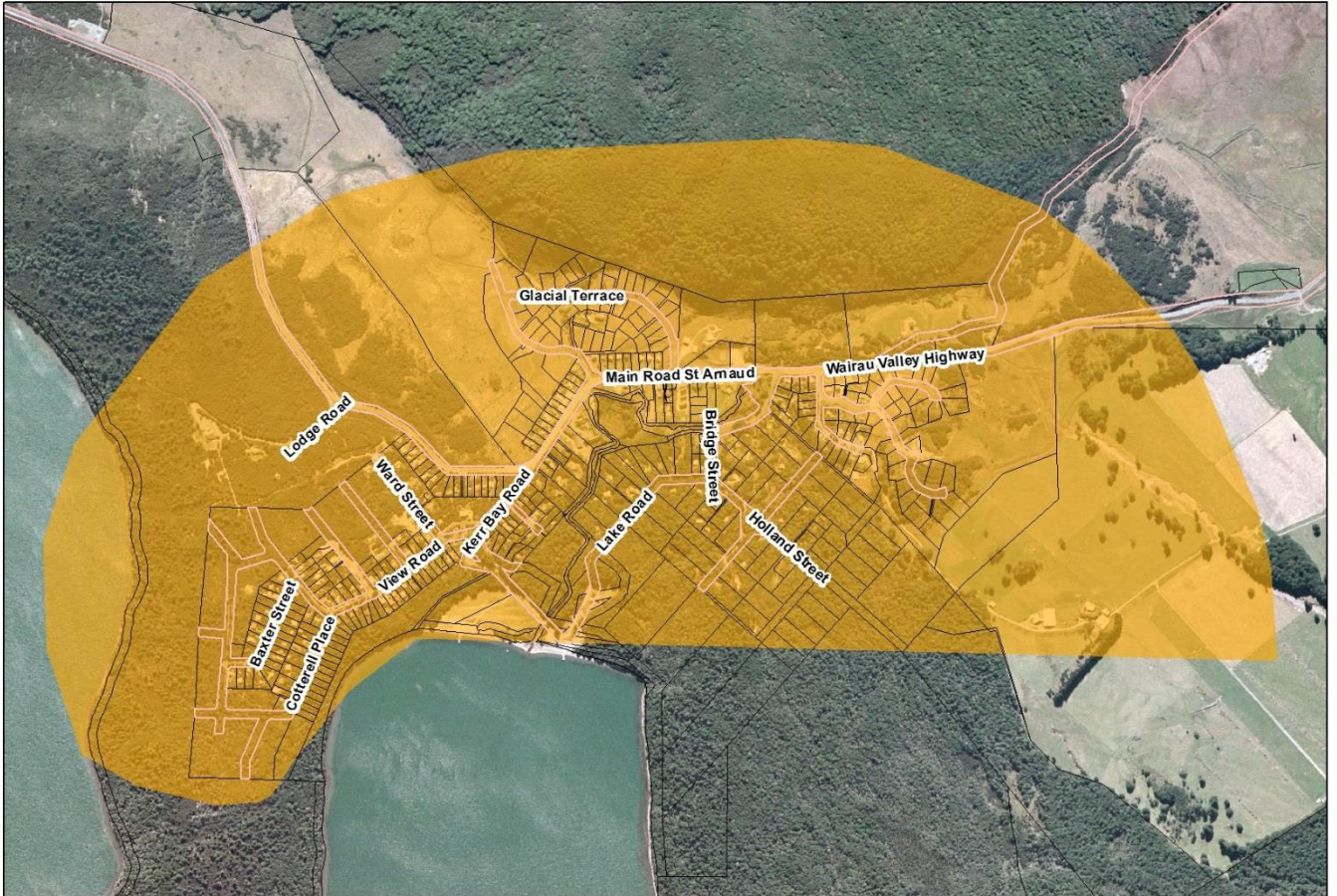
This represents an area where we have had a significant number of complaints relating to campers being parked on public roads and in Reserves preventing access for locals and damaging the area.



**26. Area of Prohibition: All Roads and Local Authority Areas within Saint Arnaud**

**Legal description: Saint Arnaud**

**Prohibited Area show in Orange**



**Reason for Prohibition:**

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and causing Health and Safety concerns.

**27. Area of Prohibition: All Roads and Local Authority Areas within Best Island**

**Legal description: Best Island**

**Prohibited Area show in Orange**



**Reason for Prohibition:**

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and causing Health and Safety concerns.

**28. Area of Prohibition: All Roads and Local Authority Areas within Kaiteriteri & Stephens Bay**

**Legal description: Kaiteriteri & Stephens Bay Area**

**Prohibited Area show in Orange**



**Reason for Prohibition:**

This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals. Many of the roads in

**Item 8.1**

this area are also very narrow and parking on or beside them creates a Health and Safety hazard.

**Attachment 1**

**29. Area of Prohibition: Kaiteriteri Sandy Bay Road & Sandy Bay Marahau Road**

**Legal description: Kaiteriteri & Marahau Area Roads**

**Prohibited Area show in Orange** 



**Reason for Prohibition:**

These Roads are particularly narrow and not suitable for camping beside. In the areas which are used as passing bays there is a serious fire risk and these areas are prohibited for health and Safety reasons.

# TASMAN DISTRICT COUNCIL FREEDOM CAMPING BYLAW 2017

## SCHEDULE 2

### DEFINED AREAS WHERE FREEDOM CAMPING IS RESTRICTED TO SPECIFIC TYPES OF VEHICLES

SPECIFIC AREAS OF WHERE PROHIBITIONS RESTRICT USE TO SELF-CONTAINED VEHICLES ONLY ARE SHADED  YELLOW

- Restricted Area:** Motueka Beach Reserve  
**Legal description:** Part Lot 2 DP 4706 & Part Sec 289 Motueka DIST



**Additional Information:** In order to prevent overcrowding vehicles must be parked in designated Freedom Camping spots.

All signage must be obeyed

**Reason for restriction:**

There are inadequate facilities available for persons in non-self-contained vans. Additionally, the number of campers using this area has made it difficult for locals to access it for recreational activities; it is also to protect the area.

2. **Restricted Area:** Motupipi Car Park

**Legal description:** 33 Motupipi Street, Takaka - LOT 3 DP 15325 BLK X WAITAPU SD

**SELF-CONTAINED VEHICLES ONLY**



**Additional Information:** In order to prevent overcrowding vehicles must only be parked in the ten designated Freedom Camping spots.

Overnight for self-contained only, 2 day limit, gone by 7.00am every morning

All signage must be obeyed

**Reason for restriction:**

There are no facilities available for persons in non-self-contained vans.

**DEFINED AREA WHERE FREEDOM CAMPING IS RESTRICTED FOR DIFFERENT CLASSES OF VEHICLE – NO TENTS**

- 3. **Restricted Area:** Decks Reserve Car Park  
**Legal description:** DPC 9 Lot 1 DP 11529 PT Lot 2 DP 5945 & Pt Secs 153 293  
 Motueka Dist

**SELF-CONTAINED VEHICLES ONLY**



**NON - SELF CONTAINED VEHICLES ONLY IS SHADED BLUE**



From **6pm to 7am** every day, except Sunday when the car park must be cleared by **6am**.

Persons camping here overnight must leave the car park each morning by the times indicated.

All vehicles must only park in the designated areas for their vehicle type.

**In all other areas of the car park freedom camping is not allowed**



**TASMAN DISTRICT COUNCIL FREEDOM CAMPING BYLAW 2017**  
**SCHEDULE 3**

DEFINED AREAS WHERE FREEDOM CAMPING IS PERMITTED

SPECIFIC PERMITTED AREAS ARE SHADED GREEN



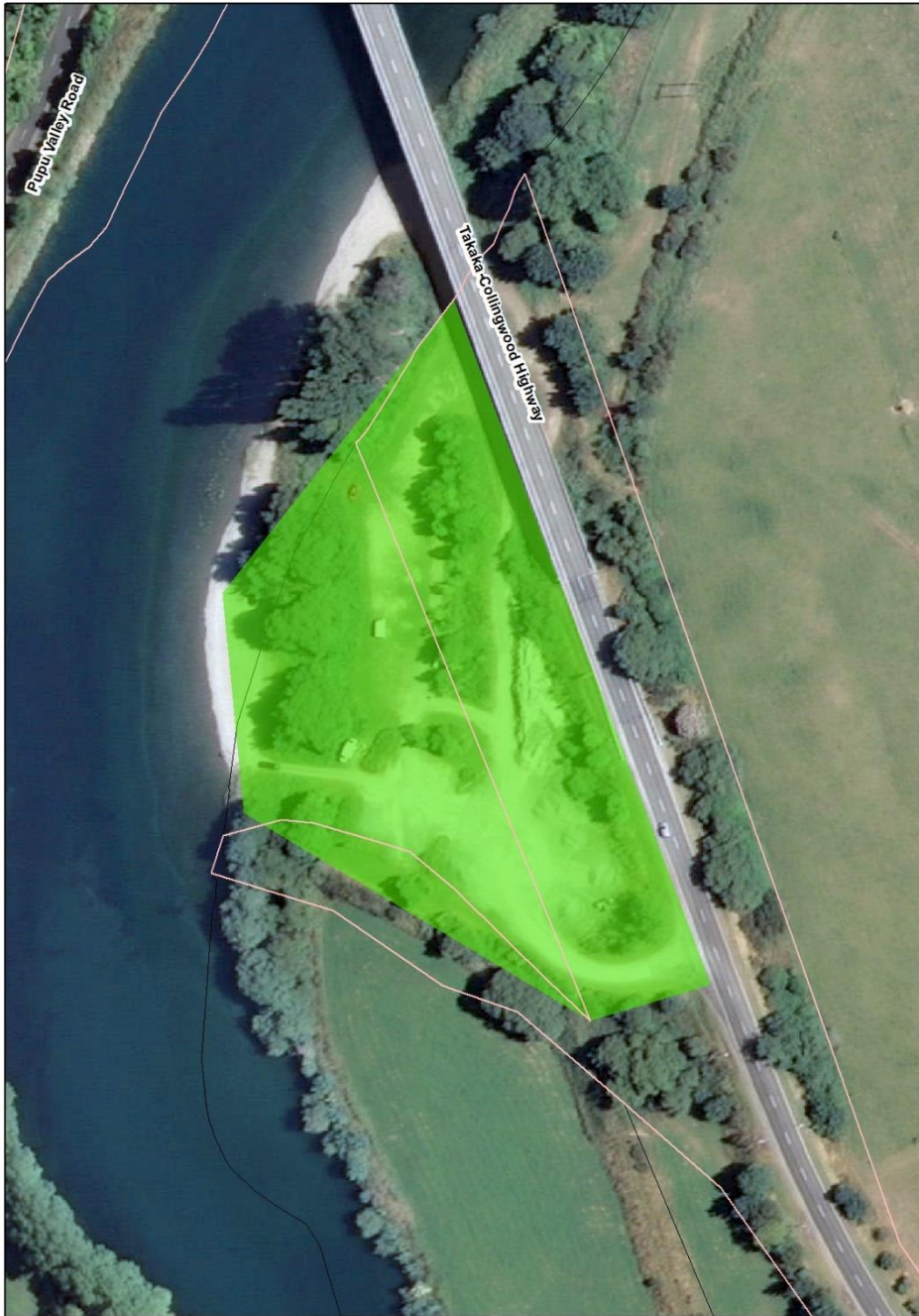
Freedom Camping is **NOT restricted** in the following public places at the times shown:

- Permitted Area:** Alexander Bluff Road Reserve, Ngatimoti  
**Legal Description:** Road Reserve



**Additional Information:**  
Non Self- contained vehicles must park within 100m of the available Toilets and occupants must use them.  
  
All signage must be obeyed

- 2. **Permitted Area:** Waitapu Bridge, Takaka  
**Legal Description:** Pt sec C Takaka DIST and Road Reserve



**Additional Information:** Non Self- contained vehicles must park within 100m of the available Toilets and occupants must use them.

All signage must be obeyed

3. **Permitted Area:** Taupata Gravel Reserve, Collingwood – SEASONAL  
**Legal Description:** Road Reserve



Areas coloured purple  show Department of Conservation (DoC) areas where camping is prohibited under a DoC Notice

**Additional Information:** It is intended to operate this site during the peak summer season 1 October to 31 March. Council will provide basic toilet facilities and rubbish collection. Non Self-contained vehicles must park within 100m of the available Toilets and occupants must use them.

All signage must be obeyed

**TASMAN DISTRICT COUNCIL FREEDOM CAMPING BYLAW 2017****SCHEDULE 4****SELF-CONTAINED VEHICLE WASTE DUMPING LOCATIONS**

The following locations in the District are available for dumping self-contained vehicle waste.

**Dump Stations where you must stay in order to use the service**

Site	Location	Free?	Comments
Pohara Beach Top 10 Holiday Park	Abel Tasman Drive Pohara, Golden Bay	No, guests only	03 525 9500 www.poharabeach.com
Richmond Motel & Top 10	29 Gladstone Road Richmond	No, guests only	03 544 5218 www.richmondmotel.co.nz
Club Waimea	345 Queen Street Richmond	No, guests only	03 543 9179 www.clubwaimea.co.nz
Abel Tasman Marahau Beach Camp	9 Franklin Street Marahau	No, guests only	03 527 8176 www.abeltasmancentre.co.nz
Totaranui Campground (DOC)	105 Totaranui Road Golden Bay	No, guests only	03 528 8083 www.doc.govt.nz
Kaiteriteri Recreation Reserve	Kaiteriteri Sandy Bay Road Kaiteriteri	No, guests only	03 527 8010 www.holidayparks.co.nz
Bethany Park Christian Camp	8 Martin Farm Road Kaiteriteri/Motueka	No, guests only	03 527 8014 www.bethanypark.co.nz
Motueka Top 10 Holiday Park	10 Fearon Street Motueka	No, guests only	03 668 0241 www.motuekatop10.co.nz
Mapua Leisure Park	33 Toru Street Mapua	No, guests only	03 540 2666 www.nelsonholiday.co.nz
Queen Street Holiday Park	442 Lower Queen Street Richmond	No, guests only	03 544 7677 www.holidayparksnelson.co.nz
Kiwi Park Motel & Holiday Park	170 Fairfax Street Murchison	No, guests only	03 523 9248 www.kiwipark.co.nz
Riverside Holiday Park	19 Riverview Road Murchison	No, guests only	03 529 9591 www.riversidemurchison.co.nz
Tapawera Settle Motels and Campground	19 Tadmor Valley Road Tapawera	No, guests only	03 522 4334 www.settle.co.nz

**Free To Use Public Dump Stations**

Site	Location
Abel Tasman National Park Toilets	Totaranui
i-Site Visitors Centre	Golden Bay
NPD Takaka Fuels and Fishing	2 Commercial Street, Takaka
Hickmott Car Park (adjacent to New World Supermarket)	8 Hickmott Place, Motueka
Fittal Street (near entrance to resource recovery centre)	14 Fittal Street, Richmond
Kerr Bay Camping Ground (DOC)	Nelson Lakes National Park
Entrance to Collingwood Camping Ground	William Street Collingwood Golden Bay - 03 524 81
Tapawera (opposite Tapawera Tavern)	Main Road, Tapawera



No of Change	Part of Draft Bylaw	Proposed Change – <b>Changes to text in red</b>	Reason
1	Contents Page	Changes to the table	To reflect new layout
2	EXPLANATORY NOTE	<p>The Freedom Camping Act 2011 (FCA) allows a Territorial Authority to define the areas that are <b>controlled and managed by it</b> in its district, where freedom camping may be restricted, and to define the restrictions that apply to freedom camping in those areas, as well as defining <b>council controlled and managed areas</b> in the district where freedom camping may be prohibited. This Bylaw has three Schedules that define areas of Prohibition, Restriction and Permission. In order to include areas as prohibited or restricted use in the Bylaw, Council must assess them against s11(2) of the FCA.</p> <p><del>The Tasman District Council controls and manages over 450 Reserves the vast majority of these are not available for freedom camping. Section 44 of the Reserves Act 1977(RA) prohibits unauthorised camping in reserves except in limited circumstances such as within formalised campgrounds, or where camping is in accordance with the relevant reserve management plan prevents Council from allowing them to be used for this purpose unless they have permission from the Minister or have included the activity in a Reserve Management Plan following consultation.</del> Because of the controls and restrictions already placed on the majority of reserves within the district through the Reserves Act, and relevant reserves management plans which were prepared following public consultation, only a limited number of specified reserves have been included in this Bylaw and scheduled as a Prohibition, Restriction or Permission area for freedom camping <b>Assessing each Reserve against s11(2) of the FCA would be an expensive and time-consuming project. This means that the only Reserves included in this Bylaw are those where we have satisfied the</b></p>	To emphasise the issues we face as a Council and to show where our actions do not apply the Bylaw to all Reserves is legally justified.

		<del>requirements of s11(2) FCA or Reserves where freedom Camping is already permitted.</del> The control of camping within all other Reserves is left under the Reserves Act. Dispensation may be granted by the Chief Executive for Campers wishing to camp in Reserves not covered by the Bylaw. In the first instance they should contact the Reserves and Facilities team for clarification of the process.	
3	3 INTERPRETATION	Enforcement Officer means any person appointed by the Chief Executive of the Tasman District Council under the provisions of section 32 of the Freedom Camping Act 2011 for the purposes of carrying out duties and exercising powers under this Bylaw. <del>and includes a Police Officer.</del>	The FCA does not automatically make a Police Officer an Enforcement Officer unlike other legislation.
4	3 INTERPRETATION	<del>Local Authority Area</del> (1) In this Act, local authority area— (a) means an area of land— (i) that is within the district or region of a local authority; and (ii) that is controlled or managed by the local authority under any enactment; and (b) includes any part of an area of land referred to in paragraph (a); but (c) does not include an area of land referred to in paragraph (a) or (b) that is permanently covered by water.	This reflects the interpretation in the FCA, unlike the previous Bylaw which referred to “Public Place” which is a Local Government Act (LGA) definition.
5	3 INTERPRETATION	Non-self-contained vehicle means a vehicle which does not have built-in on-board ablutionary or sanitary facilities that comply with NZS 5465:2001 <del>Incorporating Amendment No 1 and 2</del> Self Containment of Motor Caravans and Caravans.	Indicates the recent amendment to the NZ Standard.
6	3 INTERPRETATION	<del>Public Place means:</del> (a) — a place that is under the control of Tasman District Council and that is open to, or being used by, the public (whether or not there is a charge for admission); and (b) — includes any part of a public place; and (c) — includes a road (whether under the control of the Council or otherwise).	See Point 3 above.
7	3 INTERPRETATION	New definition:	This is included to clarify the meaning in the Bylaw.



		<b>Road</b> in this Bylaw, a road means a street, a motorway, a beach and all bridges forming part of a road.	
8	3 INTERPRETATION	Self-Contained Vehicle means a vehicle including a Motor Caravan or Caravan which can be used as a place of abode and contains facilities for cooking, eating, sleeping and washing, and is capable of meeting the ablutionary and sanitary needs of the occupants for a minimum of three days without requiring any external services or discharging any waste. Such vehicle must also display evidence of a current self-containment warrant issued pursuant to NZS 5465:2001 <b>Incorporating Amendment No 1 and 2</b> Self Containment of Motor Caravans and Caravans.	Indicates the recent amendment to the NZ Standard.
9	4 DEFINED AREAS	Bylaw indicates some specific areas <b>that all</b> all freedom campers are permitted to use.	Clearer language
10	5 PROHIBITED AREAS	5.2.2 Any formed roadway where health and safety is compromised. <b>This does not include Road Reserve if it is safe to use.</b>	Minor typo and then clearer language
11	5 PROHIBITED AREAS	5.2.3 Kaiteriteri Beach area from Tapu Bay to <del>Breaker Bay</del> <b>Marahau</b> . For health and safety and access reasons.	Submissions indicated that the road from Kaiteriteri to Marahau was equally dangerous. On investigation we found this to be true.
12	5 PROHIBITED AREAS	5.2.4 The river side of any <del>stop bank</del> <b>embankment</b> , except designated areas in the vicinity of the State Highway Bridge at <del>Waitapu</del> , Golden Bay. For health and safety reasons.	Councillors felt that embankment was a broader term which would include land features that were not official "stopbanks" <b>WAITAPU???</b>
13	5 PROHIBITED AREAS	<del>5.2.5 Any location where the activity of freedom camping may cause an obstruction or hazard to traffic, or other safety concern. For health and safety reasons.</del>	Submissions indicated that this was very subjective and ultra vires. This control is available through Police and LGA powers on

			Council land if required.
14	5 PROHIBITED AREAS	<del>5.2.6</del> 5.2.5 Unless indicated otherwise in Schedules 2 & 3, <del>all</del> residential areas indicated in Schedule 1 where the speed limit is <del>less than</del> 70kmh or less. For access and health and safety reasons.	This captures areas where the speed limit is 70kmh whereas it did not do so previously. It also only includes residential areas where we have evidence to show a problem exists.
15	5 PROHIBITED AREAS	<del>5.2.7</del> 5.2.6 Unless indicated otherwise in Schedules 2 & 3, <del>or nominated in future recommendations</del> or allowed for under the Reserves Act or the relevant Reserve Management Plan, or by temporary status, all reserves, sportsgrounds and parks. <del>Reserves, sportsgrounds and Parks. This is to allow access and to protect the areas</del>	Councillors felt that this allowed more flexibility going forward when assessing areas for freedom camping.
16	5 PROHIBITED AREAS	<del>5.2.8</del> 5.2.7 Persons not in a self-contained vehicle must not camp on any local authority area unless they are in a camping ground or in the areas indicated in Schedule 3 of the Bylaw. <del>This is to protect the area.</del>	Added to show the reason for defining the areas as required under s11(2) of the FCA.
17	6 FREEDOM CAMPING RESTRICTED AREAS	<p><b>6 FREEDOM CAMPING RESTRICTED AREAS AND GENERAL PROVISIONS</b></p> <p>6.1 Areas listed in Schedule 2 of the Bylaw allow freedom camping in specific types of vehicles only, no tents. This is to protect the areas, where inadequate facilities are available for non-self-contained vehicles or tents, or to allow provision of areas for non-contained vehicles close to toilet facilities.</p> <p>6.2 For clarity, persons in self-contained vans may camp in all public areas of the district except for those in Clause 5 of</p>	New text to reflect the inclusion of some areas for non-self-contained in Schedule 2

		the Bylaw, or those listed in Schedule 1, except where priority is given to non-self-contained vehicles in Schedule 2.	
18	9	<del>9 — FREEDOM CAMPING AREAS TO BE LEFT CLEAN AND TIDY 9.1. — All areas must be left in a clean and tidy state by Freedom Campers.</del>	Some submissions indicated that they felt this was an unfair and illegal imposition on anyone camping at a site where it was not clean and tidy on arrival.
19	10 ENFORCEMENT OFFICERS	10.1. <del>Under s36 of the Act</del> An enforcement officer may require a person who he or she believes on reasonable grounds is committing or has committed an offence against this Bylaw to leave the defined area concerned. Additionally, <del>under this Bylaw</del> , where an enforcement officer believes that a state exists where there is a safety issue he may instruct some or all persons in an area to leave.	Legal clarification for some submitters.
20	11 OTHER POWERS	11.1 <del>Under s35 of the Act,</del> An enforcement officer who believes on reasonable grounds that a person has committed or is committing an offence against this Bylaw may direct the person to give—	As above
21	11 OTHER POWERS	11.2. <del>Under s37 of the Act</del> An enforcement officer may seize and impound property in a local authority area or on conservation land—	As above
22	12 INFRINGEMENT OFFENCES	12.1. <del>Under s20 of the Act,</del> Every person commits an infringement offence who:	As above
23	13 ISSUE OF INFRINGEMENT NOTICES	13.1. <del>Under s27 of the Act</del> An enforcement officer who believes on reasonable grounds that a person has committed or is committing an infringement offence may serve an infringement notice on the person.	As above
24	SCHEDULE 1	2. Unless indicated otherwise in Schedules 2 & 3, <del>all</del> residential areas <del>indicated in Schedule 1</del> with speed limit	This captures area where the speed limit is 70kmh

		<del>below</del> 70km or below. This is for access health and safety and purposes.	whereas it did not do so previously.
25	SCHEDULE 1	3. Unless indicated otherwise in Schedules 2 & 3, all Reserves, sportsgrounds and parks. This is to allow access and protect the areas. Dispensation may be granted by the Chief Executive for Campers wishing to camp in Reserves not covered by the Bylaw. In the first instance they should contact the Reserves and Facilities team for clarification of the process.	This addition reflects the reality of the current Reserve Management Plans.
26	SCHEDULE 1	4. Any formed roadway, this does not include road reserve if it is safe to use it. For health and safety reasons.	Clearer information and allows use of more areas where it is safe to do so by Self-Contained vehicles.
27	SCHEDULE 1	5. Kaiteriteri Beach area from Tapu Bay to <del>Breaker Bay</del> Marahau. For health and safety and access reasons.	Submissions indicated that the road from Kaiteriteri to Marahau was equally dangerous. On investigation we found this to be true.
28	SCHEDULE 1	6. The river side of any <del>stop bank</del> embankment, except that area in the vicinity of the State Highway Bridge at Waitapu, Golden Bay. For health and safety reasons.	Councillors felt that embankment was a broader term which would include land features that were not official "stopbanks" <b>WAITAPU???</b>
29	SCHEDULE 1	<del>7. Any location where the activity of freedom camping may cause an obstruction or hazard to traffic. For health and safety reasons.</del>	Submissions indicated that this was very subjective and ultra vires. This control is available through Police and LGA powers on Council land if required.
30	SCHEDULE 1	<del>9. Area of Prohibition: Brooklyn Reserve, Motueka Legal description: Part Lot 1 DP 5289</del>	Councillors felt that the evidence did not adequately support the inclusion of this reserve in Schedule 1.
31	SCHEDULE 1	<i>Includes new text:</i>	Motupipi Car Park added for 10 SCS


		12. Area of Prohibition: All <del>public places</del> Local Authority Areas and including reserves (shown in green) in Takaka excluding Motupipi Car Park - see Schedule 2.	vehicles only, see Schedule 2.
32	SCHEDULE 1	13.  Map of Area:	New Map includes the Rotunda
33	SCHEDULE 1	<i>Includes new text:</i>  14.  Reason for Prohibition:  Anti-social behaviour causing disturbance to neighbouring properties. The number of campers using this area has made it difficult for locals to access it for recreational activities. Also to protect the area.	To clarify reasons for prohibition under s11(2) of the FCA.  This area has recently been redeveloped and replanted throughout. The new plantings require protection.
34	SCHEDULE 1	<i>Includes new text:</i>  16.  Reason for Prohibition:  The number of campers using this area has made it difficult for locals to access it for recreational activities and for garage owners to access their property.	To clarify reasons for prohibition under s11(2) of the FCA
35	SCHEDULE 1	22.  New Prohibited Area – Staples Street, Motueka	TDC Road bordering DoC Reserve, they have requested that we include it as the area is getting damaged.
36	SCHEDULE 1	23.  New Prohibited Area – View Road, St Arnaud	TDC Road bordering DoC estate, they have requested that we include it as the car park gets full of campers and means no one can use the information centre.
37	SCHEDULE 1	24.  New Prohibited Area – Edward Baigent Memorial reserve	The number of campers using this area has caused serious concerns about the protection of the Flora in this

			area. Evidence of open fires and inappropriate disposal of rubbish in the area also raises health and safety concerns. Access for locals has also been compromised by the sheer number of campers.
38	SCHEDULE 1	New Prohibited Area – Roads within Motueka Township	Roads within Motueka Township where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads and preventing access for locals.
39	SCHEDULE 1	New Prohibited Area – Roads within Split Apple Rock	Roads within Split Apple Rock where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and damaging the area through rubbish and human waste.
40	SCHEDULE 1	New Prohibited Area – Riwaka Township	Roads and Local Authority Areas within some of Riwaka Township where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating

			to campers being parked on public roads preventing access for locals and damaging the area through rubbish and human waste.
41	SCHEDULE 1	New Prohibited Area – Marahau Township	Roads within Marahua Township where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and cause health and safety concerns.
42	SCHEDULE 1	New Prohibited Area – Patons Rock	Roads within Patons Rock where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads and in Reserves preventing access for locals and damaging the area.
43	SCHEDULE 1	New Prohibited Area – St Arnaud	Roads within Saint Arnaud Township where the speed limit is 70kmh or less. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and causing Health and Safety concerns. Also TDC Road bordering DoC

			estate, they have requested that we include it as the information centre car park gets full of campers and means no one can use the information centre.
44	SCHEDULE 1	New Prohibited Area – Best Island	Roads and Local Authority Areas within Best Island. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals and causing Health and Safety concerns.
45	SCHEDULE 1	New Prohibited Area – Kaiteriteri & Stephens Bay Area	Roads and Local Authority Areas within Kaiteriteri and Stephens Bay. This represents an area where we have had a significant number of complaints relating to campers being parked on public roads preventing access for locals. Many of the roads in this area are also very narrow and parking on or beside them creates a Health and Safety hazard.
46	SCHEDULE 1	New Prohibited Area - Kaiteriteri-Sandy Bay Road & Sandy Bay Marahau Road	From submissions it was noted that these Roads are particularly narrow and not suitable for camping beside. In the areas which are used as passing bays there is a serious fire risk and these areas are



			prohibited for health and Safety reasons.
47	SCHEDULE 2	<p><i>Changed Text:</i></p> <p>SPECIFIC AREA OF <del>PROHIBITION</del>   RESTRICTION IS SHADED YELLOW</p> <p><b>1. Restricted Area:</b> Motueka Beach Reserve  <b>Legal description:</b> Part Lot 2 DP 4706 &amp; Part Sec 289 Motueka DIST</p>	It is a restriction not a complete prohibition and there are now two restricted areas hence the numbering.
48	SCHEDULE 2	Whole new area – Motupipi Street car park Takaka	Councillors felt an area for SCS should be made available in Takaka.
49	SCHEDULE 2	New insertion that indicates changes to Decks Reserve Area, now allowed for overnight camping in different types of vehicles in defined in specific areas. No tents.	Councillors felt this was a better way of allowing use of the area whilst recognising restrictions on use of Reserves.
50	SCHEDULE 3	Decks reserve now removed as it is covered in Schedule 2.	As above
51	SCHEDULE 3	Former landfill, Rototai, Takaka removed	This was due to community concerns.
52	SCHEDULE 3	Taupata Gravel Reserve – this area is to be retained as a seasonal camping area.	Councillors decided that despite some opposition from the community – (especially the bird watchers) this area should remain permitted. The decision was made on the basis that this site will be used regardless of the classification as effective enforcement is virtually impossible. By recognising its use council can make provision for signage, sanitation

			and refuse collection, thus offering protection.
53	SCHEDULE 4	Updated list of dump sites	Updated list of caravan dump sites
55	GENERAL	All maps have been updated to show the various defined areas.	

**CHANGES TO DRAFT FREEDOM CAMPING BYLAW**

**SUBMISSIONS – Proposed Freedom Camping Bylaw 2017****GENERAL COMMENTS**

Unique Number	Details of Submitter	Summary of Submission	Part of Proposed Bylaw affected	Staff Comments
13432	Mr Maurice Henwood 18 Shearer Tce Richmond	Wants all areas accessible to self-contained vans. No provision should be made for others.	All	Unrealistic and illegal to ban freedom campers.
13435	Jack & Cheerie Currie 22 Marlborough Crescent Richmond	Wants no camping anywhere in towns. Extend stay to 3 nights for compliant campers. Better Policing of self-containment stickers needed Suggests providing a number of sites in carparks for this purpose.	General	Could be done. Could be done. Agree, more needed. Contradicts his first point but could be workable if Reserves and Engineering agreed.
13437	Mr Niven Paine 3 Rays Way Richmond	No non self-contained campers allowed outside of campgrounds.	General	Possible but very difficult to police effectively
13440	Mr David Seelye 14 Hotham St Murchison	Suggests declaring the whole district off limits except for the areas where we want campers.	General	This is not allowed by the Freedom Camping Act (FCA) in fact the opposite is required.
13442	Mrs Johanna Fowler 72 Bishop Road Parapara	Agrees with designated areas but for self-contained vans only. Others should be clamped until fines are paid.	Schedules and General	It is unrealistic to stop all freedom camping other than in self-contained vehicles. The use of clamps is legally difficult and not

				effective – as shown by the Queenstown attempts.
13844	Mrs Victoria Quarterly	Council should ban all freedom campers.	All of it	Unrealistic and illegal to ban freedom campers.
13446	Mr Edward Brockway 700 Cable Bay Road, Hira	Excellent proposal, this could finally put an end to the mess going on in our city.	General	I think he may have submitted on the wrong Bylaw – NCC.
13455	Mrs Leanne Gambell 17 Wilkes St Richmond	Council should ban all freedom campers.	All of it	Unrealistic and illegal to ban freedom campers.
13458	Mr David Myall 308 Hamama Rd, Takaka	Will there be a "recommended" maximum period of camping? Will there be a requirement to NOT have any equipment/furniture/?? on the ground except for immediate use, eg; picnic table and chairs, BBQ if appropriate to environment? Inferring that we don't want car seats or any other found items. Camping is just an extended version of picnicking so the same equipment standards should apply. Will fires other than BBQs be tolerated, other than in designated fire pit or BBQ areas? In as such as I have lived in a house truck, house bus and lived on a community for a couple of years I was very upset at the conditions at the Appleby Domain a number of years ago and similarly at the Alexander Bluff Bridge.	General	Max 2 Nights at present. No but good point. No fires unless permitted by signage.
13461	Mr Ralph Stoker 88 Mytton Heights Motueka	Feels that the problems are caused by misuse of vehicles and will not be solved with a blanket ban. Focus should be on protecting the environment and our freedoms.	General	Opinion
13463	Mrs June Gibbard 7 Ashton Place	No non self-contained campers allowed outside of campgrounds.	General	Possible but very difficult to police effectively

	Richmond			
13466	Mrs Charlotte Richards 2055 Collingwood-Puponga Main Rd, Collingwood	Council should ban all freedom campers. Very much against Taupata Creek being permitted.	All of it	Unrealistic and illegal to ban freedom campers.
13477	Dr Mike Patrick 230 Umukuri Rd Motueka	I fully support the draft Freedom Camping Bylaw in its entirety. My only concern is with regard to how freedom campers will learn about the new rules, restrictions etc - relying on the interweb and social media may not work in all areas of the Tasman District (I kid you not, we have very intermittent and crap cellphone coverage here where we live!) - and whether Council has sufficient enforcement capability to ensure that they do follow the new rules, restrictions etc	General	Education by social media, leaflets etc and better signage. More enforcement capability needed.
13478	Mr Garrick Batten 64A Waimea West Road Brightwater	Allow property owners to create small hard standing sites for up to 5 vehicles and max one night stay. No Resource consent should be required for this.	General	Could be done by Camping Ground Rules mean we must check there are no health risks.
13488	Mr Hugh Stott Suite 7699, 17B Farnham Street Auckland	My wife and I are travelling around NZ in a fully Certified Self Contained 10 Meter caravan. We are in our late 50's and like the finer things in life e.g. restaurants, visiting wineries etc. We are slowly making our way to the Tasman District to do some fruit picking. After reading your Proposal for freedom camping all I can see is, that it seems like the only reason to go to the Tasman area is to drive through it to get somewhere else. If this comes into law it would be interesting for people going to and from the music festivals that are held in the Tasman area over the summer as they aren't going to stop. It doesn't encourage anyone to explore the area. Looks like we won't be stopping. Your lose and we won't be the only ones.	General	Opinion
13492	Chris Bryant 59 Wyndham St	My suggestion is that you would look at the merits of each of your sites. Post clear signage around designated overnight parking areas. The number of vans	General	This is a possible solution for self-

	Papanui Christchurch	allowed on a first come first serve basis, the number of nights stay if more that one, consider bans or restrictions only for only peak times. Even go to the point that vans must display a current NZMCA membership card in their window (which is what we do to enter our member only park spots). Even consider offering / selling a park/reserve land to the NZMCA who are keen to take pressure off councils by providing member only facilities. Well now I'm done and dusted. Thankyou Chris & Vivien		contained vans, however, many locals oppose this. Reserves team are not keen to open up more Reserves for such use.  We cannot sell reserves in the way they indicate.
13500	Mr Angus Scotland 16 Gibbs Road Collingwood	Legislation for all purpose built vehicles; tourists pay an entry tax \$25 per head; Central Funding distributed to councils; this payment for toilet and rubbish facilities; message about caring for our environment	General	NZS already exists. Tourist tax to Councils is being done to some extent through TIF.
13503	Mr Stephen Sheaf 74 Higgs Road Mapua	Camping for self-contained vehicles only, except where non-contained vans are catered for with proper facilities. Wants the traffic obstruction clause made clearer.  Suggests allowing reduced numbers at more sites.  Suggests that the grassed area in Mapua (old ICI site) be open for self-contained vans.  Has difficulty in identifying what areas are council or not.  2 nights is too restrictive, suggests 7 nights in a 4 week period.	General  CI 5.2.5	Opinion  Can do if needed  Good idea but no other local support noted.  This is a commercial property and not public land. We will improve signage on our land.  Intent is to allow more people to benefit by limiting to 2 nights.
13511	Ms Lis Pederson 92 Bay Vista Dr	I am writing in support of your recommendations for Freedom Camping, but wonder what your plans are to enforce the law once it's passed.	General	Agree, more enforcement is needed.

	Takaka			
13512	Mr Malcolm Saunders Tui Haven 18 Warwick St Richmond	I would like to see 2 areas added to the 'No Camping, including self contained vehicles' list, 1 - the small parking area at the end of Headingly Lane, 2. the parking area at Sandeman Reserve, has a sign 'No Camping' at the entrance that many 'campers' ignore. 3. The Fittall Street carpark area to be (strictly) for Self Contained vehicles only. (Could the angle parking lines be repainted as many dog walkers and trail users park there, and car parks are taken up by large self contained vehicles). There is a need to have better signage to this effect, as more and more 'Freedom Campers' are using these 3 areas. Also if some rubbish bins could be installed at all three 'car parks', this would assist also assist to keep the areas tidy.	Schedules	Staff will assess these sites.
13514	Ms Judith Holmes 57 Hoddy Road Richmond	Standard laws nationally. Most campers use money for alcohol and fun. They have fake stickers saying they are contained. Is against freedom camping.	General	Unrealistic and illegal to ban all freedom campers
13522	Ms Lisa Savage 27 Cornwall Place Tata beach Takaka	We are seeking that: - the Tasman District Council has a blanket ban on freedom camping for all non self-contained campers including cars and tents.	General	Unrealistic and illegal to ban all freedom campers
13523	Mr Paul Marcussen 546 Hamama Rd Takaka	overall the draft looks good what will happen at the Urawhenua reserve ?	Not in Bylaw	Private land not public
13529	Peter and Rae van der Logt 7 Gannet Heights RD2 Motueka 7197	Include Toko Ngawa in prohibited area.	Schedule 1	Need to check residential definition or add if required.

13555	Mr Kevin Feast 12A Atkins Street Motueka	<p>There needs only to be a list of places/sites where it is permitted with all other area not permitted.</p> <p>The draft plan does not define the term Freedom Camping. Is a certificate (from whom?) required to be displayed on the vehicle when Freedom Camping?</p> <p>Can vehicles be checked for compliance with the New Zealand standard? What can be done in non-compliance situations. There must be clear requirements for compliance of Freedom Camping vehicles and the occupants, with immediate responses to non-compliant situations, not just the issuing of a "ticket" fine that may or probably not be paid.</p>	<p>General</p> <p>Clause 3</p>	<p>The law requires the opposite.</p> <p>It does.</p> <p>Yes</p> <p>Options include fine, prosecution or confiscation.</p>
13565	Mr Rodney Barker 10 Falconer Rd Pohara	<p>Freedom camping should only be allowed in the designated areas within the district as naming areas where this activity is not allowed creates "grey areas". For example, residential areas, does this mean residential zoned areas or does it mean where there are dwellings or buildings and how far from these areas must you be? Clear signage stating the fine for freedom camping and ensuring that enforcement is carried out to reinforce the message. Enforcement officers could carry mobile eftpos devices and recover fines on the spot. For hire vehicles the fines could be directed to the hire company for payment rather than to the person who will possibly leave the country without paying the fine. There does not appear to be sufficient designated areas for freedom camping within your plan. Toilets at designated freedom camping location need to be improved / up graded and increased in numbers to cope with growing numbers of tourists. For example, Waitapu Bridge near Takaka has one long drop toilet and there can be up to 200 people there.</p>	General	<p>Agree</p> <p>Agree we need better definition of residential</p> <p>Agree better signage needed</p> <p>National Govt has now agreed to this. Agree and action has been taken using TIF funding.</p>
13567	Mrs Carol O'Reilly 59 Golf Road Tahunanui Nelson	I am opposed to freedom camping in any form	General	Unrealistic and illegal to ban all freedom campers
13568	Mr Tom Collet	Believes that banning of freedom camping in so many areas is unnecessary and infringes on his rights and the rights of others.	General	This is not the intent of the Bylaw but we must



	191 Marahau Valley Rd Motueka	The previous bylaw was bad enough (I once had a recent Dutch immigrant, working as an enforcement officer- tell me I couldn't park in a secluded, not bothering anyone, near public toilet location- In My Own Country!) This Draft Freedom Camping Bylaw 2017 will only make it worse. I fully oppose it.		protect our environment from those that do not act responsibly.
13582	John Ayling 'Split Ridge', Tokongawa Drive Motueka	Schedule 1.4 roadways should include layby's on the grounds that they carry a risk of fire particularly in areas which have year round fire bans such as the Kaiteriteri/Sandy Bay Road. Supports reduction in speed limit at split apple rock to 70kmh or less so included in prohibited area. Better signage required. Consider Honorary enforcement officers.	Clause 5.2.2  Clause 5.2.6	Will assess but probably not suitable for all areas. OK  Agree Possible but would need training and monitoring of performance.
13588	Mr Peter Whiddett 13 Tarrant Pl Motueka	Well overdue action on this blight on our open places, will only work if properly enforced re these alleged CSC vans.	General	Agree more enforcement will be needed
13593	Terry & Naomi Stanbridge 511 Kaiteriteri Sandy Bay Rd Motueka	We wish to see all of the Toko Ngawa subdivision added to the areas prohibited for freedom camping  More education and signage needed.  More enforcement needed.  Tourist tax for toilets and refuse disposal.		Need to check residential definition or add if required. Agree  Agree  Govt issue.
13597	Rod & Ruth Pegg 436 Sunrise Valley Road Upper Moutere	We believe that unless the vehicle is registered as self-contained with the motor home club then they should all be made to use motor camps.	General	Agree that this is an issue that must be overcome. Rego should contain containment status.

13599	Mr Mike Pahl 13 Suter Street Stoke	Locals in self-contained vans should be allowed to camp as in the past. Takaka rules should be better explained.	General	Not legal to discriminate. OK will assess.
13603	Mr David Burrowes 21 Todd Bush Road, Wakapuaka	Tasman needs to open more venues to freedom camping. Limits need to be placed on the time allowed at each venue, number of campers, proximity to motor camps, rather than a blanket ban. We also be live that it should be restricted to certified self-contained vehicles.	General	Opinion
13613	Mr Stuart Mitchell 144 Fitzherbert Street, Hokitika	Freedom camping. I Agree with most of your policy, I disagree with the small area of parking, we like to travel. To Nelson & Motuaka for the cycle trails and the weather, other motor homes will also be there for the same reason so parking will be in demand at busy times. If we can not get freedom camping parks we will move to another area and the Restrants will miss out on our patrange. You need a instant fine system to cater for non self contained vehicles, they slip in after dark and leave early to avoid detection The 7 am departure puts us out on the street parking if we want to spend time in town ,an early rise is not very welcoming to the area.	General	Opinion, we could have longer term parking for cyclists?  Unrealistic and illegal to fine all uncontained freedom campers
13618	Nick Channon PO Box 616 Nelson	I ask that the Council considers all the intentions pertained to in the 2011 Act and respond positively to allowing fully self-contained vehicles to continue freedom camping in the region.  Further, I believe that effective information regarding camping bylaws and requirements should be distributed throughout NZ to all tourists and travellers.  Non self-contained vehicle users who do not conform must be required to park in designated sites and campgrounds.	General	OK, but does not assist in controlling uncontained vans.
13642	Mrs Mareta Burbidge 711 Wakefield Kohatu HWY Wakefield	Limits on self-contained vans should be reduced.	General	Opinion

13645	Mr Peter Juriss 1533 Queen Charlotte Drive Picton	1. encourage self-contained vehicles and prohibit all vehicles that are not self contained as they cause the health etc., issues. 2. Increase rather than restrict, areas and facilities for self-contained vehicles i.e. dump stations, water fill up, and places to park-up. 3. police the Bylaws more effectively, e.g. for offending tourists, infringement fine has to be paid at airport prior to departure. An 0800 number, or similar, to report offending vehicles. Patrols by Council officers. 4. police self contained stickers	General	Opinion  TIF will assist  We will need more enforcement
13691	Mrs Susan Toder 442 Glenview Road Takaka	I recommend to find grounds, that should be run as a low key campground with toilets and rubbish disposal and should cost a fee that covers the costs. I would like to see freedom stayers, who stay in unassigned places, fined. Low key camp areas with toilets and rubbish disposal for a fee.	General	Opinion
13696	Mr Garry Millar c/o 8 forget me not Lane Richmond	As a long term mobile home owner and traveller(fully certified self containment and nzmca member) it would be great to be able to enjoy designated "self contained vehicles only "areas. To allow myself and many other like travellers to be able to park up and both explore ,restock,fuel up and relax. leaving nothing but a tyre print behind. I have however noticed that over the past few years since the huge increase in tourism that our ability to do this has been jeopardised by non self contained cars and vans ....both owned and rented. It would be great if your new proposals can be structured to enable the continued advantages and benefits for both our parties. yours sincerely...Garry Millar...retired	Schedule 2	Reserves could provide more designated areas with Councils sign off.
13721	Mrs Jenny Lochhead 2039 Korere Tophouse Rd Tasman	We have a self-contained campervan and really enjoy travelling around this area and would not like to see restrictions for self-contained vehicles. But I am concerned about other vehicles that are not self-contained and these are camping in places they shouldn't be and spoiling it for most people. I think there should be places where these other vehicles which are not self contained should be able to park probably where toilets are available. I think that there should be rubbish or recycling also available otherwise there will be rubbish left. There should be places/parks available with a limit of eg 3 days per month or similar. If we (people of Nelson) want visitors to come to our area we need to provide some of these type of parks otherwise these tourists will bypass us.	General	More spaces could be allocated but it would need input by reserves and support of Council.  TIF will assist with facilities

13749	Mr Ross McCorkindale 65 Ngawhatu Rd, Stoke Nelson	I wish to object to the small number of areas set aside for self contained camping. As a self contained caravan owner I would like more options to choose where I can stay for a night or two in and around Tasman. When we have time we like to take friends or family away for a night or two and explore new places, walks and attractions. The restrictions seem extreme with very limited places to legally stay with our fully self contained caravan. Myself along with many other freedom campers would like more access for ourselves and our friends to enjoy what Tasman has to offer without paying fees to park. We spend plenty on food, fuel and outings. Camping ground fees are excessive when all we need is the parking space.	General	More spaces could be allocated but it would need input by reserves and support of Council
13753	Mr Stephen Gilberg 87 Green Street Nelson	We believe that existing rules need to be reinforced and are mostly sufficient if properly signposted and enforced. The Freedom Camping Act expects bylaws to permit freedom camping everywhere unless it is necessary and appropriate to restrict or prohibit the activity in an area that is under the Council's management or control. We hope to preserve this right for future generations and also in our direct backyard here in Nelson and Tasman. We encourage to give self contained vehicles and respectful campers a big thumbs up. We regret that the public opinion is going against any 'freedom campers' and judging them all by the same label. It is important to see the differences and all the positive work, regulating self containment vehicles etc and education that goes on in organisations like the NZMCA for example and that caring campers do.	General	More spaces could be allocated but it would need input by reserves and support of Council
13761	Ms Juliet Cooper Nelson	I disagree with Freedom Camping. It is no good 'closing the stable door after the horse has bolted'. With the forecast of tourist numbers to increase - how will council police who is self contained? A solution - 'One rule for all'. Councils & NZMA. negotiate with camping grounds. For a winter rate. \$10-\$12 pp. Mid season (spring & autumn) \$10-20. Excluding public holidays. This would spread the tourists throughout the year. Our beautiful camping grounds would then be financially sustainable. Land owners may see an opportunity to open a corner of their property, with little outlay, providing bbq. and oblation blocks, similar to Quinney's Bush. There's no point letting the horse bolt, when the opportunities for the provinces are obvious. Freedom Camping, with the forecast tourist numbers increasing, will before long be completely out of hand.	General	I don't think we could negotiate on behalf of countless individuals over price. We could allow more private campgrounds if they can meet a reasonable standard as per legislation.

		<p>Grasp the opportunity to enhance our camping grounds and also opportunities to establish privately owned camps.                  \$10-\$12 p.p. for the young traveller to come to the bay over the winter months is affordable.They will pay more for fuel to get here.                  This should be a national policy.                  We need to responsibly manage this valuable resource.</p>		
13764	Ms Debbie Russ Nelson	<p>Hi there I was reading the draft for the Freedom Camping Bylaw and wondered if you could also include the Clover Road end near the Waimea Irrigation Plant?</p> <p>I live opposite the irrigation plant and have seen vehicles on the odd occasion park up for the night and sometimes it's for 2 or more nights.</p> <p>I THINK THE BYLAW SHOULD BE FOR ALL VEHICLES WITHOUT ONBOARD TOILETS. THEY SHOULD BE MADE TO STAY AT PLACES WHERE TOILETS ARE OR IN CAMPGROUNDS.</p> <p>PERHAPS ALL COUNCILS COULD ENFORCE A BLANKET BYLAW THAT'S THE SAME OVER THE WHOLE OF NEW ZEALAND AND THEN IT WILL KEEP LITTLE OLD NEW ZEALAND FREE OF RUBBISH ETC THAT CAN BE LEFT BY THE CAMPERS.</p>	General	<p>Will assess Clover Road end near the Waimea irrigation Plant</p> <p>Not possible to blanket ban</p>
13765	Mr Richard Price 53 Nyhane Dr Takaka	<p>More education and signage needed at point of entry.</p> <p>More enforcement needed especially in Golden Bay.</p> <p>Check for illegal blue stickers.</p>	General	<p>Agree</p> <p>Agree but it costs</p> <p>We do and will</p>
13767	Mrs Sandra Price 53 Nyhane Dr Takaka	<p>Self-contained only, no free sites.</p>	Schedules 2 & 3	Opinion
13803	Mr Craig MacDonald Old MacDonalds Holiday Park 54 Harvey Rd Marahau	<p>I wish to have Marahau added to prohibited area for freedom camping, due to lack of toilet facility/disposal of waste.</p> <p>Better signage</p> <p>Better Enforcement</p>	Schedule 1	<p>It is covered by the 70kmh rule.</p> <p>Agree</p> <p>Agree</p>



		<p>j) That Council update the Management Plans for each reserve in the region, to accurately reflect their current status, and identify which recommended works have been completed.</p> <p>k) That Council create a pathway for private landowners to create Freedom Camping areas similar to Doc or TDC Reserves, and Park-over property's, where basic or no facilities are supplied. Such sites could be registered on the web-sites as per 7a above.</p> <p>l) That Council locate, with the help of locals, an alternative to the Rototai Road site, and don't allow camping of any type on that site.</p> <p>m) That each site has a sign indicating the web-site for locating all other camping areas in the district (including commercial providers).</p> <p>n) That Council provide more areas for Freedom Camping, but with restrictions as outlined earlier as to numbers, space etc. I would also like to see better provisions for basic supplies ie toilets and water, and coin-operated showers.</p> <p>o) That Council provide better advertising on camp-site signage and web-sites of the location of resource centres for rubbish disposal.</p>		<p>Agree this is critical</p> <p>There is one, but needs advertising</p> <p>Trying to</p> <p>Good idea</p> <p>Need Reserves input</p> <p>TIF etc</p> <p>Agree</p>	Attachment 3
13844	Mrs Victoria Quarterly 1521 Takaka Collingwood HWY Takaka	I think there should be no designated areas at all like Queenstown. If they want to camp they should go to a camping ground. Why doesn't the council show they care for once and just ban them.	General	Opinion	
13845	Mrs Cushla Moorhead 13 North Street Motueka 7120	More enforcement needed.	General	Agree	
13859	Dr Christopher Bennett 92 Bay Vista Dr Pohara	The Council staff should be complemented on their efforts to develop a bylaw which navigates some very challenging waters. It is clear from the background and other information that the failure of Central Government to provide the necessary regulatory environment to properly control freedom camping (i.e. not associating infringements with vehicles, inability for instant fines, need to justify imitations on where people can camp, etc.) makes a holistic solution difficult. The	General	<p>A rare compliment!</p> <p>More enforcement is critical</p>	

		proposal to designate a limited number of specific areas where freedom camping is permitted, while not ideal, does seem to be the best option for Golden Bay moving forward. The implementation of the strategy will require a more robust enforcement environment than at present: you need to have someone year round in Golden Bay, not the part-time animal control officer. You have a good team and I'm confident that a pragmatic solution can be found. But please keep the pressure on Central Government as they have created the current situation!		
13865	Mr Brendan Burke	There is a track about half way up the Marahau hill that gets frequently used for toilet stops mainly during summer, maybe a toilet could be installed? Just on the Motueka River I see there are CCTV stickers / signs around, are these actually monitored? as there is a lot of rubbish and animal carcasses being dumped. Cheers Brendan	General	Council are aware of the site on the Marahau Rd and have had physical barriers in the form of gravel dumps put in place. Staff will check its current status. Remote cameras are operated to control fly tipping but can only be used as resources permit.
13892	Bob & Mary Lancaster	Locally we need seasonal 'Freedom Camper' parks in Nelson, Motueka, and Takaka with WCs and cold water washing facilities. A limit to stay – 4 days? 1 week? Maybe part of the Domain, sportsfields or spare Council Land and made attractive and pleasant. \$5 per night. WiFi?	General	Very supportive of freedom camping and feel that the bylaw is too restrictive
13893	Mrs Keno Greenland	The only person in this country I have to give my name and address and date of birth to is a policeman.we have number plates...if people are not willing to follow instruction from inspector..what's makes u think they will give that ?I will ONLY be telling that info to a uniformed policeman.why not give selfcontainment officers through nzmca the right to issue penalties.	General enforcement	If Mrs Greenland refuses to provide her personal details she is being obstructive and is liable to a fine not exceeding \$7500.
13905	Richard Cox 34 Battery Road Patons Rock Takaka	There is no justification for creating freedom camping areas for non self-contained vehicles. There are no benefits to the community or to the travelling public. Our promotion associations and both private and TDC owned camp grounds make a significant contribution toward encouraging tourism and the non selfcontained nfreedom campers actually detract from our image as a clean,	Schedule 3	Mr Cox is against free sites for campers and in particular the Rototai tip site.



		green destination. The proposed Rototai site would be hugely expensive to bring up to an acceptable standard and would be quite unattractive to most freedom campers. If the site was upgraded to a suitable standard, it would compete with other local campgrounds. As TDC recognises, the season starts in October. It would be difficult to imagine the site at Rototai being ready before October 2018. It would be very wrong to attempt to short cut the process to open it this year.		
13906	Mr Jon Harvey 57 Totara View Road, Wakefield	General concerns that enforcement should be harsher e.g. bigger instant fines and use of clamping etc. Self-contained only able to use TDC sites. Encourage private individuals to provide sites for non-contained. Better signage, leaflets and more enforcement of rules.	General	Fines are set by the Act. Use of clamps is not an option. We have leaflets and education campaigns through TIA and van rental companies. Signage and enforcement could be improved.
13908	Mr Richard Stocker 6 Patons Rock Rd Puramahoi, Takaka	I submit that freedom camping should not be permitted anywhere in Tasman District. Reason: there are so many who want to freedom camp that it can't be done without significant impact on the local environment. As a ratepayer I don't want to pay for any facilities for freedom campers as they bring no benefit to Golden Bay. If TDC does provide areas for freedom campers, the areas should NOT be in ecologically sensitive places. For this reason, neither Rototai nor Taupata Point should be provided as freedom camping areas nor any other areas along the coastline.	General, but Schedule 3 Rototai & Taupata Permitted areas Specifically.	Many residents disagree with Rototai being used, others are against Taupata Point
13909	Ms A Cowley 392 Abel Tasman Dr Motupipi Takaka	Believes freedom camping restrictions should be targeted against specific tourist populations, so that kiwis can continue to freedom camp.	General	Not legal or practical to enforce.
13910	Mrs Margaret Besier 16 School Rd Lower Moutere Motueka	Suggests TDC use its own land or lease land to provide basic facilities for freedom campers. Payment should be made using a FC Pass or equivalent.	General	We are proposing this, but the payment option is debatable.

13912	James Imlach NZMCA	Broad submission, see separate attachment.	General	See attachment
13913	Bernie Kelly Survey through GB Weekly	Environmental impact biggest concern. More enforcement needed. More places with basic facilities required.	General	It seems that most people who responded to the survey think that Freedom campers are good people but worry that they are having a negative environmental impact. They support more enforcement and basic facilities being provided.
13917	Mrs Brenda Woodman 98 Old Wharf Road Motueka	I just wanted to say I am very pleased that you are tightening the rules on freedom camping, we have seen campers washing dishes etc in public toilet washrooms, and also at the tap on Old Wharf Rd beside the skate park. I think it would be good if there was somewhere they could pay to use the facilities, maybe the hygiene would be better too! Most locals have to pay for water. Will the council have the needed power to enforce rules? Maybe some signs in public places with a number to ring if anyone sees something that needs reporting.	General	Supports the proposed Bylaw and provision of facilities for campers, also improved signage.
13918	Miss Pamela Jenkins 34 Hursthouse Street Lwr Moutere	Suggests additional signage regarding laundry in public spaces. Also washing and teeth cleaning in public toilets.	General	More designated facilities could help.
13923	Mrs Janine Trembath 217B Thorp Street Motueka	More education of campers and information on where to purchase refuse bags etc.	General	We do educate widely and nationally. Multi lingual information would be helpful.

13925	Alan Quartly 1521 Takaka – Collingwood HWY Takaka	Freedom camping is a drain on resources, causes pollution at riverbeds and beaches. They should go to camping grounds and support the local economy.	General	Not practical or effective	Attachment 3
13927	Hagen & Jane Jurke 6 McDonald Place Collingwood	The simple fact of the matter is that freedom camping should be banned completely in Golden Bay. The campers freely admit that freedom camping would not be tolerated in their home countries, so why should we have to put up with it here? Other Councils in NZ have banned freedom camping, so why not the TDC? Instead of pouring money into providing what will be inadequate facilities, it would be better if Council applied a blanket ban and spent the money on policing it, handing out hefty fines to the inevitable transgressors.	General	Not legally possible	
13954	Dr John Palmer 149 Queen Street Richmond	Wants a total ban on freedom camping across NZ.	General	Cannot do this	Attachment 3
13955	Mr Ron Nuttall Eden Road Upper Moutere	Self-contained campers only	General		
13970	Mr Richard Clement	Supports whole Bylaw but fine should be higher \$500 - \$1,000	General	\$ Set by the Act	
13972	Mr Brent Maru	Supports Bylaw less the allowance of self contained vans at Mot Beach. Requests removal of shower at MBR. Local employment of an enforcement officer in Mot.	General	Reserve MP allows camping in self contained. Shower is used by locals accessing salt water baths.	
13974	Karen Brookes 11 Waitapu Rd Takaka	Suggests reserves with toilets be available to Freedom campers who are not self-contained.	General	Sensible suggestion but unlikely to be supported by Reserves Staff.	

13977	Helen Campbell Forest & Bird	Suggests all campers must be within 100m of toilets. Adequate toilets and water supply must be supplied. Suggests alternatives in Wakefield area to EB Reserve.	General	Suggests Robson Recreational Reserve or Faulkner's Bush. Will ask Reserves Staff for an opinion.
13978	Mrs Jane Smith 9 Te Aroha Place Mapua	Doesn't want freedom camping	General	Not possible
13979	Mrs Heather Davis 39 Martin Farm Rd Kaiteriteri	Doesn't want freedom camping	General	Not possible
13982	Trevor Norriss 142 Thorp Street Motueka	Does not want freedom camping unless in self-contained vans.	General	As per submission
13984	Dept of Conservation Nelson	Submission with maps showing DoC land abridging council areas i.e. maps in bylaw need tweaking.	General	As per submission – straightforward changes.
13990	Mrs Margaret Fricker 22 Richmond Rd Pohara	Suitable areas designated require a toilet, a tap and frequently serviced rubbish bins. Selected areas need monitoring and a limit needs to be placed on the time a visitor can stay. Rental vans should encourage visitors to enjoy and respect the country. Preference given for self contained vans and legislation should ensure finance to 'police' camping areas. Local Government should be given extra funding. Central Government needs a policy for allowing freedom camping. A welcome pack needs to be given to all visitors detailing rules for freedom camping and penalties for abusing the beauty of our country when arriving at airports.	General	Supports facilities and Central Govt funding
13991	Mrs Deborah Smith	Is against freedom camping	General	Not practical, legally permissible or effective

	42 Park Ave Takaka			
13992	John Hall 1094 Abel Tasman Dr Takaka	Wants camping in self-contained vehicles only	General	As per submission
13993	Suzy Hall 1094 Abel Tasman Dr Takaka	As above	General	As above
13996	Richard English 26 Richmond Rd Pohara	Change wording to 70kmh or less  Include Pohara Bandstand in prohibition  Govt should enable us to issue instant fines  Govt should have clearer policy for visitors	CI 5.2.6  Schedule 1  General	Good Point needs to catch 70kmh areas  OK  Not possible  Ok
13998	Mrs Jane Murray NMDHB Richmond	<ul style="list-style-type: none"> <li>• Consistent signage with NCC</li> <li>• Supply List of sewage dumpsites to campers</li> <li>• Ensure adequate litter bins at camp sites</li> <li>• Ensure info on potable water available to campers including signage on public taps</li> <li>• Supply info to campers in multiple languages.</li> <li>• Give consideration to homeless persons</li> </ul>	General	<p>We will try Already in Bylaw Schedule 4</p> <p>Being reviewed Will check with reserves but believe that signs are in place already. Probably best done through an App like Campermate.</p>

				Could include some support info on brochures.
13999	Ross Cameron 10 Wanderers Ave Brightwater	Wants better definition of areas where self-contained vans can camp.	Schedule 2	Could be done.
14008	Mr Dave Gibson 121 Pretty Bridge Valley Rd Wakefield	Wants camping in NZ self-contained vehicles only	General	As per submission
14009	Mrs Lois Gibson 121 Pretty Bridge Valley Rd Wakefield	Wants camping in NZ self-contained vehicles only	General	As per submission
14011	Mr Stephen Jones 46 Ridge Road Central Pahiatua	Wants camping in NZ self-contained vehicles only	General	As per submission
14012	Mrs Lisa Bradley 173 Fairfax Street Murchison	Non-contained vans should stay in campgrounds only, maybe some free stays in remote campgrounds. Distance signs to next campgrounds in towns Fines instantaneous and straight to rental companies if not private vehicles. User pays.	General	Signs would be a challenge , better on App. Cannot do instant fines, rental companies variable response (only 25% of problem rental vans in Tasman).

14013	Warren Hoy 2297 Takaka – Collingwood HWY Takaka	I want all Freedom Camping BANNED EVERYWHERE. I live in Golden Bay and I want to support camping grounds and backpackers and other accommodation. Many other councils have recently banned freedom camping. Be courageous I do not want to see rubbish and excrement everywhere.	General	Cannot do this and other Councils have not.
14017	Mr Anthony Pike PO Box 103 Havelock	I am not certain which is the Reserve on the Riwaka Resurgence Road that is in your list of banned Freedom Camping. If it's the Recreation Reserve on the left going in, please continue to allow self contained Freedom Camping. Also, as there is a good toilet, I think that tents should be permitted.	Schedule 1 Riwaka prohibited area <a href="#">Riwaka Prohibited Area</a>	This area is DoC land, the only area we have control over is the road reserve and at DoC's request we have prohibited use of the Road Reserve
14018	Sol Morgan 48 Rototai Rd Takaka	Should provide basic facilities at cheap rates. Need more monitoring of sites provided. Better signage understood by campers.	General	TIF funding with input from TDC, we are attempting to provide suitable sites.
14020	Colin Walker 9 Langford Dr Mapua	Suggests using the French system whereby campers stay on private sites or areas set aside in each town. He defines between self-contained and others.	General	We have no jurisdiction over private sites under the FC Act. Townships could set aside areas for freedom camping and manage them if they wanted to.
14024	Chris Stephenson 157 Commercial Street Takaka	Pro freedom camping outside of towns. Suggests a refuse collection scheme.	General	We could sell refuse bags to campers when visiting sites.
14027	Mr Robert MacKay 87 Wildman Road	Long submission. Feels that good campers are stigmatised by the actions of a few bad ones. Suggests a code of conduct for campers and better monitoring and enforcement. Funding through businesses and visitor levies, sees that it is a national and local problem.	General	I agree with his sentiments regarding the actions of a few. Not sure how we would

	Motueka			levy local businesses fairly. I hope that we will utilise Government funding.
14031	Ms Margaret Pidgeon 10B Iwa Street Mapua	Agrees with encouraging use of campgrounds. Wants more checks of self-contained stickers. Infringements must be more strictly enforced and details passed to airports to ensure fines are paid before departure. All visitors should pay a visitor tax.	General	More enforcement would be good, needs resourcing. Don't see how we could send the info to the airports because of the time issues i.e. minimum 56 Days before the fine is payable.
14032	Mrs Natasha Gall 264 McShane Road Takaka	Please have STEEL POLES where a payment of \$5 per night can be paid for the designated freedom camping areas.	General	Koha or other unofficial payment conflicts with Camping Ground Regulations.
14034	Mr K Tomlinson Takaka	Long submission. <ul style="list-style-type: none"> <li>• Supports establishing FC areas.</li> <li>• Supports local businesses bearing some of the cost of providing facilities.</li> <li>• Suggests that sites should be in attractive areas and should have basic facilities – toilets, water, refuse collection.</li> <li>• Suggests that TDC purchase Reilly Street car park.</li> <li>• Suggests use of land at end of Long Plain road.</li> <li>• Suggest use of site at Haldane Road.</li> </ul>	General	As he indicates some businesses have previously supported freedom camping in Takaka. Staff will investigate potential of Long Plain road and Haldane Road.
14037	Mrs L M Henderson 1176 Collingwood – Puponga Road Collingwood	Long Submission: <ul style="list-style-type: none"> <li>• Agrees with welcoming visitors but not at all costs.</li> <li>• Need more money spent on enforcement.</li> <li>• Should only be allowed in self-contained vehicles.</li> <li>• No provision of facilities for those that wish to Freedom Camp.</li> <li>• Limit number of campers.</li> </ul>	General	Mixed opinion, we will need more enforcement. Hard to see that not providing facilities and stopping use of existing will improve the situation.



		<ul style="list-style-type: none"> <li>Prevent campers from using facilities inappropriately</li> </ul>		
14046	Miss Breanna Lattimore 90 Trewavas Street Motueka	<p>Long submission:</p> <ul style="list-style-type: none"> <li>Feels that the 2 day limit and return limits are excessive and should be allowed to stay longer.</li> <li>Is concerned that enforcement officers may act aggressively when carrying out their duties.</li> <li>Supports TDC measures to assist with waste collection and toilets.</li> </ul>	Clause 7	<p>We have the option to vary lengths of stay in different areas but the idea is to allow many to enjoy our area rather than a few.</p> <p>We don't anticipate this to be an issue as all of our Officers are trained appropriately.</p>
14047	Mrs Rebecca Olney 1879 Takaka – Collingwood HWY Takaka	Everybody should pay for their holiday including accommodation. There's no such thing as a free holiday, it costs us tax payers. They live so cheap and don't spend in our local shops. Make them pay, we have to. Preserve our land, it's precious. Thanks.	Schedule 3	This doesn't solve the issues and is likely to make preserving our land far more difficult.
14049	Mrs Susan Ayton Shaw 233 McCallum Road Kotinga Takaka	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>Areas should be provided for FC. Anyone not using these areas should be penalised.</li> <li>Non self-contained campers should stay in a camping ground</li> <li>Supports more enforcement and payment by rental companies.</li> <li>Better education for foreign tourists.</li> </ul>	General.	Agree with areas being provided and better enforcement. We cannot compel rental companies to pay and only 25% of offenders are in rental vans. We educate a lot and will be doing more.
14050	Ann & Brian Jones PO Box 55 Takaka	<p>Long submission:</p> <ul style="list-style-type: none"> <li>Provide basic facilities for a reasonable fee on local rural land. Include toilets, showers, refuse collection and a fire pit.</li> <li>Self contained vehicles are not a problem.</li> </ul>	Against Schedule 3 unless small fees paid	Agree with need for facilities. Other comments specific to Golden Bay on other spreadsheet.

14052	Mr Andrew Henderson 16A Hunter Ave Richmond	The proposed bylaw is a start, but it does not fully address the real issue which is littering. All relevant signage should include no littering, & people who litter should be fined. Relocatable modern camera technology at frequently littered locations will provide ample evidence of littering there, which can then linked to vehicle registration details. Much better public awareness of strict no littering rule enforcement through traditional & social media coverage of littering offenders will also be helpful.	Not really a Bylaw issue, Litter Act issue.	We do enforce Litter Act but have limited resources to do so.
14058	Mrs H Billington 503A Waimea Road Nelson	Ban freedom campers and update facilities	General	Succinct submission.
14059	Mrs Diane Blackburn 7 Sorrento Way The Wood Nelson	Limit numbers of self-contained vehicles. No freedom campers without self containment. Local enjoy this space and they pay the rates!	General	Succinct submission.
14067	Mrs Joan McKeown 8 Mako Street Richmond	Self-contained vans only.	General	Succinct submission.
14068	Mr Richard Watson 380 Rototai Road Takaka	Is against freedom camping	General	Not practical, legally permissible or effective
14071	Mr Geoff Campbell Split Apple Rock Owners Assc Inc Motueka	Wants their area included as prohibited as they are not residentially zoned but rural-residential.  Also asked to include areas at the start of the Kaiteriteri forest as prohibited.	Schedule 1	Could be done, will approach the Assc for more info on forest area.

14073	Mrs Coad Gundula 23 Treeton Pl Wakefield	Against freedom campers unless NZ residents or their relatives. Foreign tourists should stay in paid accommodation. If not possible would support new sites away from rivers, reserves and native bush provided with basic facilities at low cost.	General	Not practical, legally permissible or effective
14077	Mrs Maree Cook 55 School Road Riwaka Motueka 7198	Does not support “free” Campers.	General	Opinion.
14078	Mr Kenneth Cook 55 School Road Riwaka Motueka 7198	Does not support “free” Campers.	General	Opinion.
14080	Mr Roy Bensemam 470 Sherry River Wakefield	He is concerned that the rules for freedom camping tourists will have an adverse effect on homeless people.	General	He is correct, however that is not the intent of the Bylaw. Enforcement officers will treat each case on its merit and provide information on assistance available to homeless people.
14090	Mrs Catherine Ayers 244 River Terrace Rd Brightwater	She feels that self-contained vans should not be restricted and that they are unfairly “lumped in” with non-contained.	Schedule 1 & 2	Self-contained vans are far less restricted than non-contained in the proposed Bylaw.
14091	Ms Francy Drummond	I think Freedom Camping should be banned completely.	General	Not possible under current legislation.

14104	Mrs Helena Thorpe 35 Bird Road Takaka	Suggest council adopt a model where small camping grounds on farmland etc be provided to visitors.	General	Basic facilities are the way we are suggesting, anything beyond basic would be in competition with local providers.
14120	Mr Ken Horrill 31A Hillplough Heights Richmond	Mr Horrill is against the restriction on self contained vans camping in residential areas where the speed limit is 70km or less. He feels that self-contained vans should be allowed unless we specifically identify problem areas as they have done in Nelson.	Clause 5.2.6 <a href="#">Clause 5.2.6.docx</a>	This restriction is in place owing to numerous complaints from residents in various areas of the district about people camping outside of their houses. If we were to restrict some areas of residential roads it is likely that we would simply move the problem from one street to another.
14122	Mr Martin Gorrill 1606 Motueka West Bank Road, Motueka	Opposes use of Alexander Bluff Reserve for freedom camping for amenity and safety reasons.	Schedule 3 permitted Area <a href="#">Alexander Bluff</a>	This area is heavily used during the summer season by itinerant workers and some homeless people. As it is legally unformed road it is very difficult to control. By having permitted status it means that we can provide facilities and monitor it more effectively.

14124	Mr Mike Drake 105 Fairhall Road Wakefield	Mike believes that the Freedom Camping Act should be repealed and sites provided with basic facilities. These should be operated on a user pays basis.	General	The Act cannot be repealed by TDC. We must provide sites for freedom camping. User pays would be good for some circumstances.
14125	Mr Peter Besier 16 School Rd Lower Moutere Motueka	National set Policy and Tourist Tax needed. Need more spots in Tasman so areas like Taupata are not overrun.	General	There is a risk that the only available free sites will be overrun if we don't have enough. Enforcement Officer can move on campers if numbers are excessive.
14136	Mrs Catherine Vaughan 12B Heron grove Richmond	National policy needed with info for foreign tourists on arrival. Need to contact App providers. Use of multilingual signage. Better enforcement.	General	We do contact App providers. Signage is a good idea but cannot be everywhere.
14137	Miss Louise Coleman 414 Hamama Road Takaka	Does not like FC, especially at Waitapu Bridge. Would only support Bylaw if it is properly enforced.	General	More enforcement will be needed.
14140	Mr Michael Markert 12 Baldwin Road Upper Moutere	FC should pay for their refuse collection etc.	General	OK

14141	Mrs Barbara Leary 48 Woodland Ave Motueka	In the areas where freedom camping is prohibited I would like to know how these areas are going to be policed and by whom. If you want people to come to your town and stay I believe you will have to provide the land and proper facilities including toilets, showers, cooking areas, power points etc. One area for all. My suggestion is if we can't do this we should abolish freedom camping altogether.	General	More enforcement will be needed.
14146	Mrs Sue Farley 2297 Takaka-Collingwood HWY Takaka	No free camping it should be user pays. Better enforcement and more facilities made available.	General	Mrs Sue Farley 2297 Takaka-Collingwood HWY Takaka
14149	Mrs Gill Hammersley 112 Clarke Road Wakefield	Need more cheap sites to enable people to camp and not cause a problem.	General	Agree
14153	Chris Rowland 242 Higgins Road Wakefield	Adequate refuse facilities must be provided. Rewording of Clause 3.1.1 to remove a loophole. Thinks that we are using considerations beyond the FC Act when defining areas.  Meaning of formed roadway, does this include parking spaces?  What defines a residential area?	General	Agree Agree  We are, as the Bylaw is also made under the LGA 2002 and this allows us to take into account other issues such as nuisance.  No, this means a roadway that has been created for that purpose and is formed to act as such, however, if a vehicle is parked in such a manner that it causes

		<p>Schedule 1 unfairly targets Self-contained vans as there is no reason to ban them from these areas.</p> <p>Clause 7.1 (2 day limit on stay) restrictive during off season and should be made seasonal to allow more exploration.</p> <p>Kaiteriteri restriction not well enough defined.</p> <p>Item 8 doesn't exist</p> <p>Pohara recreation reserve is underutilised during summer and should be made available.</p> <p>Tata Beach is underutilised during the summer</p> <p>Pupu springs restriction is sensible</p>		<p>a hazard it would contravene the Bylaw  <b>Add this definition to the Bylaw.</b></p> <p>If you camp opposite a residence or in an area defined as residential in the TRMP you commit an offence.  <b>Add this definition.</b></p> <p>The areas in Schedule 1 were included as they have all been reported as being inaccessible for local as vans were camping overnight. Although I understand the argument that camping is considered a night time activity, many vans will park overnight and then stay all day. Furthermore, areas such as George Quay are accessed at night by the locals for fishing. In some areas there is also the nuisance aspect – see LGA above.</p>
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				<p>Surely if exploring is the intent the opportunity to move every 2 days is a good one. This could be changed as Chris suggests if wanted.</p> <p>This can be done, however, the restriction relates primarily to the roads as DoC have jurisdiction over the majority of the Kaiteriteri area as the KRRB.</p> <p>Yes it does – Brooklyn Reserve.</p> <p>Not according to the locals.</p> <p>Not according to the locals.</p> <p>Council has restricted camping on the area it controls at the request of DoC.</p>
14182	Mr Paul Marcussen 546 Hamama Road	States that I misled people in Golden Bay by saying low cost camp sites could not be made available and quotes James Imlach the Policy Manager at NZMCA from an article in the NZMCA Magazine.	Camping Ground Regulations 1985	I actually said that we do allow such sites and that we had agreed to 2 in the last 6 months. I



	Takaka			<p>also said that as soon as you accept money, you are operating a camping ground and Council would need to be satisfied that there are no health or safety issues.</p> <p>Exemptions under s14 of the regulations are not normal and when agreed to are usually tailored for short term (seasonal) usage and are exempted some aspects of the legislation, not all. I also stated that anyone wishing to open a camping ground should contact our Environmental Health Team for guidance.</p> <p>So far as Mr Imlach's article goes, I sat next to him at the same meeting and was part of the discussion.</p>
14183	Mr Phillip Gaffney 169 Ward-Holmes Rd Takaka	<p>Against Free camping sites, especially Rototai.</p> <p>Agrees with Takaka CBD being prohibited.</p> <p>Wants more enforcement generally and also of self-containment status.</p>	General	Not possible as a blanket ban.

		More clear signage needed.		OK, but wont stop daytime use of facilities in town.  OK  Agree
14186	Mr Mark Manson 81 Back Rd Takaka	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>• Is against Rototai for health issues.</li> <li>• Plan doesn't mention Reilly Street</li> <li>• The plan doesn't inform the Compliance Officers how to make decisions or explain how people can get their possessions back.</li> <li>• Believes Council and Civil defence were criminally negligent for not moving campers away from a flood.</li> </ul> <ul style="list-style-type: none"> <li>• By not engaging with the public and campers TDC has been accused of poor performance.</li> </ul> <ul style="list-style-type: none"> <li>• TDC must provide adequate facilities for people who come.</li> <li>• Lack of funding for Visitor I sites means campers rely on Apps.</li> </ul>		<p>As before It does, it bans camping there Enforcement staff are all trained appropriately before doing this work.</p> <p>Council and CD staff visited the site four times on the day he mentions, if people arrive later or ignore warnins there is not much we can do.</p> <p>Staff have spoken to over 1000 campers in the last 12 months. We have engaged with the GB community through the Board, presentations in Collingwood and Takaka, Newslines and this Bylaw.</p>

				<p>I Agree</p> <p>Apps are here to stay. We utilise their effect through TIA, Campermate, Rankers etc.</p>
14205	<p>Ms Beth McCarthy 8 Lake crescent Takaka</p>	<p>Several points:</p> <ul style="list-style-type: none"> <li>• Enforcement: Regular unscheduled visits from authorised persons</li> <li>• Basic facilities and rubbish collection to be provided</li> <li>• Good signage</li> <li>• Make rental agencies pay fines.</li> </ul>	General	<p>Agree</p> <p>Agree</p> <p>Agree The National party must heard you!</p>
14221	<p>Mr Adrian Jurke 39 Nyhane Drive Takaka</p>	<p>Several Points:</p> <ul style="list-style-type: none"> <li>• All recreational areas prohibited</li> <li>• I propose banning freedom camping in non-serviced locations altogether.</li> <li>• I propose allowing rural landowners to host freedom camping via a permit through the council.</li> <li>• I propose freedom campers need to be on a register and provided with a permit that must be displayed.</li> <li>• Give some passionate New Zealanders some jobs! We need visible park rangers who are out there regularly checking sites for compliance and helping educate our visitors in acceptable behaviour.</li> <li>• Allow locals to report incidents and evidence of non-compliance. Council must follow up on these reportings. I suggest a phone app that you can quickly capture evidence with photo, time, location and notes, and submit to TDC.</li> <li>• There needs to be some very clear communication to visitors of what is allowed and what is not. Then we need a show of force to act on breaches. Zero tolerance for abusing our home and hospitality.</li> </ul>	General	<p>Could be done if we made other places available. As above.</p> <p>We do.</p> <p>Don't know how we could do this without law change and serious investment.</p> <p>OK, but it comes at a cost.</p>

				We do and they do.  We do this through apps, leaflets, visits by enforcement officers and signage
14249	Ms Karen Jarett 19 Waitapu Rd Takaka	I support the draft bylaw because of the greater enforcement powers that it will provide for the Council.  I disagree with Freedom Camping unless the vehicle is properly self contained ie: Campervans. I don't believe we should be providing facilities for people to stay here for nothing. We should be supporting local business (camps, backpackers etc) by not providing these places for people in cars and vans.	General	OK  OK
14250	Mr Mark Hume 19 Waitapu Rd Takaka	I disagree with Freedom Camping in Golden Bay completely unless in a fully certified, self-contained Campervan.	General	OK
14251	Mr Richard Cosslett 75 Tukuru Road Takaka	No free camping it should be user pays. Better enforcement and more facilities made available. Designated areas only where no damage will occur to flora and fauna. Lobby Govt for tourist tax.	General	Some will not pay. More enforcement will be needed. We are trying to establish designated areas in suitable areas. Ok
14253	Mr Bob Geer 1 Courtney Street Motueka	Whilst acknowledging the problems caused by a small number of visitors in non self-contained vehicles it is essential that facilities are provided for them as they do provide some Economic benefit to the District.	General	Agree

		<p><b>Infrastructure</b> - The availability of Dump Sites to support any proposed changes to the “Freedom Camping” Bylaw is also essential. Provision of updated bylaws to control Freedom Camping is only part of resolving the problems associated with this, as without provision of suitable sites for Disposing of waste, there is potential for on-going issues.</p> <p>Refuse disposal facilities are required around the District.</p>		<p>Agree, dump site list will be updated. Council is in process of costing an additional dump site in Motueka.</p> <p>Agree</p>
14256	Ms Helen McKinlay 6B Feary Crescent Takaka	<p>Very long submission, crux of it below:</p> <p style="text-align: center;">In this submission I address (a) public perceptions of freedom camping (b) the ‘overwhelm’ factor implicit in the arrival of large numbers of ‘free’ campers (c) Freedom camping’s <i>particularly unique</i> challenges for Golden Bay and (d) the need to protect Rototai.</p> <p>Understands the difficulties we face in controlling and enforcing the Bylaw but is against freedom campers being everywhere.</p>	General	More opinion and acknowledging of the issues.
14257	Ms Sandra McKenzie 34 Meihana Street Takaka	I believe that tourist should pay their way. They should not be able to Freedom Camp anywhere in NZ. NZ should provide more budget campsite providing fresh water, sewage and rubbish disposal (similar to the traditional DOC sites) for those that want a more budget campsite, but a fee needs to be charged to stay there.	General	OK
14258	Maxwell Clarke & Shona McBride 418 Lower Queen Street	Wants to speak on the Bylaw	Don't know	Don't Know

14321	Mrs Dorothy Bradley 181 Fairfax Street Murchison	Is against free camping, user pays. Self-contained OK if they dispose of waste correctly. Council campgrounds could have free camping areas for such people so they can be monitored. More enforcement needed.	General	OK Don't see how we could have free stayers in camp grounds. Agree
14325	Mrs Anna Cole 39 Lodder Lane Riwaka	Number of points: <ul style="list-style-type: none"> <li>• More toilets and solar heated showers</li> <li>• Liaison officers to speak to campers, not just move them on</li> <li>• Give locals skills to relate to campers and feel secure in their homes</li> <li>• New sites away from houses.</li> </ul>	General	Agree We do already How??? Agree
14326	Mr David Parker 40 Glenelg Road Auckland	The Bylaw is illegal and a breach of the Human Rights Act and the Treaty of Waitangi. We are facists for putting the word freedom	General	Somewhat unbalanced and incorrect submission.
14327	Mr Paul Crockford	Is against free camping. TDC should support their own campsites better etc They are a danger in large numbers.	General	Opinion piece
14328	Stu Percival 46A Rototai Rd Takaka	Believes locals and their immediate family should be allowed to freedom camp.	General	Opinion
14329	Mrs Joy Warren 1084 Collingwood-Puponga Main Rd Collingwood	Doesn't like campers taking up spaces in the car park by Collingwood library	Schedule 1	OK, not allowed at night under the new Bylaw.
14330	Mr Brian White 1004 Collingwood-	Is concerned about the volume of campers and the duration of stay.	General	OK, but little we can do to affect this locally, just the consequences.

	Puponga Main Rd Collingwood			
14395	Mrs Carol Sims 148 East Takaka Rd, Takaka	Is against freedom camping because of its effect on the environment. Feels that a small charge should be made to campers to camp.	General	Opinion
14397	Mrs Julie Simpson Motueka	Wants to change clause which excludes resting or sleeping at the roadside to prevent driver fatigue.  Include a map of Kaiteriteri in Schedule.  Provide better signage.	General	Set by the Act not us.  Could do this.  Agree
14398	Gordon & Anna Mather 1878 Takaka-Collingwood HWY Takaka	Agree with the Bylaw in general and designated areas. Need to ensure visitors are aware of the rules. Must have routine monitoring and enforcement. Suggest using locals to act as rangers and reporters of offenders.	General	Good Agree Agree if costs allow We have a reporting system, I would be happy to have suitable individuals act as educators.
14399	John Burrin Nelson	Feels that there is only one area for self-contained vehicles in Tasman and that this breaches the FCA.	Schedule 2	He is wrong Schedule 2 is an area where only Self-contained vehicles can stay. Additionally self-contained vehicles can stay in any public place except those indicated in Schedule 1.

14402	Mrs Mary Lafrentz Secretary Nelson/Tasman NZMCA 6 Hohaia Place Motueka	Believes that all self-contained vehicles should be able to camp in all areas under TDC control.  Council must supply low cost camping areas with facilities.  More enforcement and fining is needed with clamping if necessary.	General	We would not support this position as not all areas are suitable. Agree  No clamping as very hard to justify and administer.
14404	Mrs Joyce Wylie Collingwood	Supports the Bylaw in principle. Need more enforcement staff especially in Golden Bay over summer. Lobby Govt for more financial support. Stop them using the Library Car park. Rental companies must assist.	General	Good Agree We are Maybe time restriction? Agree
14406	Mrs Carolyn McClennan Bainham Rural Women	Supports the Bylaw in principle. Need more enforcement staff especially in Golden Bay over summer. Lobby Govt for more financial support. Stop them using the Library Car park. Support installing pay showers and washing facilities – user pays Suggest ticketing system whereby campers pay nominal fee to stay in GB.		Good Agree We are Maybe time restriction? Trying to do this Difficult/expensive to set up and administer
14410	Peter Fullerton Golden Bay	Designated areas should be run at low cost by private enterprise. No rate payer funding. No reserves should be allowed for camping of any sort. Better signage on all Reserves More must be spent on enforcement. <b>SUPPORTS</b> use of Rototai tip site!!! Campgrounds should charge less. Wants the flashing light switched off.	General	Private sites would be better for this. Opinion. Opinion Agree Agree Shocked Private business Not Bylaw
14412	Duncan Henry Odyssey Budget van Rentals Nelson	Provide more low cost areas for freedom camping with basic facilities. Make it easier for private sites. Look after the vulnerable in the community by providing mobile home parks.	General	Agree We do Agree but broader input needed from MSD etc.



14510	Mrs Jennifer Haldane 268 Patons Rock Road Takaka	User should pay, no free camping	General	Opinion
14511	Val Rogers 26 Richmond Rd Takaka	User should pay, no free camping Self-contained must prove they are using facilities. Adequate facilities must be available where freedom camping is allowed. Public toilets should not be used for ablutions.  Better signage required. Fines should be instant and for individuals and not vehicles.	General	Opinion Can be done and is Agree Agree but very hard to stop 14512 Agree Opposite to what we want as it very difficult to get details sometimes.
14512	Mr & Mrs John Etheridge 284 Aorere Rd Bainham Collingwood	Hope designated sites will free up public spaces. User should pay, no free camping, have a small charge. Should have sites with basic facilities and coin operated showers. Max 2 night stay. Suggests ticketing system. Wifi could be charged for at the library.	General	So do we Opinion Agree Agree and is proposed Hard to do Hard to do, will speak to library staff.

**GOLDEN BAY SUBMISSIONS**

**SUBMISSIONS – Proposed Freedom Camping Bylaw**

Golden Bay

Unique Number	Details of Submitter	Summary of Submission	Part of Proposed Bylaw affected	Staff Comments
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13576	Mrs Moira Tilling 1090D Abel Tasman Drive Takaka	<p>I oppose the use of the two areas selected in Takaka for freedom camping because both areas are beside rivers (Takaka River and Motupipi River). We should not encourage litter and contamination –producing activities beside rivers.</p> <p>For this reason I propose that a sign at the top of Takaka Hill notifies prospective campers that : “There is no freedom camping past this point.”</p>	Schedule 3 and General	Opinion but offers no alternatives
13587	Mrs Lisa Sheppard 6 Arapeta Place Rototai Takaka	<p>I am a resident of the Rototai Subdivision, close to the proposed Rototai Freedom Camping Reserve. I would not support the use of the old landfill at Rototai Reserve as a freedom camping area (or in fact any of the proposed areas in the Bylaw) without a significant amount more work on the impacts of the proposal – including: - environmental: what impact (both to the environment, and amenity, noise and other effects) will the site have on on the estuary and local community? - social: how will it change our community? Will it increase crime in the Rototai area? What happened in Takaka township with the river community, and will these problems just be moved to the new reserve areas? - economic: what impact on local property values, will creating these areas really have the effect of bringing in more tourism dollars, or will it just bring in people who dont pay their way and creat? - traffic impacts: will our children be safe on the roads, how much traffic will be created in the local Rototai area - health How do we know that the tourists will be protected given that the landfill that has not been remediated My vies is that: Just as any camp ground proposal would require a resource consent, so should this one, given the potential implications and effects. I would also need to see what is planned in terms of policing the Bylaw, and how much this would cost the community. We doubt the Council has the resources to manage/police any freedom camping reserve, especially of the size that the Rototai one could be. I understand that freedom camping can create problems that the Council needs to manage, but in the Bylaw proposal I saw no evidence of the other options considered by the Council, and the analysis of these. Finally - I would like to know why Golden Bay has 3 of the 6 areas identified (ie half) for the whole of Tasman District. Is this a case of sending the problem over the hill for the locals to deal with? Thank you for the opportunity to comment Lisa Sheppard</p>	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area. There is no reputable evidence from last year that crime rates or traffic problems occur.
13633	Ms Elisabeth Pearson PO Box 101	<p>Good that three sites have been names in GB where they must camp. However why do we have to provide free camping at all? Please add in capital letters NO FREEDOM</p>		Agree that more enforcement is needed.

	Takaka	CAMPING AT PATONS ROCK - I am sick and tired of sending them "packing". If freedom camping is to be allowed it must be policed		Reserves control signage at areas like Patons Rock Reserves. Covered by 70kmh rule.
13640	Chris Petyt 56 Tukuruia Road RD2 Takaka	Last week GB Weekly said TDC was proposing 3 freedom camping sites for Golden Bay, including Taupata Point. The day before I'd been pin-pointing important bird roosting and nesting spots for Mike North. Taupata Point is a very important roosting site for many birds - gulls, terns, spoonbills and waders Including arctic migrants such as godwits. An influx of freedom campers with dogs, fires and noise would have a very adverse effect on its value.	Schedule 3 Taupata Point Permitted area <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13646	Mr Raymond Brewerton 78 Rototai Rd	Against the proposed FC site at Rototai. Against providing any free facilities for freedom campers.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13647	Mr Rolf Brouwer 282 Patons Rock Rd Takaka	Against freedom camping in general. Specific concern at Patons Rock Reserve.	General	Patons Rock Reserve is not covered in the Bylaw as it is a Reserves Act area and has not been a place we have been made

				aware of having any issues.
13652	Pam Norton	Against the proposed FC site at Rototai, she grazes horse there and is worried that campers will threaten their security and/or feed them and cause illness.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13769	Mr Derry Kingston 1204 Abel Tasman Dr Takaka	1. <u>CONGRATULATIONS! A well considered By Law,</u> 2. <u>Lindsay's Bridge Reserve should be a Permitted Area at Ururukanua, SH</u> 3. <u>I strongly support the seasonal use of Former Landfill, Rototai as a Permitted area. If successful could it become an all year round permitted area?</u>	As above	Lindsay's Bridge is private land.  Supports Rototai.
13811	Ms Louise Amatrano	No no no - you will be encouraging freedom campers to branch out, they will not stay in the designated areas as they do what they want - user pays and this user does not pay rates for them to be squandered on squatters.	All Bylaw, I think	
13837	Ms Heather Wallace	Sadly the problem is not about freedom camping, but about the numbers of freedom campers and people's expectations now freedom camping sites are designated. People come expecting freedom camping, the areas are full and they go where it is not designated. Rental vehicle hire places advertise that it is available in order to let their vehicles, and this leads to overload. Also many self contained vehicles have pets on board, and dogs esp. are a menace to coastal wildlife. If areas are designated they must be away from sites of importance. In Golden Bay Taupata Pt and Rototai are important for resting waders. I suggest we need to think differently, ban freedom camping outright as it is too complicated and expensive to police, and offer landowners the opportunity to host up to ?? campers if they can supply clean water and a toilet. I took advantage of this in Britain and it worked well.	Schedule 3 against Rototai and Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13857	Ms Robyn Jones	Taupata Point near Puponga has been suggested as a Freedom Camping place. This is a very important high tide roost site hosting large numbers of birds of a variety of species	Schedule 3 against	As above

		– gulls, terns, herons, spoonbills and waders such as black and pied oystercatchers, pied stilts and godwits. A grey-tailed tattler spent months consorting with the stilts and a Japanese snipe was there more briefly. Although birds can be fairly tolerant of human presence, a large group of campers roaming the foreshore, collecting firewood and lighting fires together with loud music would certainly scare them away. I would like to submit that this is NOT a suitable place for Freedom Camping.	Taupata permitted area	
13859	Dr Christopher Bennett 92 Bay Vista Dr Pohara	The Council staff should be complemented on their efforts to develop a bylaw which navigates some very challenging waters. It is clear from the background and other information that the failure of Central Government to provide the necessary regulatory environment to properly control freedom camping (i.e. not associating infringements with vehicles, inability for instant fines, need to justify imitations on where people can camp, etc.) makes a holistic solution difficult. The proposal to designate a limited number of specific areas where freedom camping is permitted, while not ideal, does seem to be the best option for Golden Bay moving forward. The challenges we face are: (i) where these should be; and, (ii) how to ensure that they are actually used. Prior to implementation, there should be a clear strategy with public consultations on both of these. In the absence of are real workable strategy--particularly around implementation--it would not be appropriate to continue. The reason is that we will face the real risk that we will go through the time and expense of creating designated areas not to have them used, or that the demand will be so great there will be overflow elsewhere, or that the cumulative impact on the designated areas will be so great that a new suite of problems arise.	General	Central Govt are making some moves to help address Freedom Camping, e.g. TIF. At the moment we must use our own legislative powers to gain better control of the issues.
13869	Mrs Marian Milne 83 Onekaka Ironworks Rd Takaka	Agree needs to be control on freedom camping I am concerned re impact on the Taupata creek foreshore birdlife as is an important high tide roost. Would like to see TDC promote and support basic camp facility areas for the summer peak. Provide cold water and toilet facilities. Perhaps \$10 per site, max 3-4 nights. Either on council land or private land. I have no problem with controlled camping at Reilly St site as above. Suggest TDC support border tax for tourists to support infrastructure.	Schedule 3 against Taupata stream <a href="#">Taupata permitted area</a>	Agrees with need for some form of basic facilities being provided for summer peak.
13874	Mrs Jo-Anne Vaughan 20 Hiawatha Lane Takaka	Very supportive of freedom camping in general.	General	Positive opinion backed by personal observations.

13877	Mr Wouter Kalis 9 Bydder Tce Patons Rock Takaka	Believes that simple facilities should be available at low cost to allow young campers to enjoy our district.	General	We support this option either public or private.
13883	Mr William (Bing) Brabant PO Box 150 Takaka	Against use of the Rototai tip area for a number of reasons – health, access , safety etc	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13886	Mr Robert Kennedy 8 Norman Bensemenn Place Takaka	I object to having 'freedom camping' at Taupata Point and the Rototai Beach area in Golden Bay, and in any other area where shore birds are likely to be disturbed by large numbers of people and their pets.	Schedule 3 Taupata and Rototai permitted areas	Freedom campers have always used Taupata site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact. Rototai tip site would be subject to a feasibility study if proposal accepted.
13887	Mr Alec Milne	Taupata Point is an important high tide roost for waders. Disturbance by multitudes of freedom campers is incompatible with its wildlife values. We need low cost camping grounds with basic facilities similar to DOC camping grounds. I am not opposed to TDC	Schedule 3 against Taupata	Freedom campers have always used this

	83 Ironworks Rd Takaka	filling this need on a revenue neutral basis or lowering the red-tape involved to allow private providers. Reilly st may be such a suitable site if managed.	stream <a href="#">Taupata permitted area</a>	site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13888	Mrs Karen Slack 247 Patons Rock Road Takaka	Has concerns about the use of Rototai tip site. Does not want Freedom campers in the library car park. Suggests use of basic site provided on a paddock by either TDC or a farmer.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	The banning of freedom camping in any particular area will not stop people using facilities during the day e.g. Takaka Library
13895	Mr William Cook 23 Edens Rd Hope Richmond	Taupata Point is a high water roost for shorebirds (waders) e.g. Bar Tailed Godwits, Pied and Variable Oystercatchers, gulls of three species, Royal Spoonbills and various other bird species. This is too an important roost site to be downgraded by numerous campers with all the noise and movement they'd bring.	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13897	Chris & Judy Ray PO Box 4 Takaka	Against use of the Rototai tip area for a number of reasons – health, access , safety etc <b>Also suggests use of Haldane Road area as an alternative.</b>	Schedule 3 Rototai Permitted area	Many residents of Rototai feel that the presence of freedom campers will

			<a href="#">Rototai Permitted Area</a>	increase problems in the area. <b>Staff will assess Haldane Rd</b>
13898	Miss Lisa Campbell	Against use of the Rototai tip area as she feels the Freedom campers would cause safety issues for locals and her children.	As above	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13899	Mr Dylan Ray 172 Commercial St, Takaka	Against use of the Rototai tip area as he saw what happened at Reilly Street last summer.	As above	As above
13900	Mr Zane Perry 171 Abel Tasman Drive, Takaka	Against use of the Rototai tip area due to Health & Safety concerns	As above	As above
13907	Mrs Nola L Drummond PO Box 26 Takaka	Very supportive of Freedom camping in the District, had positive experiences with Freedom Campers last summer in Takaka.	General	Positive view on Freedom Campers.



13908	Mr Richard Stocker 6 Patons Rock Rd Puramahoi, Takaka	I submit that freedom camping should not be permitted anywhere in Tasman District. Reason: there are so many who want to freedom camp that it can't be done without significant impact on the local environment. As a ratepayer I don't want to pay for any facilities for freedom campers as they bring no benefit to Golden Bay. If TDC does provide areas for freedom campers, the areas should NOT be in ecologically sensitive places. For this reason, neither Rototai nor Taupata Point should be provided as freedom camping areas nor any other areas along the coastline.	General, but Schedule 3 Rototai & Taupata Permitted areas Specifically	Many residents disagree with Rototai being used, others are against Taupata Point.
13910	Mrs Margaret Besier 16 School Rd Lower Moutere Motueka	I oppose very strongly the inclusion of Taupata Gravel Reserve, Takaka as a designated area. This is a very important high tide roost site for many shore birds including waders such as godwits, pied stilts, black and pied oystercatchers and other shorebirds such as spoonbills, herons, gulls, terns. Large numbers of freedom campers would be detrimental to the roosting of these birds on this very important strip of land. We need to preserve these precious roosting sites for the future of many of these species which are threatened already	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13911	Mr David Melville Ornithological Society of NZ PO Box 834	Mr Melville is concerned that the provision of facilities at the Taupata site will encourage more freedom campers and put the roosting bird population at greater risk of disturbance.	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.

13921	Pascalie Hanegraaf C.P. Van der Leestraat 26, Baambrugge Netherlands	Against the use of Rototai Tip Site	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	A perennial visitor who fears for safety of campers using this site and the negative effect on the environment.
13922	Wouter & Wendy de Maat 54A Rototai Road	Against the use of Rototai Tip Site	As above	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13927	Hagen & Jane Jurke 6 McDonald Place Collingwood	To suggest Taupata Gravel Reserve as a suitable freedom camping site beggars belief. The area is well known as a resting place for numerous shore and seabirds including spoonbills, white heron, numerous gulls and oyster catchers, to name just the common ones. Letting hordes of vagrants loose there with their associated antisocial and unhygienic activities and noise will just drive the birds away and prevent us locals from deriving our enjoyment of them.	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
13934	Dr Sean Weaver 29 Central Takaka Rd, Takaka	I strenuously oppose the designation of Lot 4 DP 2288 (Former Landfill, Rototai, Takaka) as a Permitted Area for Freedom Camping -Seasonal.	Schedule 3 Rototai Permitted area	A local who fears access to this site will be stopped for locals. Suggests

			<a href="#">Rototai Permitted Area</a>	a pay site elsewhere.
13936	Ms Celia Butler Royal Forest and Bird Society Golden Bay Branch	Forest and Bird is opposed to the use of coastal sites for freedom camping. Taupata Point and Rototai should NOT be freedom camping sites because of the risks of dogs and disturbance by people to coastal bird populations. Freedom camping should be restricted to within built up areas where it is not a threat to wild life. We suggest the Motupipi St carpark in Takaka for a limited number of campers.	General concern but Schedule 3 Rototai & Taupata Permitted areas Specifically	Concerns that bird life will be affected by freedom campers
13937	Mrs Marcia Robertson	My Husband and I do not want these freedom campers here Either make them pay and go to a camping ground or BAN it all together. Do not let them stay at the old refuse sight, it is dangerous and toxic. Do not let them camp here. we shouldn't have to worry if our gear gets stolen if we leave the car and trailer parked there while we are away. That's exactly what will happen. NO WAY	Generally against freedom campers	Crime fears have not been substantiated due to FC presence.
13974	Karen Brookes 11 Waitapu Rd Takaka	Against use of Rototai	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Worried about the health effects of the Rototai site
13984	Dept of Conservation Nelson	Against use of Taupata point as they fear it will increase use of this area.	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste

				collection facilities here to reduce negative impact.
13986	Miss Gabrielle Mckay 45 Nees Rd Takaka	Against use of Rototai because of health, access, poor behaviour etc	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13989	Ms Kirstie Macleod 183 Spec Road Takaka	I am opposed to the two proposed areas - Taupata and Rototai - being set aside for freedom camping over summer. These are coastal environments valuable for bird life. Rototai is quite possibly a poisonous environment - being an old tip site. A site close to town would be a better proposal. Whatever the outcome - I think it is fair to ask for a nominal fee for camping, as DOC does with some of its remoter campgrounds.	General, but Schedule 3 Rototai & Taupata Permitted areas Specifically .	Many residents disagree with Rototai being used, others are against Taupata Point.
13990	Mrs Margaret Fricker 22 Richmond Rd Pohara	The suggested area at Rototai being an old refuse area is most unsuitable and the area needs a cleanup to ensure safety before considering the appropriateness of the area. Local residents need to be consulted.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Many residents of Rototai feel that the presence of freedom campers will increase problems in the area.
13993	Suzy Hall 1094 Abel Tasman Dr	Against Rototai and any free site in Golden Bay, wants one or two enforcement officers to issue instant fines.	Schedule 3	Many residents of Rototai feel that the

	Takaka		Rototai Permitted area <a href="#">Rototai Permitted Area</a>	presence of freedom campers will increase problems in the area.
13994	James & Sonia Nalder 200 Abel Tasman Dr Takaka	Against use of Rototai because of health, access etc. need site assessment before being declared suitable.	As above	As above
13995	Mrs Shirley Marcussen 546 Hamama Road Takaka	Against use of Rototai because of health, access etc. Suggests having a number of sites in Takaka area.	As above	As above
14016	Mr Mathew Roundtree 1 Boundary Road Takaka	No freedom Camping should be allowed at any local rivers. The Takaka River is a valuable safe small boat launching area for safe kahawai fishing in the calmness of the river mouth. Freedom campers block up the access to our rivers. I assume the suggestion to use the old dump at Rototai as a freedom Camping area is a belated April Fools joke, seriously are there people being paid by the rate payer coming up with such suggestions? The toilet facility at the Takaka a River bridge is not addaquit. We don't want freedom campers at the Takaka River Bridge.	As above plus Schedule 3 Waitapu bridge <a href="#">Waitapu Bridge Permitted Area</a>	Mr Roundtree is against Rototai because of the perceived health hazard. He also believes that camping at Waitapu bridge will prevent him from launching his boat.
14018	Sol Morgan 48 Rototai Rd Takaka	Rototai dump site is not a suitable area for a freedom camp site. The potential for mishap from toxic materials, public perception (its alright that viisitors stay in an old dump site isn't a good look) and therefore litigation are best avoided. Ideally somewhere closer to town is better as the visitors want easy access to town.	Schedule 3 Rototai Permitted area	Some residents of Rototai feel that the presence of freedom

			<a href="#">Rototai Permitted Area</a>	campers will result in health issues. If agreed as a potential site a feasibility study would be carried out.
14030	Mrs Sally Gaffney 169 Ward Holmes Rd Takaka	As far as Golden Bay is concerned I think that schedule 3 of the proposed freedom camping by law should be removed. All areas in Golden Bay should be controlled by either schedule one or schedule two.  I think that the map of the prohibited area of Waikoropupu Springs Road Reserve (section 19 – page 29) is confusing. There should be no camping allowed here whatsoever.	Schedule 3 permitted Areas, also <a href="#">Pupu Springs Prohibited Area</a>	Would continue the policing nightmare we have now. Pupu springs is predominantly DoC land we only control the areas shown in the prohibition.
14032	Mrs Natasha Gall 264 McShane Road Takaka	LIBRARY WI FI USE please make this only for library card holders. There is a password when you come to the library desk to get it you show your card simple. The password should be changed daily.	Not a Bylaw issue	Sounds like a sensible idea.
14034	Mr K Tomlinson Takaka	Against use of Rototai because of health, access etc. need site assessment before being declared suitable.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues. If agreed as a potential site a feasibility

				study would be carried out.
14037	Mrs L M Henderson 1176 Collingwood – Puponga Road Collingwood	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>• Agrees with welcoming visitors but not at all costs.</li> <li>• Need more money spent on enforcement.</li> <li>• Should only be allowed in self-contained vehicles.</li> <li>• No provision of facilities for those that wish to Freedom Camp.</li> <li>• Limit number of campers.</li> <li>• Prevent campers from using facilities inappropriately</li> </ul>	General	Mixed opinion, we will need more enforcement. Hard to see that not providing facilities and stopping use of existing will improve the situation.
14043	Cheryl Elsey 8 Edinburgh St Takaka	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>• I would welcome more enforcement on the issue of freedom camping,</li> <li>• having more toilet facilities for not only freedom campers but visitors in general to Golden Bay would be fantastic.</li> <li>• Signage at these toilets that it is not advisable to wash your dishes in these spaces would be great too. Similarly, it would be good to have the addition of pay per use showers added to the facilities that are available in Takaka. This would not only be good for the freedom campers, but cyclists, hikers and travellers in general.</li> <li>• If there was a small charge - say \$5 per vehicle (regardless of the number of occupants) to stay a night, this could easily be made financially viable. The funds could be collected by the Golden Bay Visitor Centre, a sticker issued with the dates payment has been made for, say 3 or 5 nights, and the vehicle registration #. Part of the payment could go towards funding a compliance officer to ensure they have paid and are not overstaying, part towards additional toilet and shower facilities to be built up front, and part to help fund the Visitor Centre,</li> <li>• Having clearly defined areas would be so helpful. This would require much more signage. The signage would be good if it clearly defined the expectations of the length of stay, where they can toilet and what they need to do with their rubbish.</li> <li>• Clearly defined rubbish disposal areas would be good</li> </ul>	General	Provision of additional facilities is a common theme. We agree and suggest TIF and other funding be used. Additional enforcement also supported.

14044	Tim Harrington 41 Tata Heights Takaka	In Takaka, I think there needs to be a freedom camping place within walking distance of the village. Have a centralised refuse collection point. We should welcome visitors. Have a roving monitoring officer to educate campers.	General	As per submission good points raised.
14050	Ann & Brian Jones PO Box 55 Takaka	Against proposed areas - Taupata and Rototai - being set aside for freedom camping over summer. These are coastal environments valuable for bird life. Rototai is quite possibly a poisonous environment - being an old tip site.	Schedule 3 Rototai & Taupata Permitted areas Specifically	Many residents disagree with Rototai being used, others are against Taupata Point.
14069	Kaye & Dawson McKay PO Box 121 Takaka	Against use of Rototai because of health, access etc.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues for them and campers.
14070	Mrs Mary Watson 380 Rototai Road Takaka	Against use of Rototai because of health, access etc.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues for them and campers.
14072	Abbie Langford	Board supports the Bylaw and asks that the Band rotunda be added to the prohibited area in Pohara.	Schedule 1 <a href="#">Pohara Rec Reserve</a>	No problem to do this



	GB Community Board			
14074	Trevor Polglase 173 Tangmere Road Takaka	Against use of Rototai because of health, access etc.  Suggests use of land East of Motupipi Street.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues for them and campers.  I cannot find any Council owned land where he indicates.
14079	Mrs Marina Adams 56 Motupipi St Takaka	As the only registered camp ground located in Takaka township, Takaka Camping and Cabins are conversant with the Freedom Camping Act and encourage Tasman District Council reviewing and updating the current Freedom Camping Bylaw. Takaka Camping and Cabins support the Tasman District Council Draft Freedom Camping Bylaw 2017 however propose clarification is required on capacity for the permitted areas. As a registered camp ground for sanitary reasons, council requires we provide a set number of unisex toilets, 1 per 15 customers. Waitapu Bridge Permitted Area currently has one toilet, which by council equation means a maximum of 15 Freedom Campers at any one time. Is there intention to increase the toilet facilities at Waitapu Bridge Permitted Area? Will the seasonal Rototai Seasonal Permitted Area have toilet facilities appropriate the anticipated number of Freedom Campers? In conclusion, the final Freedom Camping Bylaw will only be as good as its enforcement. Once a final bylaw is ratified will suitable funding be available for a Golden Bay Enforcement Officer to ensure the Bylaw is upheld?	General	Yes we intend to increase toilet facilities in areas where campers can go for free. We will request funding for additional enforcement.
14081	Brian Ensor	<ul style="list-style-type: none"> <li>Concerned about health issues at Rototai.</li> <li>Council should encourage low cost accommodation providers.</li> </ul>	General	<ul style="list-style-type: none"> <li>Rototai as above.</li> </ul>

	42 Pohara Valley Rd Takaka	<ul style="list-style-type: none"> <li>• Increase enforcement in GB over summer.</li> <li>• Need for refuse collection at Campsites</li> <li>• Need for additional toilets for non-self-contained.</li> <li>• Misuse of public areas – washing lines and teeth cleaning</li> <li>• Self-contained only on edge of Takaka</li> <li>• Reilly Street should be included in Parking Bylaw to prevent overnighting.</li> </ul>		<ul style="list-style-type: none"> <li>• We do</li> <li>• We will ask</li> <li>• Agree</li> <li>• Agree</li> <li>• Maybe better signage</li> <li>• Depends on facilities available</li> <li>• Not necessary in this Bylaw.</li> </ul>
14092	Derek Van der Wilt Utechtsweg 29 Heelsum Holland	Every year I visit the area and the Rototai reserve. I think it's not a good idea to let a big group of young people freedom-camp over a longer period of time at the former landfill Takaka. If you let a big amount of people staying there, they will only be sleeping at that provided spot. The rest of their time, during the day and evening, they will be spending at the reserve, because that's a much more attractive place to be. That will be a too big impact on the environment of the reserve and the peace of people living nearby. My suggestion will be, to ask a farmer in the area, closer to Takaka town to make a piece of land available, and compensate him/her for that. Best case will be that the people staying there provide the compensation.	Rototai & General suggestion	Health concerns ref Rototai as above. Enabling low cost alternative on local paddock.
14094	Dr Roland Toder 442 Glenview Road Motupipi Takaka	<p>A) The definitions in the draft on where freedom camping is prohibited and where it is allowed could be simplified and made clearer.</p> <p>B) Freedom camper should contribute to the costs of establishing and servicing freedom camping sites (see examples below)</p> <p>C) One suggested freedom camping site in Golden Bay: former Rototai landfill is not suitable for the purpose.</p>	Schedules	<p>A) He suggests that all areas not defined by maps are out of bounds to all campers. This is not the intent or allowable under the Act.</p> <p>B) OK</p> <p>C) Health &amp; access concerns</p>

				as mentioned above.
14096	Mrs Joan Butts 517 Abel Tasman Drive Takaka	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>• Is against subsidising freeloaders. User pays system required.</li> <li>• Wants a permanent Compliance Officer in GB.</li> <li>• Lobby Govt to pin fines to a vehicle not person.</li> <li>• Scan websites for misinformation on sites availability for FC.</li> <li>• Against Rototai, dump site for health etc. Would accept Self-contained vans there if site were proven safe.</li> <li>• Identify site near to Takaka where low cost site with facilities could be established.</li> <li>• More areas like NZMCA at Port Tarkohe needed.</li> <li>• Extend prohibited area at Abel Tasman Memorial.</li> <li>• Need Backpackers in Pohara.</li> <li>• Encourage other associations – schools, churches etc to host visitors</li> </ul>	General	<ul style="list-style-type: none"> <li>• OK</li> <li>• Would be nice</li> <li>• We have, they have indicated that they will do this if re-elected.</li> <li>• Many websites also individual social media. We monitor main sites.</li> <li>• OK</li> <li>• Trying to</li> <li>• Agree, private enterprise best</li> <li>• OK, will assess</li> <li>• OK- Private</li> <li>• Good idea, we let them do it on private land, provided no health risk of complaints.</li> </ul>
14097	Mrs Anita Hutchinson	Maybe to Rototai tip site if access for cars, walkers and cyclists was improved.	Schedule 3	OK.

	PO Box 273 Takaka		Rototai Permitted area Rototai Permitted Area	
14098	Rodney & Diane Connolly PO Box 76 Takaka	Against use of Rototai because of health, access etc.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues for them and campers.
14099	Mr Duncan Cavaye 80 Dodson Rd Takaka	Long submission - Duncan feels that the various rules put out by Council are overly restrictive and affecting his human rights. He wants properly monitored freedom camping to be more freely available in Golden Bay.	General	An opinion that is not supported by many, but has some support.
14100	Kate & Hamish Neill 47 Nees Rd Takaka	Against use of Rototai because of health, access etc.	Schedule 3 Rototai Permitted area <a href="#">Rototai Permitted Area</a>	Some residents of Rototai feel that the presence of freedom campers will result in health issues for them and campers.
14101	Ms Shanti Smith 6 Falconer Rd Takaka	Against Rototai site. Was us to provide camping facilities, toilets, water, rubbish etc. Charge \$5/night like at McKee reserve. Make a playground, hire a local to look after it. Allow the council to make a bit of money off these campers and look after our environment. Allow them to explore, spend money in townships, and be here! we need to	Schedule 3 Rototai Permitted area	Also asks for facilities to be provided, this we hope to do.

		encourage tourism NOT discourage it. I want to allow freedom campers to be here but also to allow our environment to handle it!	<a href="#">Rototai Permitted Area</a>	
14113	Ms Robyn Fullerton 14A Kohikiko Pl Pohara	Agrees with FC is designated areas in GB. Against Rototai for health reasons etc. Supports Waitapu Bridge if more toilet facilities provided. Council should investigate setting up a low cost facility in Takaka with basic facilities.	General	Against Rototai, General support of Bylaw but should have additional site in Takaka.
14130	Ms Mala Om 10 Labyrinth Lane Takaka	Against Rototai site as it will disturb birdlife.  Supports an area being created near Takaka township that would have toilets and clean water with the costs covered by the users. It needs to have governance.	Rototai and General	As per submission.
14137	Miss Louise Coleman 414 Hamama Road Takaka	Does not like FC, especially at Waitapu Bridge. Would only support Bylaw if it is properly enforced.	Schedule 3 Waitapu bridge <a href="#">Waitapu Bridge Permitted Area</a>	More enforcement will be needed. No suggestion as to an alternative site.
14138	Ms Amanda Clarke 414 Hamama Road Takaka	Does not like use of Waitapu Bridge as amenity for locals is lost. Supports Rototai if it can be proven safe. Preference for low cost sites in the Takaka area with basic facilities.	As above	OK
14139	Mr Mike Ogle 17 Arepeta Place Takaka	Against use of Rototai because of health, access etc.	Schedule 3 Rototai Permitted area	Some residents of Rototai feel that the presence of freedom campers will

			<a href="#">Rototai Permitted Area</a>	result in health issues for them and campers.
14144	Ms Kerstin Knight 17 Rototai Rd Takaka	Against use of Rototai because of health, access etc.	As above	As above
14151	Mrs Felicity Burgers 386 Long Plain Rd, Kotinga Takaka	Against use of Taupata Stream because of threat to birds.	Taupata stream <a href="#">Taupata permitted area</a>	Freedom campers have always used this site. The proposed bylaw would have toilets and waste collection facilities here to reduce negative impact.
14154	Ms Anna Reynolds 17 Arapeta PI Takaka	Against use of Rototai because of health, access etc. Against use of Taupata Stream because of threat to birds. Agrees with Schedule 1 prohibitions in Golden Bay. Wants “user pays” for non-contained campers possible on low cost farm sites.	General	As above  OK We are looking for people to do this.
14172	Mrs Wendy McLellan Collingwood	Long submission - Totally opposed to freedom camping in Golden Bay, they should all stay in camp grounds etc	General	Not legally possible under the FCA. Also not practical for enforcement purposes.

14174	Mrs Jennie Morris 25 Tukurua Camp Road Takaka	No non-contained camping in Golden Bay. Spend money on enforcement and banning them.	General	As above
14181	Mrs Gaya Selder-Brabant 43 Nees Road Rototai Takaka	<p>Long Submission:</p> <ul style="list-style-type: none"> <li>• Provide basic facilities at low cost.</li> <li>• Short term sites made available until LTP provision can be made.</li> <li>• Increase max stay to 4 nights.</li> <li>• Put up safety signage where flood prone.</li> <li>• Suggests some sites: <ul style="list-style-type: none"> <li>○ Clifton cemetery/Rec area</li> <li>○ Adjacent to Pohara Bowling Club</li> <li>○ North of SH60 before Takaka river bridge on TDC land.</li> <li>○ End of Haldane Rd</li> <li>○ Haille Lane</li> <li>○ Behind RDA grounds on Long Plain Road</li> <li>○ NE Boundary of the A&amp;P Grounds</li> </ul> </li> <li>• If Rototai tip is still considered it would need expensive monitoring etc.</li> <li>• If all else fails TDC should purchase land and build a camp near existing infrastructure.</li> </ul>	General	<p>Agree Possible but would need a strategic plan for the area. OK OK</p> <p>All sites will be considered with input from Reserves and property department.</p>
14205	Ms Beth McCarthy 8 Lake crescent Takaka	Against use of Rototai because of health, access etc.	As above	As above
14249	Ms Karen Jarett 19 Waitapu Rd Takaka	Against use of Rototai because of health, access etc. Supports other proposed areas	As above	As above

14250	Mr Mark Hume 19 Waitapu Rd Takaka	Against use of Rototai because of health, access etc.	As above	As above
14252	Albie Burgers 386 long Plain Rd Takaka	<p>1. Lobby Government to charge all overseas visitors an "environment tax" when they come into the country. Give this money to DoC.</p> <p>2. Put toilets and hand-washing facilities at all picnic spots, reserves, public spaces, etc. The provision of toilets for public use in Golden Bay, for example, is woefully inadequate at present, with the result that many people just use bush at the side of the road.</p> <p>3. Allow freedom camping overnight at all these places, with a small charge per person (or per vehicle?) paid in an envelope/honesty box, similar to the DoC basic camping ground system. Funds raised to be used for maintenance of the site, with a sign indicating that the site is "Freedom Camping Friendly".</p> <p>We won't solve the "Freedom Camping Problem" if we simply make it harder for freedom campers to stop where they like for the night. Their numbers are increasing every year, and we need to accommodate them graciously. If they feel welcomed, they will stay, and if they stay, they will spend money here.</p>	General	<p>OK</p> <p>Good idea, cost involved but could be done eventually.</p>
14256	Ms Helen McKinlay 6B Feary Crescent Takaka	Against use of Rototai because of health, access etc.	As above	As above
14331	Mrs Jill Pearson PO Box 216 Takaka	Suggests Haldane Rd may be a suitable site for FC.	Schedule 3	Staff will assess.
14404	Mrs Joyce Wylie Collingwood	<p>Supports the Bylaw in principle.</p> <p>Need more enforcement staff especially in Golden Bay over summer.</p> <p>Lobby Govt for more financial support.</p> <p>Stop them using the Library Car park.</p> <p>Rental companies must assist.</p>	General	<p>Good</p> <p>Agree</p> <p>We are</p> <p>Maybe time restriction?</p>





13407	Mr James Marshall 5 North Street Motueka 7120	Principal concern, North Street, Motueka to be prohibited area. Does not support freedom camping in residential streets or communities, should be restricted to certain areas for rubbish removal and bathroom facilities.	Schedule 1 – George Quay prohibited Schedule 2 – Motueka Beach Reserve restricted	The proposed Bylaw would ban camping on residential streets. In effect he agrees with proposed Bylaw provisions.
13447	Mrs Patricia Macartney 181 Motueka Quay Motueka 7120	Please could you add Motueka Quay to the list of prohibited camping areas, in particular the car park at the end of Harbour Road	Schedule 1	It is already.
13448	Mr Eric Jansen-Hendriks 7 Everett Street Motueka 7120	Motueka reserve Freedom Camping Area and carpark As a Neighbour adjacent to the freedom Camping and carparking area Concerns and complaints Health Safety Summertime – [rubbish bins, dogs, other issues].....The facilities are totally inadequate for the manner of which hundreds of freedom campers are using this area everyday The carpark should be limited to 180 minutes Shower and sink should be removed as health and safety risk and not used for just a quick rinse off seawater anymore but as a shower for a constant stream of freedom campers everyday. Number of camping sites should be reduced as it doesnt match up to the facilities which area hammered even with self containment stickers. Freedom camps best away from residential areas	Schedule 2 – Motueka Beach Reserve - prohibited	This area has been visited almost daily by Council staff for 5 years. Complaints have never been truly representative of the problems there. The Proposal will only allow self-contained vans to stay so stress on the facilities will be less than before. Parking time

				limitation will adversely affect users of the reserve for recreation as well as campers. Also the Reserve Management Plan allows what is proposed.
13487	Mrs Sherryll Worthington 48 Pah Street Motueka 7120	Reference Freedom Camping Decks Reserve Motueka. I have severe reservations about this proposal. Not a user friendly location due to. Hours of 'occupancy' are very restrictive. 2. A hard surface environment is often hot -no immediate shading. 3. Not dark enough to enable restful sleep. 4. Potential disturbance from movement of general public. 5. No sense of getting away from it all. Also the proposal seems to have no regard for the larger problem of the likes of Juicy- Wicked etc. campers that are in fact the real problem. Solutions. More public toilet facilities and rubbish disposal bins throughout the district. Another option in Motueka. How about the totally underutilised Rugby Sports Park in Manoy Street. Nominal; charges and use as a fundraiser for the Community Pool.	Schedule 3 – Decks Reserve	Not meant to be a great experience – campgrounds can provide this. Staff will investigate Manoy Park option.
13530	Mrs Suzanne Boniface 25 Wallace Street Motueka 7120	I am writing in regards to the areas for freedom camping, in particular Decks reserve carpark. Is this for camper vans that are fully self contained and will this be monitored? Will there be more rubbish and recycle bins available? Will the departure time of 6am Sunday Morning be policed as this could hinder the Sunday Market of which the tourists enjoy and lastly will there be noise control as this is also a residential area. Thank you for your time.	Schedule 3- Decks Reserve Car Park area - prohibited	It is for all campers. More facilities will be provided as soon as possible. Better enforcement is a priority. Noise control is available as per normal, however, we receive very few complaints about camping in this area.
13564	Ms Sarah Douglas	Freedom Camping Bylaw at Alexander Bluff Rd Reserve Motueka	Schedule 3 Alexander	Signage will be reassessed and updated

	927 West Bank Road Motueka 7196	<p>1. There needs to be a sign to warn campers of flooding. This year a flood surprised many and nearly 10 cars and vans were unable to leave. They were inundated up to the windows and the pollution and environmental damage they caused is of concern to me. Also the human risk of injury or death.</p> <p>2. The entrance needs a load of gravel and to be graded. This maintenance is also needed at the entrance to the riverbed just downstream of the Alexander Bluff Bridge where the jet boats and other recreational users go. I say both these entrances need improvement because as the reserve fills up with Freedom campers local people don't use it, instead using the river entrance downstream from the bridge.</p> <p>3. There should be an enforcement officer to oversee the reserve. I would be happy to take this job. Being local I can easily visit daily.</p> <p>4. Does the toilet need an upgrade? Freedom camping at Decks Reserve. I think that the toilet block at decks reserve should include a user pays shower if people are going to stay there overnight. Otherwise I support freedom camping there.</p>	Bluff permitted area.  Schedule 3- Decks Reserve Car Park area - support	<p>once the final Bylaw has been agreed by Council.</p> <p>Will ask Engineering re this.</p> <p>Better enforcement is a priority. Toilet upgrade applied for through TIF funding. Good point, will ask Reserves.</p>
13593	Mr and Mrs Terry and Naomi Stanbridge 511 Kaiteriteri-Sandy Bay Road Motueka 7197	<p>We wish to see all of the Toko Ngawa subdivision added to the areas prohibited for freedom camping on Health and Safety and access grounds. Roads and parking areas are narrow and restricted causing problems for locals to access recreational areas. Much waste is left during the tourist season despite our and residents efforts to keep it clean. There are no rubbish receptacles and no toilets available.</p> <p>All roadsides between Kaiteriteri and Marahau and the Riwaka-Marahau road should be added to the Restricted zones on health and Safety grounds. Much faecal matter is left along with rubbish. In addition fires have been lit adjacent to flammable vegetation on a regular basis.</p> <p>The bylaw is well thought out but will only work if it is known and understood by the people it is aimed at. This may not be the appropriate place to contain the measures to provide details of finance, education and signage to ensure visitors are aware of the bylaw but that and an increase in number of enforcement officers should be part of any changes. The worst offenders we have found are travellers that use cars and they will be the hardest to educate and police, social media may be a method for education.</p>	Schedule 1 Prohibited Areas	<p>Will assess the interpretation of "residential Area" to see if it includes areas like Tokongawa.</p> <p>We educate all campers through TIA, Apps, leaflets and visits by compliance officers.</p>

13637	Mr Mark Kilvington 23 Newhaven Crescent Motueka 7120	Why is Marahau always missed out of any consultation? Every year campers from all countries including New Zealanders abuse Marahau and do what the hell they like. They have even tried to camp on my front lawn in Franklin st and already we are seeing campers left in the street for over a week in Newhaven. There needs to be proper signage and policing by the Warden especially in the season. Why do keiteriteri get all the backup and nothing for us? I have talked to the warden in the past and he seemed sympathetic but seemed to deal with keiteriteri as people obviously complain more and are wealthier. Marahau still has the stigma of a load of hippies live there. Well not any more. People with wealth have moved into our street and things have changed. So you will probably be hearing from people in Marahau.	Schedule 1	It is covered by the 70kmh rule.
13638	Ms Hilary Carson- Campbell 158 Tokongawa Drive Split Apple Rock Motueka 7197	Resident of Split Apple Rock area – regularly having to clean up car park and bush at entrance to public track. Split Apple Rock unsuitable for Freedom Camping – Risk of fire etc. Prohibit camping after Kaiteriteri Beach to Breakers Bay, all of Split Apple Rock division, entrance to Kaiteriteri Forest. Areas for freedom camping, Motueka Decks Reserve, need more funding for rubbish bins and toilets.	Schedule 1  Schedule 3- Decks Reserve Car Park area – support	Will assess the interpretation of “residential Area” to see if it includes areas like this.
13669	Mrs Judith Peters 519 High Street Motueka 7120	Saltwater Baths/Decks Reserve We also note the Council’s proposal to implement measures to alleviate congestion in Motueka’s High Street during the busiest months. All of the proposals will reduce the number of parking spaces in the High Street. Conflict is likely to arise with increasing demand for parking spaces in areas such as Decks Reserve if there are increasing numbers of freedom campers staying there. Steps we would like the Council to consider taking. Employ Officers to monitor freedom camping areas, to ensure that areas for self contained vehicles contain just those. Use Officers to limit the numbers of days people spend in freedom camping areas, so that people cannot freedom camp for weeks/months at a time. Limit the number of freedom camping spaces at areas like Decks Reserve to limit the impact on the local community. Proactively monitor other areas that freedom campers may relocate to such as Reserves and Picnic Areas.	Schedule 3- Decks Reserve Car Park area - support	Enforcement is a priority. Cannot guarantee fines will be collected before people leave the country.

		Ensure that fines issued are collected before people leave the country. The above measures will limit the number of non self contained freedom campers and curtail the excesses of their behaviour.		
13803	Mr Craig MacDonald 54 Harvey Road Marahau Motueka 7197	I wish to have Marahau added to prohibited area for freedom camping, due to lack of toilet facility/disposal of waste, I also see camping mainly in the DOC car park intimidating for locals accessing the beach (anti social behaviour), although no camping signage, it is not enforced, there is three registered camping grounds in Marahau & other accommodations all family run @ huge cost complying with council regulations. The Abel Tasman National Park attracts large numbers of visitors, with freedom camping inflicting on both residents & visitors a huge problem for our area, suggest ban from Intersection of Kaiteriteri road/Sandy bay Marahau road to Abel Tasman National Park Entrance or end of Harvey Road.		It is covered by the 70kmh rule. Signage will be reassessed and updated once the final Bylaw has been agreed by Council.
13806	Mr Don Drummond 23 Glenaven Drive Motueka 7120	As avid motorhomers (MHers) we believe there is a lot to be gained by encouraging Make Motueka a motorhome friendly city. Look at the Geraldine model. The reserve by the saltwater baths in Motueka where there is an existing small area for campers could easily be extended to double that space with little issue. The area around the estuary that has been tagged for MHers should go ahead without delay - TDC has more than 450 reserves and none are welcoming to SC MHers- there are a lot of un-utilised council reserves that could easily be opened up for SC freedom camping. Motueka riverside in the summer is another suggestion with adequate warning signs re flooding- how hard is this???. .....(Golden Bay)..... Marahau – huge reserve between road and sea - open this up - provide toilets and a tap - people are responsible and many young overseas travellers will return with families one day if we show good heart and a welcoming environment along with mature and stable rules for MH / camping. Please provide an additional and appropriate dump station facility in Motueka - your expectations are that MHers will comply but without adequate provision of facilities it will create issues. Finally the suggested parking restrictions for motorhomes on main roads/streets - this is restrictive for visiting families & friends - this seems completely unreasonable just because one drives a motorhome. Please rethink this one.	General	Need to approach reserves about this.  How about the Motorhome is parked on the property of the relatives.
13845	Mrs Cushla Moorhead	Camping needs to be prohibited in North Street and Everett Streets. There also needs to be policing of the specific area at the Beach reserve, North Street, to	Schedule 2 – Motueka	I believe the proposed Bylaw covers this. More

	13 North Street Motueka 7120	ensure that it is only self-contained vehicles that park there. Vehicles of all sorts park along North Street and Everett Street limiting access along the streets. There is no respect for the residents or the area by some of these people, who leave rubbish behind and make noise at any time of the night. The sliding van doors are particularly irritating as well as the yelling and bad language. The Council bylaws need to be enforced by some sort of policing, especially the one for self-contained vehicles, as otherwise they mean nothing to the freedom campers. People camp in cars and ordinary vans of all sorts along North Street, Everett Street and in the designated camping site at the North Street Beach Reserve in spite of the Reserve being for self-contained vehicles only.	Beach Reserve restricted	enforcement will be needed.
13852	Mrs Amy Marshall	After living on North street for the past two and a half years my experiences with a large amount of freedom campers hasn't been pleasant. Here is a list of examples: Abusive and territorial behaviour from regular freedom campers. Nudity on the street outside of my home, parties , loud noises and doors continuously slamming at all times of the night. keeping my kids awake. Rubbish over flowing, Lack of respect for the environment with rubbish thrown out of cars, washing hung between trees. Sometimes difficult to access my driveway when large campers are parked outside of my house due to no designated parking and the street being to narrow, a very untidy street that has pot holes and no drainage that needs to be upgraded. I would like there to be no freedom campers allowed down our street or in the salt-water baths camping park and the reserve camping space. This is a residential area . The car parking should be left for the community and visitors to use during the day. Gates should be used to lock the carparks at night.		Council staff have visited this area almost daily for five years. Complaints have never been truly representative of the problems there. The Proposal will only allow self-contained vans as per the Reserve Management Plan (RMP). Gates would adversely affect users of the reserve for recreation as well as campers. On street parking is prohibited by the proposed Bylaw.
13853	Mr John Fisher	Supports Ban at George Quay. Supports Rules for Mot Beach Reserve and Decks Reserve but urges additional facilities for showering and wash up.	Schedule 2 – Motueka Beach Reserve restricted	Additional facilities would probably be more beneficial where campers do not have on board facilities e.g.

			Schedule 3 – Decks Reserve	proposed Decks Reserve site.
13854	Mr John Fisher Keep Motueka Beautiful 12 Michael Myers Street Motueka 7120	<p>At George Quay. Freedom Campers totally took over the area all summer, parking in such a way that they took over the picnic tables for their own private use and made use of the perimeter walkway difficult to near impossible. For several months, until the camping season started to do slow down, Motueka residents were effectively barred from their own coastal facility. Not only were they barred by a relatively small group of Freedom Campers but other visitors were denied access to enjoy the view, picnic and walk on the foreshore. It should be noted that there are no toilet/wash facilities at George Quay</p> <p>Motueka Beach Reserve At Motueka Beach Reserve, throughout summer, the area has been jam packed with Motorhomes and there has been a general public health issue in that the toilet/washing facilities there are barely adequate for the day users of the Salt Water Baths and those having a picnic in the area, let alone all the supposedly self-contained Camper Vans. The current facilities are totally inadequate for the present demand.</p>	<p>Schedule 1 – George Quay prohibited</p> <p>Schedule 2 – Motueka Beach Reserve restricted</p>	<p>Agrees with proposed bylaw</p> <p>Agrees with Self-contained at MBR or better facilities if more than that.</p>
13865	Mr Brendan Burke 9 Ngapiko Pl Motueka 7120	There is a track about half way up the Marahau hill that gets frequently used for toilet stops mainly during summer, maybe a toilet could be installed? Just on the Motueka River I see there are CCTV stickers / signs around, are these actually monitored? as there is a lot of rubbish and animal carcasses being dumped.	General	Staff are aware of this – see general comments on separate spreadsheet.
13868	Mr Ross Connochie 28 Trewavas Street Motueka 7120	<p>Decks reserve carpark; camping to be for vehicles only, allowing tents would encourage use of playground and grassed park areas. Camping confined to areas with no time restriction. The 72 parking spaces available would probably accommodate 40-50 vehicles for camping purposes.</p> <p>The 100 mt restriction for uncontained vehicles encompasses the entire parking area either review the restriction or delete. Motueka Beach Reserve: Permitted area to be designated for contained, uncontained vehicles and cyclists with tents. There are two toilets and one fresh water shower available.</p>	<p>Schedule 3 – Decks Reserve</p> <p>Schedule 2 – Motueka</p>	<p>Good suggestion, need to approach Engineering ref changing the P120 effect to 6am so other spaces will be clear by 8am.</p> <p>Sensible suggestion but frequent complaints from a small number of</p>



		The argument that local residents are prevented access to the area is not correct as the 26 space time restricted parking area on Everett/North Streets and the entire George Quay area available.	Beach Reserve restricted	residents has made Council wary of doing this.
13892	Bob and Mary Lancaster 97 Seaton Valley Road Upper Moutere 7173	We love these youngsters on their first big OE - they add to our summer colour and they do spend money - ask Golden Bay, Motueka or the Abel Tasman or AJ Hackett, Pak n Save or Mobil. Locally we need seasonal 'Freedom Camper' parks in Nelson, Motueka, and Takaka with WCs and cold water washing facilities. A limit to stay – 4 days? 1 week? Maybe part of the Domain, sportsfields or spare Council Land and made attractive and pleasant. \$5 per night. WiFi? A flavour of New Zealand's friendly and 'can do it' style.	General	Very supportive of freedom camping and indicate that more low cost areas should be available.
13893	Mrs Keno Greenland 71 Neighbours Street Waimangaroa Westport 7848	Fine with all except George quay.there is plenty of room there.we are self contained 12.5 metre caravan.the beach site gets ful very quickly round by saltwater baths. if we go in later in the day we can't turn around or get a space .my husband is invalid and we love to fish..at the George quay site we can just amble over to jetty.we are x local and all local fishers park by wharf.come on.it a smelly site by talleys.why can't we keep it.your locals are travelling to and we give them beaut camping in the Buller. why not give selfcontainment officers through nzmca the right to issue penalties.	Schedule 1	Suggest she drops her husband off and parks at Mot Beach Reserve it is only 150m away.  Not supported
13916	Miss Pamela Jenkins 34 Hursthouse Street Lower Moutere 7175	I have found it upsetting over recent years to hear from friends who live near the Saltwater Baths of the disruption and unpleasantness in their lives as a result of freedom camping in their immediate vicinity. Restricting to self-contained vehicles only, although it addresses the sanitation issue, will not remove many of the negative issues created by the people themselves. It looks like council sees its own area as more important than that of those near the saltwater baths. Please, for the sake of those of us that live here, work here and pay rates, start putting ALL of our needs, health and sanity before that of those who don't.	Schedule 2 – Motueka Beach Reserve – self contained only	Wants to ban freedom camping in general I think, but more specifically in MBR.
13917	Mrs Brenda Woodman 98 Old Wharf Road Motueka 7120	I just wanted to say I am very pleased that you are tightening the rules on freedom camping, we have seen campers washing dishes etc in public toilet washrooms, and also at the tap on Old Wharf Rd beside the skate park. I think it would be good if there was somewhere they could pay to use the facilities, maybe the hygiene would be better too! Most locals have to pay for water.	General	Agree more signage and enforcement required.  Service Requests are the way in which the

		Will the council have the needed power to enforce rules? Maybe some signs in public places with a number to ring if anyone sees something that needs reporting.		public can report issues to us.
13924	Mr Grant Bleakley 3 Eglington Street Motueka 7120	To dedicate Decks reserve car park to be occupied by non self - contained vehicles and the ensuing 100's of campers is to ignore the access and use of this area to local people. Without a cohesive and active enforcement plan the risk of anti-social behavior will increase and be a further detractor to visit this area. As it stands the councils record of enforcement of any freedom camping due to lack of funds and clear rules to actually enforce legally has been woeful. To import this problem into the centre of Motueka shows a certain amount of desperation to solve a problem years in the making. There is space up the river that can be opened for campers	Schedule 3 – Decks Reserve	The intent is to enable the presence of campers to be effectively controlled. Motueka Bridge was once commonly used for FC and the river is often used by Whitebaiters.
13930	Mr Robin Reeve 21/53 Parker Street Motueka 7120	Totally against Decks Reserve open to Freedom Campers at any hour of day or night.	Schedule 3- Decks Reserve Car Park area – permitted area	Opinion
13935	Ms Marlowe Spence 3 Eginton Street Motueka 7120	I think having Decks Reserve Carpark used for Freedom Camping is appalling. The Sunday markets use the carpark and I am positive not all campers will be out by 6am on a Sunday morning. ....I fear the extra cost will be us ratepayers and not only in financial terms. Motueka has a good community spirit however I think there will be repercussions if this goes ahead. Has this been thought through? Down by the river where there is space or a paddock with port- a-loos might work. My feeling is if tourists come to NZ and can afford to make the journey here, they can afford to pay for a campsite and should not expect a small community to put them up and clean after them especially in the middle of town.	Schedule 3- Decks Reserve Car Park area - permitted area	As above. The Bylaw proposes that the area must be cleared by 6am on a Sunday and this would be enforced.
13972	Mr Brent Maru Motueka Community Board	Motueka Community Board – wanting MBR in Motueka prohibited. Supports majority of bylaw except Schedule 2 – delete in full. Schedule 1 reclassify as prohibited area. More monitoring recommended and enforcement action.	Schedule 2 – Motueka Beach Reserve - restricted	Want MBR prohibited for all camping. This contradicts the RMP. It is not truly adjacent to residences.

				Want to remove the shower and washing facilities as they encourage use.
13976	Mr Steve Henry 7 Trewavas Street Motueka 7120	In support of freedom campers in New Zealand eg Saltwater Baths. Would like to see TDC land used for new innovative solutions.	Schedule 2 – Motueka Beach Reserve Restricted	Supports use
13982	Mr Trevor Norriss 142 Thorp Street Motueka 7120	Freedom Camping. I wish to make it quite clear that I support the ability for people to freedom camp at designated spots in our beautiful Tasman district provided they have self contained vehicles.and have time limits.They respect the areas designated and don't leave their rubbish and other crap [yes crap] for others or council to have to clean up.costing ratepayers more money. I also think council should fix the Balls Up that is around the Motueka Saltwater Baths..... Remove any camping in North Street and the Saltwater Baths Carpark. ....	Schedule 2 – Motueka Beach Reserve - permitted	Opinion
13999	Mr Ross Cameron 10 Wanderers Avenue Brightwater 7022	The proposed changes to this bylaw adequately covers the camping areas which require detailed control. However the areas where vehicles with Certified Self Containment, namely Schedule 2 is deficient in detail other than at Motueka Beach Reserve. Schedule 2 needs to be expanded to define other permitted areas. Owners of vehicles which are Certified Self Contained generally do not cause the problems found with non self contained vehicles. The words in schedule 2 " SPECIFIC AREA OF PROHIBITION IS SHADED YELLOW" should be inclusive rather than exclusive and would be better defined as....SPECIFIC AREA OF PERMISSION IS SHADED YELLOW"	Schedule 2 – Motueka Beach Reserve restricted	Wants more Schedule areas. Probably need explain that areas not prohibited in Clause 5 of the Bylaw and/or Schedule 1 are available to self-contained vans.
14014	Mrs Ellie Tomsett 3 Everett Street Motueka 7120	I am writing as a residence of Everett Street situated on an adjoining property next to the Motueka Beach reserve which is the main site for the freedom camping with restrictions to Self contained vehicles. My concerns for freedom camping has been an on- going issue and with the increased numbers I feel this may only increase in the coming years. I also believe the 20 parking spaces will not cover freedom campers visitors this year let alone the coming years. I also question why Motueka Beach reserve is even	Schedule 2 – Motueka Beach Reserve restricted	Wants MBR prohibited for all camping. This contradicts the RMP and by experience is not deemed necessary.

		<p>necessary as a freedom camping spot.? When that is covered with Deck reserve area.</p> <p>The Motueka Beach reserve portrayed on the TDC website is not the user friendly community park it is shown to be. From my own experience, I question why freedom camping is allowed in a residential zoned area, as the areas proposed for prohibition has all the same issues as the Motueka Beach Reserve site.</p> <p>I <b>Strongly Oppose</b> Schedule 2 of the Draft Freedom Camping Bylaw 2017 (PG32) and request Schedule 2 in full is deleted from the Draft Freedom Camping Bylaw 2017,</p> <p>My submission is that Motueka Beach Reserve (Part Lot2 DP4706 &amp; Part sec 289 Motueka Dist) reclassifying this as a <b>PROHIBITED AREA</b> , For the following reasons Freedom camping I have found freedom camping has impacted myself and the wider community in the following ways:</p>		
14015	Residential Group of North Street and Everett Street	<p>Motueka Beach Reserve – Prohibited</p> <p>The unanimous conclusion was the freedom campers do definitely pose a problem for the residents in this area. TDC and all concerned needs to hear the voice of the local residence who live near the vicinity of the freedom camping area. Ideally we would like it shut down as not appropriate in a residential zoned area – it hinders the community asset in this area.</p> <p><b>It has been proven to have all the same issue as the other freedom camping spots that have been closed done due to access and environmental issues or inadequate facilities. It was felt we have more issues as a residentially zoned area.</b> Nothing has changed and there has been photo evidence submitted to council and a petition sent with earlier concerns the problem has not gone away or addressed correspondence and letters regarding this problem have been received by TDC since at least 2014. The problem will only magnify with the increase of numbers. The noise control officers also have been contacted on numerous times. This is a community asset and should be returned to the wider community to enjoy not just a select few.</p> <p>Due to all the reasons above our submission is we all <b>STRONGLY OPPOSE</b> Schedule 2 of the Freedom Camping Draft 2017 and request Schedule 2 in full is deleted from the Freedom Camping Bylaw 2017. We request an Amendment to Schedule 1 to request the Addition of <b>Motueka Beach Reserve</b> (Part Lot2 DP 4706 &amp; Part Sec 289 Motueka DIST. We all agree to our submission to reclassified this area as a <b>PROHIBITED AREA FOR FREEDOM CAMPING</b></p>	Schedule 2 – Motueka Beach Reserve - permitted	Wants MBR prohibited for all camping. This contradicts the RMP and by experience is not deemed necessary by staff.

14022	Mrs Amy Jansen-Hendriks	I have recently moved to the corner of Everett and North Street adjacent to the Motueka Beach reserve and opposite the Saltwater bathes carpark . I strongly oppose the proposal of a self-contained freedom camping area at the Motueka Reserve on the basis of various reasons. Conclusion Currently Motueka Beach Reserve is a undervalued asset of Motueka. I want this camp prohibited on the basis of it having the same issues if not more as the other areas that are proposed to be prohibited and it is in a residential area.	Schedule 2 – Motueka Beach Reserve - permitted	As above
14033	Mrs Pearl Renouf 9 Edwin Chambers Drive Motueka 7120	I do not believe that freedom camping should be permitted in the Decks Reserve Car Park in Motueka at all as this is being totally abused by many tourists..... Motueka only has the one main car-parking area for all local residents and those who come into Motueka from the surrounding communities to attend appointments and do business. There are many elderly locals in Motueka who cannot walk a long distance from their vehicles and should not have to due of freedom camping abuse.	Schedule 3- Decks Reserve Car Park area - permitted	We cannot stop specific people parking anywhere unless we include everyone. The intent is to allow campers to stay somewhere overnight.
14057	Mrs Ellie Tomsett 3 Everett Street Motueka 7120	My concerns for freedom camping has been ongoing issue....20 parking spaces will not cover freedom campers at Motueka Beach reserve. Strongly oppose Schedule 2 and request it be deleted. Motueka Beach reserve reclassified as a prohibited area.	Schedule 2 – Motueka Beach Reserve - permitted	Wants MBR prohibited for all camping. This contradicts the RMP and by experience is not deemed necessary by staff.
14071	Mr Geoff Campbell	Concerned that Split Apple Rock excluded from lists - Moonraker Way - no Add Bylaw to Entrances to Kaiteriteri Forest along Kai-Sandy Bay Rd	Schedule 1	Will investigate meaning of residential and check the areas he indicates.
14077	Mrs Maree Cook 55 School Road Riwaka Motueka 7198	I recall seeing a people mover parked overnight on the verge in School Rd Riwaka. In the morning a woman got out and in plain sight squatted beside the vehicle and emptied her bowels. They then drove away leaving a pile of poo and toilet paper next to the footpath 200 metres from Riwaka School. This behaviour is not the exception as attitudes overseas differ to ours! I ask that the Council stop trying to accommodate these free campers. It is only by making it difficult for them that we will get some control back from the increasing tide.	Schedule 3 – Decks Reserve	I don't agree that this is normal behaviour overseas. Unfortunately not all campers will use camp grounds by allowing some areas for them we

		<p>I do not in any way support Decks Reserve being made a free camping spot overnight. They will leave their vehicles there in the day time while away, do their washing in our public toilets, and basically debase the centre of our town. If Council wants to make an area for them, make it way out of town, don't make it easy. Only then perhaps they will decide to use one of our campgrounds if they want to be near the shops.</p> <p>Can the Council please show some leadership with the benefit of their ratepayers in mind other than pander for cheapskate visitors who do not get away with what they do here, in their own country. May I suggest a good start would be rather than designating our town centre for camping, erecting a sign there giving the distance to our two main campgrounds.</p>		will reduce the numbers causing problems.
14078	Mr Kenneth Cook 55 School Road Riwaka Motueka 7198	As above	As above	As above
14110	Mrs Judith Peters 519 High Street Motueka 7120	<p>residents of North and Everett Street's expressed concern that they were being woken as freedom campers arrived and left the saltwater baths throughout the night. This is because some freedom campers are working locally. – If a Compliance Officer visits in the evening, he will not see all the vehicles which are freedom camping there, because some will have gone to work on the night shift in the packing sheds; (they finish work at midnight), or at Talley's; staff finish between 2 and 4 am usually. Similarly those who are working on early shifts will be leaving the freedom camping area early to start at Talley's at 6am, or if working in the orchards they will start at 07.00 or 07.30.</p> <p>This mirrors my concern expressed in my earlier submission, that freedom campers are sneaking into our Holiday Park throughout the night to use showers, kitchens, and the laundry. They are also dumping rubbish and stealing food. Freedom campers have told us that the general consensus on the internet is that Kiwis are gullible, naive and too trusting and deserve to be taken advantage of; ie in relation to freedom camping that is.</p> <p>We know that "backpackers" earn \$6-800.00 a week in the orchards or at Talley's. It would cost them not much more than \$100 a week to stay at a local backpackers or holiday park, but why pay when they can stay for free ?</p>		Opinion, plus we cannot act as a Police force. What Judith is reporting is theft and we don't deal with that.

14122	Mr Martin Gorrill 1606 Motueka River West Bank Road Motueka 7196	<p>I am opposing the Alexandra Bluff Bridge being a site for freedom Camping for a number of reasons, they are as follows;As far as I know there has been no meeting with the local people as to whether this site would be suitable for this perpose.I know for a fact that during the summer period when the freedom campers are their that they have open fires. I have been told that the local volunteer fire brigade have been called there to put out camp fires. With the Waiwhero Forest just across the road this is not an ideal site for this behaviour. There are no facilities at this site for safe lighting of fires.</p> <p>The rubbish that has been left at this site in the past is an eye saw. There have been numerous trailer loads of rubbish removed by contractors and locals alike from this site.</p> <p>Flooding happens on a regular basis at this site and with the steep access road in and out and the muddy ground when it does rain makes it a very dangerous site to have people camping on in any great numbers.(see attached photos)</p> <p>The photo of the van and the permanent structure was taken on the 23/07/17. The other photo of the flooded van was taken around the 15/04:2017. As you can see this van has just been abandoned.</p> <p>Local people have commented that they use to take there dogs to this area but are no longer able to due to the number of people camping at this site. There are very few places left that dog owners can take dogs for exercise and this is an ideal place that is no longer available in the summer months.</p>	Schedule 3 permitted	This site does attract large number of visitors every year. In the main these are ether itinerant workers or homeless people. The intent is to provide additional toilets and a waste compactor to reduce the issues there. It is also an isolated site that does not create the level of concern we have with other areas. The van sent us a photo of is owned by a Motueka resident.
14135	Ms Celia Bulman 1754 Motueka Valley Highway Motueka 7196	<p><b>Decks Reserve – proposed freedom camping area:</b>Toilet, washing and rubbish disposal facilities will need to be improved.</p> <ul style="list-style-type: none"> <li>• If Decks Reserve effectively becomes the only permissible area for freedom camping in non self-contained vehicles it will become overcrowded. There is a need for more than one place in Motueka to be designated for freedom camping in non-self contained vehicles.</li> <li>• There need to be resources in place to manage the camping – ie ensuring that campers leave at 7am – so that people living, working and shopping in Motueka can go about their normal business and park in Decks Reserve. How will you differentiate between a camper van parked in Decks Reserve and people camping?</li> </ul>	Schedule 3 – Decks Reserve	We cannot stop specific people parking anywhere unless we include everyone. The intent is to allow campers to stay somewhere overnight.

		<ul style="list-style-type: none"> <li>The need to monitor and intervene to ensure campers leave by 7am will I imagine create stress and tension – and yet it is essential for the functioning of the town that campers are moved on in the morning.</li> </ul> <p><b>Alexander Bluff Road Reserve, Ngatimoti – proposed freedom camping area.</b></p> <ul style="list-style-type: none"> <li>Toilet facilities will need to be improved.</li> <li>Rubbish disposal facilities.</li> <li>Consideration of how to manage the area so that it does not become a permanent mud bath as it is at the moment.</li> <li>Good, clear, obvious information about river flood risk.</li> </ul> <p><b>Motueka Beach Reserve – restricted to self-contained vehicles</b></p> <p>One of the reasons for restricting the use of this area to self-contained vehicles is because “there are inadequate facilities available for persons in non-self-contained vans.”</p> <p>It is hard to see how the facilities at either Decks Reserve or Alexander Bluff Road Reserve are any more adequate than the Beach Reserve? This is an inconsistency in the proposal.</p>		<p>We are applying for TIF funding for this purpose.</p> <p>They will be better in Decks and Alexander.</p>
14150	Mr Donald Renouf	<p>In my opinion 'freedom camping' in Decks Reserve should not be permitted at all as this privilege is being abused by many availing themselves of this option. On several occasions during the summer of 2016/17 I have seen 'freedom campers' still camped there at 9.30am parked near the iSite building to be close to the toilets.</p> <p>If steps are not taken to curb this practice it will only get worse as more 'free-loader tourists' avail themselves of 'freedom camping' in Decks Reserve which is a designated car-park NOT a camping ground. Motueka only has one main car-parking area for quite a large population and as rate payers we should be able to use it when needed.</p>	Schedule 3- Decks Reserve Car Park area - prohibited	We cannot stop specific people parking anywhere unless we include everyone. The intent is to allow campers to stay somewhere overnight.
14253	Mr Bob Geer 1 Courtney Street Motueka	<p><b>Sites available for Self Contained Vehicles</b> - I note that Hickmott Place, Motueka, is proposed to become a prohibited area. A more practical alternative would be to designate the Northern section adjacent to the Dump Station as suitable for Self Contained Vehicles only, with a 6pm to 7am Time This would be mainly directed at the Rental Campervan market and provide a suitable central site overnight parking.</p>	Schedule 1	Agree but public complaints do not support this option.



		<b>Sites available for Non Self-Contained Vehicles</b> - A suggestion for another possible location to be designated site where Freedom Camping is permitted could be the Old Landfill Site in Robertson Mariri. With provision of Portable toilets and rubbish collection on the same basis as proposed for Rototai and Taupata sites in Golden bay it could be operated on a Seasonal basis as proposed for two sites, with resultant easing of usage at Decks Reserve.		This site is not currently suitable but is undergoing engineering work early next year which may improve its potential.
14322	Miss Aylenne Garland 3 North Street Motueka 7120	Wants Motueka Beach Reserve classified as prohibited area, freedom campers extend to North Street and Everett Street, equates to noise, antisocial behaviour etc.	Schedule 2 – Motueka Beach Reserve – prohibited	Wants MBR prohibited for all camping. This contradicts the RMP and by experience is not deemed necessary by staff.
14323	Mr and Mrs Kevin and Caroline Wade 2175 Tadmor- Glenhope Road Wakefield	Property owners of North Street property. Want freedom camping away from residential areas	Schedule 2 – Motueka Beach Reserve restricted	We have this intent with the 70kmh or less rule

**WAKEFIELD SUBMISSIONS – Proposed Freedom Camping Bylaw**

Unique Number	Details of Submitter	Summary of Submission	Part of Proposed Bylaw affected	Staff Comments
13400	Yvonne Brown 29 Totara View Road Wakefield	By designated areas I see that Edward Baigents reserve comes under this flag. I walk my dogs through this 'pig sty' that is left behind by 'Freedom Campers' thus leaving it for the rate payers to foot the bill to clean up. People DO stay here more than the allotted time, and wash clothes in the creek, (great for our clean green image ). Why do we want to encourage people to stay and not spend money in the area, and bludge off the locals. The whole area is so chewed up through vehicle tracks now when it rains it is like a quagmire. Regards Yvonne	Schedule 3, where Edward Baigent Reserve is defined	Proposed Bylaw reflects the status quo. Many in the community do not support

			as an area where all persons may camp. <a href="#">Proposed Bylaw - Edward Baigent Permitted Area</a>	this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.
13438	Larry & Dy Short 12 Wakefiled Kohatu High Way Wakefield	No to Edward Baigent Memorial Scenic Reserve. Noise, unsightly, faeces left, food left, threat to animals, fire risk, health and safety risks. Supports restricted camping with enforcement officers	As above	As above
13441	Mrs Nicole Wijngaarden 70 Jubilee Rd Khandallah Wellington	I visit my mother in law who lives beside the Wakefield Reserve (at the Edward Baigent Memorial Scenic Reserve) and have seen the large number of campers at the Reserve. Sometimes it feels so intimidating to walk there with her dog along our normal walking route through the reserve and we have chosen to cross SH which comes at its own peril in order to avoid the campers and the occasional close shave with vehicles. I have also personally seen the mess that some of these campers have left behind and the damage that has been done to the Reserve. I am surprised, given it is the council staff who end up cleaning up the mess and who try to maintain the grounds in the reserve that I now hear that you are planning to allow a larger number of freedom campers there. I understand that this reserve was put there for its local Wakefield population and certainly not for people that treat the reserve as a dumping ground with little or no respect for the Reserve, who shit in the reserve and who wash their dishes and who openly stare at my Mother in law while standing by the side of the stream while brushing their teeth with stream water. There are also a large number of eel and fish in the stream who have no protection from all the toothpaste and human and food waste being dumped into the stream, is this being taken into consideration? The facilities are not adequate for more than a dozen short term campers, and the fact that frequently more than 50 + in all forms of freedom campers are being allowed to park there is beyond my understanding given	As above	As above

		its inadequateness of space or facilities. Looking after our country should come before what little money these tourists bring in who have shown such disregard for our environment. I am very much against FREEDOM CAMPERS especially at the Edward Baigent Memorial Scenic Reserve Kind Regards Nicole Wijngaarden		
13450	Mrs Corrina Nott 20 Wakefield-Kohatu Highway Wakefield	I am not for freedom camping at Edward Baigents reserve. Certified self contained units I'm good with. Or close it down altogether or over winter or if that's not possible better signage not to defecate in the bush or river or bathe in river. There's too many campers there at times. I'm sick of camper vans and vehicles coming in my driveway to camp. I've lived in the area close to 3 years I did not expect the reserve to be an all year round facility. I think freedom campers are polluting the environment in most cases and not exactly spending money in our community more a cost to us rather than benefit. I think some freedom campers have had a negative impact to a beautiful reserve that needs saved. I do not know what the solution is but what's going on now at Edwards Baigents reserve is inappropriate. Whether it can not be done due to gifting purposes or policies it needs to change. Possibly renew the bylaw update it. Because the reserve is just becoming busier and busier in the 3years I've been around. With not a lot of benefit to the Wakefield village businesses. Hopefully someone will actually read this 😊 Corrina	As above	As above
13452	Mrs Ed Shepherd 1099 Eighty Eight Valley, RD1 Wakefield	I am totally opposed to freedom camping being permitted in part of Edward Baigent Memorial Scenic Reserve, Wakefield. As named, it is a scenic reserve and should remain so -but it is being despoiled by campers, which makes a joke of it being called scenic. The reserve is close to the beautiful village and is becoming a rubbish tip by irresponsible campers, rather than the beautiful clean, green reserve the local residents enjoyed. We are prepared to fight to maintain our pristine village and surrounds! As ratepayers, our views and rights should surely be respected over those who want something for nothing and who come today and are gone tomorrow .We have pride in our village and surrounds unlike the majority of these campers who don't give a toss. Please listen to your constituents! Ban the freedom campers from this reserve.	As above	As above
13453	Mr Patrick Wijngaarden 70 Jubilee Rd Khandallah Wellington	I oppose the proposed adding of the Edward Baigent Reserve to Schedule 3 of the Freedom Camping Bylaw 2017, Statement of Proposal, and instead I propose that the Edward Baigent Reserve be added to Schedule 1 (where any form of Freedom Camping is prohibited). I am also opposed to any unrestricted use of reserves for Freedom Camping whatsoever.	As above	As above

		<p>My specific opposition in regards to the Edward Baigent Reserve to be added to Schedule 3 is based upon the following:</p> <ol style="list-style-type: none"> <li>1. The facilities at Edward Baigent Reserve are not suitable for Freedom Campers. Instead, these are really designed to support casual stops/rests by motorists.</li> <li>2. Tasman District Council to date has shown no evidence or true capability to police or manage the existing use of the Edward Baigent Reserve. As such, it is astounding that Tasman District proposes to allow or even encourage continued or increased Freedom Camping at this site.</li> <li>3. Tasman District Council's own draft submission already notes that "the site is prone to overcrowding at peak times", but does not explain what steps it has taken, or what capacity it has in place, to police "450+ Reserves in the District" much less the single site of Edward Baigent Reserve.</li> <li>4. Several of the existing reserves in Schedule 1 (i.e. where any form of Freedom Camping is prohibited) note, as reasons for prohibiting Freedom Camping "Anti-social behaviour causing disturbance to neighbouring properties."; this has demonstrably already occurred at Edward Baigent Reserve, to which my mother, her partner and my family will attest to under oath, and no doubt others will too.</li> </ol>		
13468	Mr Fritz Buckendahl NZ Fire Service 136 Edward St Wakefield	Opposes general use of the Edward Baigent reserve, should only be for vehicles which are self-contained.	As above	As above
13470	Bob & Karen Hamilton 23 Mahaki Road Nikau Valley Paraparaumu	Against all forms of camping in Baigents Bush Memorial Reserve.	As above	As above
13479	Mark Quinney Quinneys Bush 255 Kohatu Kawatiri HWY Motupiku	No freedom camping at Edward Baigent Memorial Reserve!	As above	As above

13496	Ms Ruve Francis 213 Hill Street Richmond	I do not support freedom camping in the Edward Baigent Memorial Scenic Reserve in Wakefield I do support camping for Certified Self Contained Vehicles only.	As above	As above
13499	Mr B J Doyle 11a Roesk Street Richmond	I do not support Freedom Camping at the Reserve Self contained vehicles only	As above	As above
13504	Doug Donaldson 1/88 Valley Road Wakefield	Against all forms of camping in Baigents Bush Memorial Reserve only	As above	As above
13505	Michael Stewart 83a Whitby Street Wakefield	I oppose as regards the Edward Baigent reserve which should only be for vehicles which are self contained.	As above	As above
13513	Mrs Sonja Lamers 294 Pigeon Valley Road Wakefield Nelson	I specifically object to freedom camping at Edward Baigent Bush lot 2DP4029 as this area is of significance to the locals and has been trashed and overused in the 2016/2017 summer season. Only self-contained vehicles should be allowed here. If many sites in the tasman district are not now allowed to be freedom camping areas we will see that areas like Baigent Bush will be overflowing with freedom campers.  Also mentions:  I object to any freedom camping in our district by vehicles, who are not self contained. People who have non self-contained vehicles should go to a camping ground.	As above	As above
13516	Mrs Allison Donaldson	I do not support Freedom Camping in the Edward Baigent Memorial Scenic Reserve. As a former resident of Wakefield I am disappointed that adults and children can't enjoy the reserve	As above	Proposed Bylaw reflects

	52 Ellis Street Brightwater	because of over crowding, constant disrespect for the surroundings and pollution. This is an area that we should all be able to enjoy, visitors included but when people settle in for weeks at a time they get a feeling of entitlement and anyone wanting to use the area feel intimidated for doing so. We should be looking after these areas before it's too late. Please don't let this reserve decline and then take another 200 years to fix!! Thank you for your time. Allison Donaldson		the status quo. Many in the community do not support this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.
13521	Mrs Verety Johnson 67 Eighty Eight Valley Road Wakefield	My husband and I would like to strongly register our feelings regarding the Edward Baigent Memorial Reserve. As residents in Wakefield for the past 10 years we are horrified to witness the gradual deterioration of this small but beautiful local area. I walk through there daily and some days I am appalled at the amount of campers & the state of the once beautiful grass areas. We are being taken advantage of. I am also a member of the NZCMA and spend money to comply to obtain my self contained certificate. Come on Tasman, this is no longer a joke, support your local Ratepayers and get you heads out of the Sand. Verety & Barry Johnson	As above	As above

13534	Allan Mullan 42 Eighty Eight Valley Road Wakefield	<p><b><u>Comments Continued</u></b>  <b>Submission Form for Draft Freedom Camping Bylaw 2017</b>                  Adrian Mullan 42 Eighty Eight Valley Road Wakefield 7025</p> <p>I wish to express my dismay at Council proposals to allow freedom camping to continue at the Edward Baigent Bush Memorial Scenic Reserve.                  Having lived in this area for over 42 years, a large part of our recreational activities involved bush and river walks.                  The Edward Baigent Bush Memorial Scenic Reserve was included in those walks, but regrettably over the last two years there has been a noticeable steady decline of the bush environment due to serious overcrowding and in some cases appalling behaviour by groups of young people in cars.                  In my opinion this small but significant reserve (which I understand was bequeathed to the people of the Waimea district by an early pioneering family) is totally unsuited for the huge number of people and all vehicle types that we have witnessed camping in this area.                  Is there nowhere else the council can accommodate people who pass through our region?                  It is simply disrespectful of council to continue to allow this area to be degraded.                  I also strenuously object to any part of my rates going to the comfort and enjoyment of these "freeloaders"                  Unless a full time resident caretaker can be appointed, I suggest the council close this once enjoyable area to all forms of camping.</p>	As above	As above  Suggests a caretaker
13544	Mrs Christine May 1/9 Tennyson Ave	No we do not support Freedom Camping in the Edward Baigent Memorial Scenic Reserve. We do support camping for Certified Self Contained Vehicles only. This reserve is a beautiful spot that used to be very peaceful. This enjoyment has now been taken away.	As above	As above

	Lower Hutt			
13566	Mrs Wilhelmina Simpson 73 Clover Road East	I strongly oppose the new bylaw change that the Council are proposing to allow freedom camping at the Edward Baigent Memorial Scenic Reserve. This area was gifted to the Waimea County Council and its natural environment should be retained as a Scenic Reserve and not be allowed to be abused by freedom campers as it is now. This reserve should only be used by Certified Self Contained Vehicles only.	As above	As above
13615	Ms Marleen Maddock 14 Whitby Way Wakefield	No I do not support freedom camping in the Edward Baigent Memorial Scenic Reserve	As above	As above
13619	Kevin & Dianne Edwards 31 Wakefield Kohatu Highway Wakefield	We wish to voice our disapproval of the existing camping in Baigent Memorial Scenic Reserve and that the the only camping allowed be for Certified Self-Contained Vehicles only as per the Tasman District Council 2011-2013 Bylaw.	As above	As above
13636	George Lines 1 Martin Ave Wakefield	As a resident of Wakefield for over 70 years I strongly oppose the use of Edward Baigent reserve for camping. If it must be allowed it should be in self-contained vans only.	As above	As above
13643	Brian Wislang 130 Aniseed Rd Richmond	I do not support Freedom Camping at Edward Baigent Reserve. If it must be allowed it should be self-contained vans only.	As above	As above
13648	Mr & Mrs Graeme Wood 7 Margil Way Richmond	As residents of Pigeon Valley we strongly object to the Freedom Camping in Edward Baigent Memorial Reserve	As above	As above
13650	Ms Heather Watts	Edward Baigent Reserve restricted to self contained only Parking, as boggy ground and rubbish is created by irresponsible non-contained campers.	As above	As above



	27A Pitfure Rd Wakefield Nelson			
13653	Malcolm Parkes 98A Totara View Rd Wakefield	No freedom camping anywhere on scenic reserves. Not supporting Edward Baigent Memorial Scenic Reserve, only for self contained vehicles.	As above	As above
13654	John Dearing 87 Eighty Eight Valley Rd Wakefield	Does not support camping at Edward Baigent Reserve. Believes that the Councils actions in allowing FC is illegal and against the Conservation Act.	As above	As above
13656	Donald Nairn 5 Whiting Drive Wakefield	Re Edward Baigent Bush/freedom Camping Bylaw 2017, We walk thru this reserve daily and appreciate the pleasure and environment that has been gifted to the Wakefield community, we strongly object to the currently proposed bylaw changes to legalise freedom camping on this scenic reserve, we also encourage the council to act responsibly and manage this reserve as per the original documents when it was gifted to the community. Signed, Donald Nairn	As above	As above
13657	Stuart Watts 27A Pitfure Rd	Self-contained vehicles only in Edward Baigent Reserve.	As above	As above
13662	Mrs Margaret Jenks 6 Hodgson Street Wakefield	As a local resident of Wakefield that lives very near to 'The Edward Baigent Bush Memorial Reserve' I would like to put in a submission on how I would like to see the reserve used. I would like to see it retained as a picnic area through the the day for people to use, but allow ' CERTIFIED SELF-CONTAINED VEHICLES ONLY to use the grounds between the hours of 5 p.m. and 9 a.m. and NO FREEDOM CAMPERS at all. I know there is a toilet there but the freedom campers who are the littering ones. Regards M.A. Jenks	As above	As above
13663	Tony Ensor 16 Whiting Drive	I would suggest that at present, with only two toilets, Edward Baigent reserve is totally unsuited to freedom camping. Either build suitable ablutions, or ban ALL camping in this area. I have counted up to 23 vehicles at one time camped here in summer. The	As above	As above

	Wakefield	bollards put in appear quite pointless, as tents were often pitched behind them, under the trees. The other idea might be a booth set up to collect, say, \$10 per night, to help pay for the regular servicing this expanded facility would need. A night watchman might also be appropriate.		
13739	Bob & Lynne Croy 17 Hunt Terrace Wakefield	We do not in the strongest of terms support the continued use of our beautiful Baigent's Bush Scenic Reserve as a camping ground as its name says it is a Scenic Reserve. However if it is to continue to be used for camping it must be for only Registered Complying self-contained vehicles and only for a maximum of two nights.	As above	As above
13760	Ms Carmen-Zita Kechavarz-Curth 6 Fenn Place Wakefield	She vehemently opposes continued use of our Baigent's Bush Scenic Reserve as a freedom camping ground. if it is to continue to be used for camping it must be for only Registered Complying self-contained vehicles.	As above	As above
13773	Ms Jude Twin 84 Dawson Road RD1 Upper Moutere	Opposes use of our Baigent's Bush Scenic Reserve as a freedom camping ground.	As above	As above
13779	Ms Joanne Smith 4 O'Shea Place Wakefield	Is horrified that the use of Baigent's Bush Scenic Reserve as a freedom camping ground is being suggested.	As above	As above
13839	Eckart Runge 18 Whiting Drive Wakefield	I am a member of the Faulkner Bush Restoration Soc. I am strongly for the reduction of the number of people staying overnight at the Baigent Bush Reserve. I fully support what the society's president Doug South has suggested. Only self-contained vehicles should be allowed to stay at the reserve overnight. Regards Eckart Runge	As above	As above
13842	Ms Sylvia Huxtable	Opposes use of our Baigent's Bush Scenic Reserve as a freedom camping ground. Baigent Bush Scenic Reserve is a place of spectacular beauty in the Tasman District with mature ancient trees. High conservation values are needed to preserve this site	As above	As above

	70 Totara View Road Wakefield	which was gifted to the people of the district. Previously a delightful place to visit with vehicles present only 1-2 days per week over summer. Now hundreds of people stay every night over the summer in squalid conditions. The numbers continue to be high through the shoulder seasons only tapering off in the winter, although there are still people there most nights.		
13843	Mrs Trish Palmer Dunurban RD2 Wakefield	Broad submission, but <b>SUPPORTS</b> freedom camping in Edward Baigent Reserve if properly managed.	As above	Supports Camping if properly supported
13855	Mr Florentius Olykan 13 O'Shea Place	I am making a submission relating to the Edward Baigent Bush memorial scenic reserve. I would like to have this area restricted to: a : Seasonal use for campers between 1st November to 30 March to preserve the area during winter months b : The area be managed by the local Wakefield Community Council. c : A charge of \$15.00 per vehicle, to cover costs of installing solar powered monitoring equipment to control numbers and fair use (the restricted 2 nights only) and future improved amenities. Payment could be made through a money machine similar to a parking meter d : Restrict numbers of vehicles per night with solar powered electronic No Vacancy signage at main Road turn-off once number of vehicles have entered for the night. A lot of local walkers use this area on a daily basis, so it would not be difficult to find people 'rangers' to monitor the area for the local community. By charging a nominal amount we allow visitors to not only enjoy our Village, shops and the beautiful Faulkner bush area, but also make a small contribution to help maintain our facilities. There are many locals involved in maintaining our reserves, so well managed by a few dedicated people.		Indicates local control for seasonal campers. Sensible idea but would need assessment by reserves staff as to viability.
13858	Mr Peter Verstappen 70 Totara View Rd Wakefield	Council should complete the purchase of the block of land between the Reserve and the recreation ground that was initiated in 2016 when the Martin family offered it for sale. Once the purchase of this land is completed develop an adequate camping ground on some of the adjacent land, with a proper ablution block, a kitchen and hard parking areas. I propose that this camping ground then operate along similar lines to the McKee Memorial Reserve camping area at Ruby Bay. Access to the new camping ground could be from the same entrance as the current camping area but avoid the bush and immediate surroundings. This will provide an amenity that works for all users, campers, locals and day-trippers, which the Tasman District and Wakefield Village will be proud of.	As above	Is against the use of Edward Baigent Reserve but suggests an alternative. Reserves staff may be able to comment on this.

13860	Mrs Sharyn Ogg 216 Pigeon Valley Rd	Opposed to use of EB Reserve for a myriad of reasons.	As above	Proposed Bylaw reflects the status quo. Many in the community do not support this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.
13861	Doug Chapman Wakefield Pharmacy	Opposed to use of EB Reserve for a myriad of reasons.	As above	As above
13866	Jenni Komarovsky PO Box 11 Wakefield	Please consider closing the Edward Baigent Reserve for camping. It used to work before freedom camping got out of hand in NZ as a whole. The reserve used to be a wonderful place for locals and visitors to enjoy. Nowadays locals can't use it for much of the year as they feel intimidated / embarrassed to walk through crowds of people washing, cooking, drinking and making out. The site is becoming degraded through overuse. I pity the people living in the area who now have a squatter camp on their doorstep. Locals have reported that users go to the toilet in the bush, wash and urinate in the river. Very third world and not kiwi at all. I don't believe that this area can be controlled properly so the only option would be to close it completely and make alternative arrangements for camping in an area that is properly serviced and supervised.	As above	As above
13870	M Longman	Against any form of camping in the EB Reserve	As above	As above

	7B Windlesham Place Wakefield			
13872	Ms Avalon Nettleton 2A Windlesham Place Wakefield	Against any form of camping in the EB Reserve	As above	As above
13875	Mrs Joanie M Feather 14 Windlesham Place Wakefield	Against any form of camping in the EB Reserve	As above	As above
13876	Mrs Eveline Joy South PO Box 20 Wakefield	Against any form of camping in the EB Reserve	As above	As above
13878	Mr Harald G Ahlfeld 6 Fenn Place Wakefield	Against any form of camping in the EB Reserve	As above	As above
13879	Mrs Uta Calver 269 Spring Grove Wakefield	Opposed to use of EB Reserve for a myriad of reasons.	As above	As above
13880	Mrs Judy Berkett	Supports camping in the EB Reserve in self-contained vans only.	As above	As above

	39C Eighty Eight Valley Road Wakefield			
13881	Mrs Caroline Malietoa	Against any form of camping in the EB Reserve	As above	As above
13882	Mrs Bev Sowman 37C Eighty Eight Valley Road Wakefield	Supports camping in the EB Reserve in self-contained vans only.	As above	As above
13885	Miss Lesley Stanton 39D Eighty Eight Valley Road Wakefield	Against any form of camping in the EB Reserve	As above	As above
13891	Mr Stuart McPherson 52 Arrow Street Wakefield	Baigent's Bush Wakefield I wish to complain about the mess left by freedom campers at Baigents Bush Wakefield. Clearly this Bush picnic area doesn't have facilities to accommodate the many freedom campers. Often as many as 20 vehicles are crammed into this small space. Over the years it's been a regular walking track, but now the mud, rubbish and human excrement keeps me away. I'm sure this was not the intended use of the reserve. Regards Stuart McPherson	As above	This is really a complaint rather than a submission, however, it is opposed to Camping in EB Reserve.
13901	Mrs Gowan Simpson 100 Totara View Road Wakefield	I am opposed to Baigent Scenic Reserve's inclusion in Schedule 3 where freedom camping is permitted. I submit that the reserve should have schedule 2 status where camping is restricted to self- contained vehicles only for a maximum period of 2 nights.	As above	Proposed Bylaw reflects the status quo. Many in the community do not support

				this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.
13903	Murray & Alison Stewart 417 Wakefield Kohatu Highway Nelson	No we do not support Freedom Camping in the Edward Baigent Memorial Scenic Reserve. This Scenic Reserve under the proposed bylaw changes to be classified for camping in certified self contained vehicles only.	As above	As above
13906	Mr Jon Harvey 57 Totara View Road, Wakefield	Broad submission, is against Freedom camping at EB Reserve and believes the current use is contrary to the original gifting and status should be returned to what was originally intended.	As above	As above
13914	Dr John G McPherson	I wish to lodge a submission of opposition to the inclusion of the Edward Baigent Reserve in Schedule Three of the proposed Freedom Camping Bylaw, which would allow continued Freedom Camping in this reserve.	As above	As above
13926	Mr Chris Tonkin Wakefield Bush Restoration Society	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
13929	Phillip & Doreen Best 56 Eighty Eight Valley Rd	Against use of Edward Baigent Reserve for freedom camping	As above	As above

	Wakefield			
13973	Mrs Shelley Jensen 133 Totara View Rd, Wakefield	Against use of Edward Baigent Reserve for freedom camping	As above	As above
13977	Helen Campbell Forest & Bird	Against use of Edward Baigent Reserve for freedom camping	As above	As above
13997	Mr Ivan Burrowes 164 Totara View Rd, Wakefield	Long submission - Against use of Edward Baigent Reserve for freedom camping	As above	As above
14000	Mrs Helen Kircher 15 Lobank Pl Richmond	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14001	Mr David Kircher 15 Lobank Pl Richmond	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14002	Mrs Kathryn Slade 6 Lord Auckland Rd, Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14003	Mr Wayne Slade	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above



	6 Lord Auckland Rd, Wakefield			
14004	Mr Andrew Dyer 4 Genia Dr Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14005	Miss Maree Peter 4 Genia Dr Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14006	Mrs Liz Blanchet 9 Anslow Pl Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14007	Mr Paul Blanchet 9 Anslow Pl Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles.	As above	As above
14010	Mrs Holly Kent – Johnston 213 Hill Street Richmond	Believes that EB Reserve should be kept clean and treated with care and respect.	As above	As above
14026	Mr Murray Biggs 85 Pigeon Valley Wakefield	Edward Baigent Bush. CAMPING IN ANY FORM needs to be TOTALLY BANNED from this area.	As above	As above

14035	Mrs Christine Cleary 26 Arrow Street Wakefield	Against use of Edward Baigent Reserve for freedom camping	As above	As above
14036	Mr Gary John Cleary 26 Arrow Street Wakefield	Against use of Edward Baigent Reserve for freedom camping	As above	As above
14054	Mrs Avis Louisa Blowers 14C Martin Ave Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14055	Mr Doug South PO Box 20 Wakefield	Long informative submission. Against use of Edward Baigent Reserve for any form of camping	As above	As above
14056	Mrs Maxine Birchfield – McKean 24 Lightband Rd Brightwater	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14073	Mrs Coad Gundula 23 Treeton Pl Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14087	Ms Amanda Ledger 79 Treeton Place Wakefield	Against use of Edward Baigent Reserve for any form of camping, would accept self-contained if properly enforced. Suggests purchase of land adjoining EB Reserve and create a “McKee” type camping ground.	As above	As above. Apparently, purchase of the land they mention is in

				progress? Will enquire with reserves staff.
14093	Mrs Mary Hart 201 Wakefield-Kohatu HWY Wakefield	Against use of Edward Baigent Reserve by non-contained vehicles. Numbers of contained vehicles should be limited.	As above	As above
14095	Mrs Loraine Orr 48 Baigent Valley Rd Wakefield	Against use of Edward Baigent Reserve for any form of camping. Suggests building a toilet/ablution block at Wai iti Reserve and using that instead.	As above	As above  Will make Reserves staff aware of Wai iti suggestion.
14102	Ms Heather Baigent 33B Painui Street St Helliars Auckland	Long submission with the History of the Baigent family & the Reserve. She is against use of Edward Baigent Reserve for any form of camping	As above	Proposed Bylaw reflects the status quo. Many in the community do not support this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.
14105	Mr Phil Madill 95 Wakefield-Kohatu HWY Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above

14107	Phillip Lovegrove 50 Clifford Rd Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14112	Ms Angela Newport 200 Pigeon Valley Road Wakefield	I am writing to say that I believe that Edward Baigent Bush in Wakefield should be a picnic/recreation reserve ONLY.... And that ALL forms of camping should be prohibited	As above	As above
14114	Mr Nigel Thompson 200 Pigeon Valley Road Wakefield	I am writing to say that I believe that Edward Baigent Bush in Wakefield should be a picnic/recreation reserve ONLY.... And that ALL forms of camping should be prohibited	As above	As above
14119	Ms Brenda Halliwell 6 Pitfure Rd Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14121	Mr Sjef Lamers 298 Pigeon Valley Road, Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14123	Mr George Looman 148 Kilkenny Place Wakefield	Against use of Edward Baigent Reserve for any form of camping  Also indicates that current rules are not enforced in areas such as Faulkener's Bush. If not to be enforced we should declare the whole district as a freedom camping so we spread the problem.	As above  General	As above  We have only had one complaint about camping in Faulkeners bush.

14126	Mr Grant Williamson 381 Dovedale Road Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14128	Mr Scott Nicol 38 Arrow St Wakefield	Against use of Edward Baigent Reserve for any form of camping unless some solution can be found. Suggests use of Wai iti reserve for camping or insistence that orchardists accommodate their workers.	As above	Wai iti has been suggested to Reserves but they are not keen. We have been working with pip fruit growers and will continue to do so.
14133	Mrs Helen Looman 148 Kilkenny Place Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	Proposed Bylaw reflects the status quo. Many in the community do not support this position. It is suggested that a review of the Reserve Management plan for this reserve be conducted ASAP.

14136	Mrs Catherine Vaughan 12B Heron grove Richmond	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14143	Mr Roderick Baigent 57 Seddon St Puponga	This reserve was gifted to the people of Tasman for locals to picnic and swim in the creek, my great Uncle would be turning in his grave if he knew foreigners were using this domain as a freedom camping area, find them somewhere else.	As above	As above
14148	Mrs Judith Hutchings 107 Eighty Eight Valley Road Wakefield	i DO NOT WANT THIS TO BE A FREEDOM CAMPING SIGHT, over the summer i walked throu here and was always full of freedom campers tents everywhere and also a mess with piles of rubbish.	As above	As above
14152	Mt Michael Ducray PO Box 241 Nelson	Against use of Edward Baigent Reserve for any form of camping, suggests the use of Rough Island instead.	As above	As above
14175	Robin & Jo Brown 179 Wakefield-Kohatu HWY Wakefield	Remove The Edward Baigent Scenic Reserve from schedule 3 of the bylaw and include it in schedule 2. (If the area was limited to self-contained vehicles only then they would tend to limit numbers and solve most of the problems of using this Reserve as a camping area). Immediately acquire a suitable area of land large enough to accommodate the growing number of freedom campers and install facilities that its own health inspectors would pass. (Council appears to be dragging its feet on the purchase of land adjoining the reserve); Have any serious discussions been held with private land owners, the local hotel proprietor for instance.	As above	As above plus the need for an alternative area needs to be investigated.
14176	Mrs P Thompson 62 Whitby Road	Only paid campers.	As above	As above and do not believe we could do this at EB

	Wakefield			Reserve as it was gifted. Check with reserves.
14178	Mrs Margaret Alberta Faulkener	Against all form of camping in the EB Reserve. Believes that Wai iti reserve is available for FC and only 4km away.	As above	As above, but Wai iti is not available for FC and is not proposed to be.
14179	Mrs Gracie Marsden 66 Whitby Road	Only paid campers.	As above	As above and do not believe we could do this at EB Reserve as it was gifted. Check with reserves.
14184	Mr Evan Baigent 675 Tapawera Baton Rd Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14223	David & Beryl Spencer 2A Dorset Street Nelson	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14255	Sharlene Madhill	Against use of Edward Baigent Reserve for any form of camping	As above	As above

	93 Wakefield Kohatu HWY Wakefield			
14332	Mrs Pamela Sirett Wakefield Bush Restoration Society 6 Waimea West Rd Brightwater	Hard to read, but have concerns over level of use and facilities available. Request no overnight camping.	As above	As above
14333 & 14333a	Mrs Susan Sutherland 43 William St Richmond	As above	As above	As above
14334	Mrs Lydia Visser 20 Matariki Place Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14335	Mr Ian Partridge 57 Pitfure Rd Wakefield	Against all form of camping in the EB Reserve. Believes that Wai iti reserve is a better option.	As above	As above
14405	Mr Paul Baigent Wakefield	Against use of Edward Baigent Reserve for any form of camping	As above	As above
14445	Phillip Calder & Fran Nicoll	Against all form of camping in the EB Reserve. Believes that Wai iti reserve is a better option.	As above	As above



	468 Wakefield Kohatu HWY Wakefield			
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**MINUTES**  
of the  
**COUNCIL FREEDOM CAMPING BYLAW SUBMISSIONS**  
**HEARING MEETING – GOLDEN BAY**  
held  
**9.30am to 3.30pm, Thursday, 26 October 2017**  
at  
**Tasman District Council's Takaka Service Centre, 78**  
**Commercial Street, Takaka**

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**Present:** Councillors: P Hawkes (Chairperson), P Canton, S Brown and A Turley

**In Attendance:** Regulatory Manager (Adrian Humphries) Executive Assistant (G Crichton),  
Administration Officer – Regulatory (M Yeomans)

**1 OPENING, WELCOME**

Cr Hawkes introduced the panel and explained that every submission had been read by the Councillors

**2 HEARING OF SUBMISSIONS**

**13442: Johanna Fowler – Not present**

**14406: Carolyn McLellan**

Ms McLellan was representing the Bainham Rural Women's Group which supported the reasons for the proposed bylaw but believed that there should be nation-wide rules on freedom camping set by central government. Further, the Group believed that by giving visitors at our borders a better understanding of what they can and cannot do this would solve some of the issues we were now facing.

Bainham Rural Women supported Schedule 1,2, 3 and 4, however they believed there should be no change needed at Waitapu; at Taupata Point there needed to be toilets and regular rubbish collection; Rototai should only be used if scientific evidence proved it was totally safe for overnight staying; and that it should be the subject of a trial to give residents a chance to assess the impact. Further they proposed that freedom campers should pay for these services and the areas should be designated as two nights camping only, with ensured enforcement.

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Ms McLellan discussed the need for travelers facilities in the Golden Bay district, including tubs, toilets and washing facilities, and that people should be lobbying for improved internet and cellphone coverage for the area.

In responding to questions from Councillors, Ms McLellan supported that the area close to the Takaka Information Centre could be reconfigured with showers and a large tub provided using government funding. She believed that the Port Tarakohe agreement with NZMC should not be renegotiated and that the area should be accessible to all the people of Golden Bay.

Regulatory Manager Adrian Humphries explained through the Chair that Council had applied for government funding and if successful, together with Council funding, there should be around \$1M available for freedom camping improvements.

**13576: Moira Tilling**

Ms Tilling spoke to her submission stating her concerns about Golden Bay being labelled as a cheap place to go for visitors. She had recently investigated Facebook, finding eight freedom camping sites advertised for Golden Bay and believed there was a growing problem of affluent young people living at the expense of the locals.

Ms Tilling spoke of the definitions of freedom camping set down by the Act and believed there was room for local government to interpret the rules. She was concerned about the meaning of self-contained and that many vehicles were in fact not self-contained, despite being certified as such.

Ms Tilling was supportive of camping at a low cost to users and in self-contained vehicles only.

**13640: Chris Petyt**

Mr Petyt spoke to his submission, his emphasis being on the bird life affected by freedom camping on the coastline together with his objection to Taupata Point being used as a freedom camping site. He supported having freedom camping in the right places but only where the bird life would not be affected by the rising sea levels; the noise of people and music; of fires on the beaches; and the threat of dogs and cats.

Mr Petyt suggested that if Council were to do deals with local farmers in the Taupata Point vicinity, and they put in toilets and collected rubbish, this would be a better solution. He also suggested the land by the Aorere Bridge could be used as a freedom camping site.

Councillors questioned Mr Petyt on the bird life and suggested different solutions. He agreed that if controls such as fire and dogs bans were enforced at Taupata Point and if everything was hidden from the sight of the birds it could work. However he added that you could not stop people from wandering on the beach and upsetting the birds.

Mr Petyt was supportive of Council investing ratepayers money to lease private land for freedom camping sites.

**13765: Richard Price**

Mr Price holds membership of the Motor Caravan Association and DoC campsites. He believed that freedom campers should not be given free rights to sites and that sites should be for certified

self-contained vehicles only; that sites should be clearly marked with camping between the signs; that wardens should be checking vehicles in those sites; and that companies that hire out vehicles as self-contained which are obviously not, should be penalised. Profits from these fines should go back to Council.

In response to questions, Mr Price said that self-contained should define vehicles as having a toilet as a permanent fixture with three days of water supply, all other vehicles should be banned and vehicles that illegally displayed self-contained certificates should be fined. He suggested suitable areas for freedom camping were Motupipi including the areas between Tata Beach and beyond; and Mahia Peninsula but it would need enforcement.

**13769: Derry Kingston**

Mr Kingston spoke to his submission and was supportive of the land use proposal for Rototai. He believed freedom camping should only be permitted for two nights; that water and a long drop or composting toilet should be on every site and that people should be paying for these sites. He suggested the use of remote camping grounds and that Council should be encouraging farmers to offer their under-utilised land to freedom campers, providing they have a toilet and a water pipe and would be able to charge a \$5-\$10 fee per night.

In response to questions from Councillors Mr Kingston would like a total ban on freedom camping within the Takaka township area, suggesting Lindsay's Bridge as a possibility of moving campers to the outskirts. If Rototai was to be used, he would want the two-night rule to be enforced and to use local volunteers to monitor the site.

**13874: Jo-Anne Vaughan**

Ms Vaughan provided an extra submission to Councillors and discussed the bird life around the coastline which she believed could be affected by freedom camping. She discussed the Reserve land under Waitapu Bridge and Riley Street and suggested putting strategies in place for freedom campers to use these sites along with the library car park. She was enthusiastic for Council to provide the next generation the experience of freedom camping.

**13883: William Bing Brabant**

Mr Brabant spoke on behalf of the Rototai Concerned Residents who believed that Council should have money available to rent spaces for fully controlled camping grounds and they were concerned for the health and safety of campers if Rototai should go ahead.

In response to questions, Mr Brabant was supportive that if Council could mitigate against the toxins, the issues of access, the sporadic flooding and blocked turning access for farmers, Rototai could be looked at as a freedom camping site. He was not supportive of Council purchasing land believing that funding should come out of central government.

**13994: Sonia Nalder**

Ms Nalder spoke of her concerns of freedom camping at Rototai land fill and wanted to know if the soil samples taken last year could be published so that everyone would know that it was safe and

not contaminated. She asked if Council would place signs around the landfill warning that this was an old landfill site and could be a health hazard.

Ms Nalder spoke of the need for upgrading the road in the area from Blyth subdivision to the end of the new subdivision and that the flooding which was becoming more frequent, warning of increases due to climate change. When questioned by Councillors Ms Nalder advised that she could not stop the proposal going ahead but saw the infrastructure required as being a huge cost to Council and ratepayers should it go ahead.

**14016: Mr Matthew Rountree – Not Present**

**Rolf Brouwer**

Mr Brouwer, speaking without a submission, believed that freedom camping rules should be set nationally to avoid confusion, giving a clear picture to all of what is allowed and what is not allowed. He spoke of Bidder Reserve at Para Rock and the locals having to regularly clean up after campers, and believed communication between Council and the locals should be better. He said that rangers come and talk to campers, but as soon as they leave, the campers return.

In response to questions from Councilors, Mr Brouwer was supportive of compulsory self-payd facilities for freedom camping.

**14018: Sol Morgan**

Mr Morgan believed freedom camping was a good idea for the region so long as Council could come up with more sites that were managed, were not free and had sufficient toilets, picnic tables, solar showers, and fire pits for the numbers expected. He believed public relations and communications needed to be clearly set out before tourists arrived in the district and supported the idea of a tourist tax at the borders.

Mr Morgan gave examples of different toilet options and suggested central government helping with the structure and associated costs. He believed compost toilets to be most suitable as they could last for long periods of non-use, then start functioning again immediately.

**14034: Keith Tomlinson – Not present**

**14181: Gaya Selder-Brabent**

Ms Selder-Brabent asked that Council consider a short term and long term plan be considered for freedom camping. She suggested Clifton Cemetery, the land north of Highway 60, Waitapu Bridge and the land to the right. Her concerns were the impact of heavy motor homes on the Rototai area, and discussed the need to build up the area much higher, that the road was very narrow and to consider the protection of the bird life.

Ms Selder-Brabent was opposed to a two-night rule, but thought four-night stays would promote less agitation for the visitors and less pressure on the compliance officer. She believed that if locals were more friendly and inviting, campers would be more respectful.

**14099: Duncan Cavaye**

Mr Cavaye spoke to his submission. He suggested that local farmers open up their paddocks to freedom campers for a charge. He was against Council setting aside more areas for camping and

believed two or three sites would not work. He supported the model that Kina Beach uses with a manager in place and a nominal charge which would fund the skip.

In response to questions from Councillors Mr Cavaye was supportive of ratepayers paying for capital investment into areas for people to park with a toilet and rubbish facility provided. He believed it was the rights of New Zealanders to be able to go anywhere they wanted to camp.

**14104: Helena Thorpe**

Ms Thorpe spoke to her submission and urged that Council be sympathetic to freedom campers, preferably without strict rules, but providing basic facilities of adequate toilets, running water and a skip for rubbish. She suggested opening up the A&P showgrounds outside of show time and advised all campers must pay for their sites. Other suggestions were that Council encourages land owners to open up their woolsheds etc and should be making it easier for the landowners to do this as they do in Europe. Other site suggestions were Waitapu Bridge or Lindsay Bridge or the Riding for the Disabled spare ground and to place a time limit from 1 December to after Easter. Camping should be only for two to four days or up to one week. She thought the churches would help with social services for those freedom campers with mental health problems.

Ms Thorpe discussed the importance of having posters, pamphlets and Facebook education available to tourists so that they could see the areas where they could freedom camp and what expectations New Zealanders held on respecting our environment.

**14186: Mark Manson**

Mr Manson stated his main issue was for public safety, particularly in areas prone to flooding and the responsibility of the Council to look after the people who camp there. He supported the idea of having a visitor tax at the New Zealand borders and those funds being distributed to councils nationally, but he was against the use of the Rototai tip as a possible freedom camping site because of its toxicity and associated health risks.

Mr Manson, as a ratepayer, supported freedom camping facilities being provided, and specifically using portaloos.

**14256: Helen McKinlay**

Ms McKinlay supported freedom camping adding that campers should respect New Zealanders and our values as a country. She explained the three areas allocated in Golden Bay were all of environmental significance and that she did not support any coastal areas being used because of the impact on the bird and fish life. She was not supportive of Council using ratepayers money for freedom camping.

**14327: Paul Crockford**

Mr Crockford spoke to his submission and of his observations of freedom camping, having come from the hospitality industry. He was against freedom camping being offered as free while other tourists pay for their accommodation.

In response to questions from Councillors Mr Crockford was supportive of allowing farmers to open up their land for pop up campsites, but only for two or three months when the motor camps and motels were full and that they should be user-pays sites.

**14398: Gordon and Anna Mather – Not Present**

**14510: Jennifer Haldane**

Ms Haldane spoke to her submission and stated that over fifty percent of the land in Golden Bay is owned by DOC who pay no rates, and did not support local ratepayers having to fund freedom camping in Golden Bay.

In response to questions, Ms Haldane supported freedom camping, but believed the funding should come from central government through a tourist tax at our borders. She believed that more public toilets should be provided in the district.

**14050: Brian and Ann Jones – Not Present**

The meeting concluded at 3.05pm

Date Confirmed:

Chair:

Unconfirmed






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**MINUTES**  
of the  
**COUNCIL FREEDOM CAMPING BYLAW SUBMISSIONS**  
**HEARING MEETING - MOTUEKA**  
held  
**10.00am to 1.30pm, Friday, 27 October 2017**  
at  
**Tasman District Council's Motueka Service Centre, 7**  
**Hickmott Place, Motueka**

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**Present:** Councillors: P Hawkes (Chairperson), P Canton, S Brown and A Turley

**In Attendance:** Regulatory Manager (Adrian Humphries) Executive Assistant (G Crichton),  
Administration Officer – Regulatory (M Yeomans)

**1 OPENING, WELCOME**

Cr Hawkes introduced the panel and explained that every submission had been read by the Councillors.

**2 HEARING OF SUBMISSIONS**

**13377: Dr Paul Mosley**

Dr Mosely, speaking on behalf of the Keep Motueka Beautiful Group, believed camping within the urban area of George Quay and Beach Reserve should be prohibited. He spoke of the Iceland example in allowing user-pays tenting anywhere in the country for up to two days in the campgrounds provided.

When asked by Councillors on his thoughts on the facilities at the Saltwater Baths being upgraded Dr Mosely opposed the idea because of staff having to manage the facilities and that ratepayers should not provide a prime facility for visitors when it compromises the locals.

Dr Mosely was was supportive of the suggestion of using the old tip site on Robinson Road and the provision of a toilet and water facilities for freedom camping. In response to questions by Councillors Dr Mosely supported the user-pays concept and of using the tourism infrastructure fund to finance the building facilities.

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**14022: Amy Jansen-Hendriks**

Ms Jansen-Hendriks spoke to her submission and of the issues she had observed in the Saltwater Baths area. She opposed freedom camping remaining at Beach Reserve and asked that Council have the shower and sink removed.

In response to questions from Councillors, Ms Jansen-Hendriks was opposed to a self contained vehicles only/user-pays area being provided for in the car park. She reasoned that not only was it a prime spot for locals, but the spillover from the car park would move the problem to further down the street.

**13638: Hilary Carson-Campbell – Not Present****13845: Cushla Moorhead**

Ms Moorhead spoke to her submission. She believed Freedom Camping should be banned, including self contained vehicles. She believed ratepayers should not be paying for people's cheap holidays and that Central Government should make decisions for the whole of New Zealand. She would like to see the bylaw extended into the reserves.

When questioned by Councillors, Ms Moorhead supported ratepayers money being used to invest in infrastructure for facilities in other areas which did not impact the locals.

**13854: John Fisher**

Mr Fisher was representing Keep Motueka Beautiful and noted that part of their submission was not included in the agenda. Council staff advised that this was a technical issue with the submissions database only allowing for a certain length for each submission. This would be investigated by staff.

Mr Fisher spoke to the submission highlighting the group's involvement in the George Quay and Beach Reserves. They fully supported a ban on freedom camping in the area so that it could be returned to locals and that the current the facilities were totally inadequate. They suggested a three hour car parking enforcement could also work.

In response to questions from Councillors Mr Fisher was supportive of Beach Reserve being used, provided it could be properly controlled; but favoured another facility being provided on the outskirts of the township. He also proposed a further dump station being provided in Motueka for campers.

**13868: Ross Connochie**

Mr Connochie in his submission opposed freedom camping in Decks Reserve but would agree to a restriction of 10-15 parks marked out for vehicles only and if vehicles were parked outside those areas, then they should be fined.

In response to Councillors questions Mr Connochie supported user-pays facilities for freedom campers.

**13892: Bob Lancaster**

Mr Lancaster spoke to his submission. He believed the bylaw will do nothing to support freedom campers and that Tasman has an obligation to provide facilities for them. He had investigated

some of the sites in the district and believed there was a need to provide for freedom camping that was adequate but not beautiful. He was supportive of investing in a sizeable space for somewhere in Motueka and suggested Alexander Bluff Bridge as being a possible site.

**13972: Brent Maru**

Mr Maru represented the Motueka Community Board who believed that tourists are essential to the Tasman district. The Board had done their own investigation and strongly asked for Section 2 to be removed from the bylaw and that Schedule 1 of the bylaw be amended to include Motueka Beach Reserve becoming a prohibited area.

Mr Maru would like Everett Street and Motueka Quay to become a place for locals and suggested that the shower and basin be removed from the site. He added that Council should get wise to social media; that freedom campers should be educated about the community's expectations; that campsites could be user-pays at a reasonable price; and that the sites be well controlled.

**13976: Steve Henry**

Mr Henry spoke to his submission and his background interest in freedom camping having moved from the Queenstown and Wanaka district to Tasman. He believed that the housing system was failing a lot of people in Motueka and that the solution could be more camp grounds provided with pop up camp grounds being a good option.

Mr Henry believed Council should not only be supporting the freedom campers but also to consider the poorest members of society who couldn't afford housing. Mr Henry supported freedom camping, but not the Saltwater Baths area and that land needed to be found elsewhere.

**13982: Trevor Norris**

Mr Norris supported freedom camping in designated places and in self contained vehicles. However he believed the Saltwater Baths area should be campervan free and returned to the community. He also supported the removal of the shower facilities and sink bench and agreed that a budget for freedom camping would be worthwhile.

Mr Norris was concerned about the rubbish left behind in the district and that the cost to our community should be reimbursed by charging freedom campers. He also supported charging users of the dumping stations in the district.

Mr Norris supported self contained vehicles only in Motueka Beach Reserve; but objected to the Rototai site with its contamination issues. When questioned by Councillors Mr Norris supported Rototai as a site provided Council ensured the health and safety issues were addressed and that toilets and facilities were user pays.

**14031: Margaret Pidgeon**

Ms Pidgeon submitted that Decks Reserve and the Motueka Beach Reserve should be moved to Schedule 1 and believed that what used to be a community resource was now being lost to outsiders. She requested that more toilets, fresh water and rubbish bins be provided to sites, but that these could be in private ownership using the NZMCA park-over facilities as an example. She complained of freedom campers using falsified self contained stickers on their vehicles and supported the issuing of infringement notices to non compliant vehicles.

Ms Pidgeon supported a visitors tax at the New Zealand borders with income from those taxes being shared with councils and Department of Conservation.

**14046: Breanna Lattimore – Not Present**

**14253: Bob Geer**

Mr Geer supported the submission on behalf of the Nelson Tasman New Zealand Motor Caravan Association. Mr Geer advised that the enforcement of self containment stickers on non compliant vehicles should be noted on the vehicle's warrant. Regulatory Manager Adrian Humphries clarified the difficulties Council had in accessing the owners of the warrants.

Mr Geer discussed the proposal of making the Hickmott Place site prohibited to freedom campers and shifting to Decks Reserve. Regulatory Manager Adrian Humphries clarified that there would be a policing problem with Decks Reserve in getting the campers out before the workers arrived to park their vehicles.

Mr Geer considered that the dump station site was not practical for all campers, but suggested it be allowed for self contained vehicles only between 6.00pm to 7.00am for more practical and easier policing purposes.

Mr Geer suggested another site Council could utilise would be the old land fill in Motueka. In response to questions by Councillors Mr Geer supported the use of land fill sites if proven secure and safe and acknowledged that these could generate a good income for the district.

**14321: Dorothy Bradley**

Ms Bradley discussed the influx of visitors to the Murchison district, especially since the Kaikoura Earthquake and the associated problems they were causing for the community. She explained there are no freedom camping areas designated south of Wakefield and that freedom campers are using roadside rest areas, streets in the township, and residential areas to camp.

In response to questions Ms Bradley was supportive of ratepayer funding going into some of the NZTA rest areas and other sites, providing the Murchison locals agreed. She believed that the rental companies should be providing tourists with more education about freedom camping and agreed with the idea of the New Zealand Government charging a tourist tax.

**14322: Aylenne Garland**

Ms Garland as resident of North Street submitted that camping be prohibited in this area. She believed that freedom camping outside the residential properties on Motueka Beach Reserve was constantly affecting residents with excessive noise, rubbish and general disrespect by the campers.

Ms Garland asked that the Council be more supportive of the ratepayers and asked that the gate be locked; that there be sufficient signage to provide alternative camping directions; and to reinstate the old camp; and to reinstate the provision of a key for the gate.

In responding to questions Ms Garland supported ratepayer investment in facilities and the purchase of land for freedom camping in Motueka. She did not agree that, in prohibiting the Motueka Beach Reserve, this would open the area up to boy racers.

**14325: Anna Louise Cole**

Ms Cole believed that the proposed bylaw was not satisfactory and that tourism was important for the economy, but when tourists arrive in our district we are discouraging them by pushing them into a few far away areas thus promoting a form of segregation. She explained that historically areas had had not been provided for locals and suggested Council should be more inclusive and set an example to other councils.

In response to questioning, Ms Cole was supportive of ratepayer investment in facilities and of the purchase of land for freedom camping.

**14020: Colin Walker**

Mr Walker provided pictures of camping sites in France where self contained vehicle campers paid to use these facilities. He suggested Council provide metered and powered sites with pay and display tickets for up to two nights only and within walking distance of the township. This would be for certified self contained vehicles only and wanted the non-self contained vehicles directed into proper camping grounds. He suggested the policing and collecting of fees of these specialist sites could be carried out by a charity organisation.

When questioned by Councillors, Mr Walker was supportive of Council setting up camp sites as a longer term choice and the possibility of using the previous tip sites of Mariri in Motueka and Rototai in Takaka for this purpose. He believed Council would make money out of this venture.

**14050: Brian and Anne Jones**

Mr and Mrs Jones spoke to their submission. They believed New Zealand as a whole needs a single cohesive rule for freedom camping and having spoken to many freedom campers, are of the opinion that freedom campers should be charged for sites which provide toilets, showers, a sink bench and a fire pit.

Mr and Mrs Jones suggested that a resource consent process be fast tracked to allow facilities close to towns and supported using a tourism fund to build infrastructure and long term facilities for both locals and tourists to use. They were not supportive of the Rototai land fill site being used, believing it to be toxic and unfit for habitation.

Mr and Mrs Jones raised a possible alternative for a site in Takaka where there was a piece of land currently for sale. When questioned about the proposal, they were supportive of Council investing in private land.

The meeting concluded at 1.47pm

Date Confirmed:

Chair:




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**MINUTES**  
of the  
**COUNCIL FREEDOM CAMPING BYLAW SUBMISSIONS**  
**HEARING MEETING - WAKEFIELD**  
held  
**10.00am to 4.30pm, Monday, 30 October 2017**  
at  
**Wakefield Fire Station, Pigeon Valley Road, Wakefield**

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**Present:** Councillors: P Hawkes (Chairperson), P Canton, S Brown and A Turley

**In Attendance:** Regulatory Manager (Adrian Humphries) Executive Assistant (G Crichton),  
Administration Officer – Animal Control (R Connochie)

**1 OPENING, WELCOME**

Cr Hawkes introduced the panel and explained that every submission had been read by the Councillors.

**2 HEARING OF SUBMISSIONS**

**13453: Patrick Wijngaarden**

Mr Wijngaarden was speaking on behalf of his mother and her partner who lived next door to the Edward Baigent Reserve. He supported the right of freedom camping for New Zealanders and other visitors in self-contained vehicles, but strongly objected to Edward Baigent Reserve being a freedom camping site. His reasons for objection were: damage to the environment, rubbish left behind; defecating in the Reserve; lack of policing; and the right to privacy of his mother and partner.

Mr Wijngaarden proposed that the Council partner with local private organisations to build facilities that protected the environment and respected the rights of locals and which included policing and management of these facilities. He believed this could create more jobs, there would be more capacity for tourists and more taxes to use for other things. In response to questions by Councillors Mr Wijngaarden supported rates being used to get the level of service required for sites and for the acquisition or lease of land for this purpose.

**13912: James Imlach**

Mr Imlach was representing the New Zealand Motor Caravan Association (NZMCA) and spoke to this submission. The NZMCA fully understood why the bylaw was necessary but believed it was too prohibitive; their main issue being the level of uncertainty with some of the prohibition being

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left open to interpretation. He raised the example of an NZMCA member visiting a family member and parking on the street outside overnight in a fully contained vehicle and then receiving a fine for parking; and said this could tarnish a good relationship with Council.

NZMCA did not support the prohibition of Edward Baigent Reserve, but was in support of enforcement and policing the area, adding that the fines would offset the costs of facilities.

In response to questions from Councillors Mr Imlach supported Council taking a New Zealand-wide approach creating a clear framework for freedom campers. He believed that the clause of the 70K restriction on camping on roadsides in residential areas should be changed to allow self-contained members to continue to park on residential streets without being penalised.

**13654: John Dearing**

Mr Dearing spoke on the Edward Baigent Reserve. As a member of the Wakefield Bush Restoration Society he had been undertaking vehicle checks and noted at times up to 6-24 vehicles there at times; mud building up; faeces in the bush; and a house truck owner chopping down trees. He pointed out that it was listed as a scenic reserve under the Conservation Act, and complained of the bank caving in, damage to the bush, fire risks; the signage saying 'no camping' being on the wrong side of the gate, yet on the front of the gate a sign said "two nights camping permitted". He suggested the gate to the site be padlocked and the freedom campers being moved to Wai-iti Reserve.

Mr Dearing, responding to Councillors questions, stated that if the site was restricted to self-contained vehicles it would have to be policed regularly and efficiently. He believed it to be more complicated than just locking the gate, as the heavy vehicles had ruined the actual grounds and the freedom camping had now excluded the locals from enjoying that reserve.

**13779: Joanne Smith – Not Present**

**13842: Sylvia Huxtable**

Ms Huxtable spoke on the Edward Baigent Reserve and her concerns about her safety when walking alone in the vicinity towards dusk. She discussed the lack of basic facilities provided at the site and how campers were using the stream for washing themselves and their dishes, causing health related issues and pollution to the stream. She complained that the site was a sea of mud, being damaged by vehicles and was already too full with vehicles parked across the entrance road and beyond, questioning who would be monitoring the site in future.

Ms Huxtable did not support freedom camping in the Edward Baigent Reserve and suggested Wai-iti Reserve to be more suitable. She believed it not unreasonable for campers to pay for their overnight stay.

**13858: Peter Verstappen**

Mr Verstappen spoke as a resident of Wakefield and as Principal of Wakefield School. He asked that Council take the freedom camping out of Edward Baigent Reserve and explore options of purchasing land adjacent, and Council charging a small fee for freedom campers. He believed Council should go back to central government and advise them to rethink the policy.

In response to questions Mr Verstappen supported ratepayers investing in other pieces of land for freedom camping. He advised that Wakefield School Board of Trustees had agreed to allowing

NZMHA members to use his school during the summer holidays as a fund raiser, knowing the Association self-regulated its members. He advised that any school board could allow this, but believed they would be less inclined to allow individual freedom campers coming into their grounds, mainly for regulatory and policing reasons.

**13876: Eveline South**

Mrs South spoke to her submission and supported the immediate closure of Edward Baigent Reserve to freedom camping. She advised that the community had been pleading with Council to shut the gate for four years and had been “fobbed off” by Council staff. She offered that the community would pay for new signage.

**13895: Helen Campbell on behalf of William Cook**

Ms Campbell was speaking on behalf of the Ornithological Society (BirdsNZ) and handed out information on Taupata Creek including a winter, spring and summer survey of bird counts. The Society did not support Taupata Creek being used as a freedom camping site due to the risk to bird life from increased human activities associated with a formal camping site.

In response to questioning by Councillors Ms Campbell advised that signage would not help stop the risks; and that Taupata Creek meets the rules of a designated site of international importance under the Ramsar Convention.

**13926: Chris Tonkin**

Mr Tonkin spoke on behalf of approximately 40 members of the Wakefield Bush Restoration Society and referred to Edward Baigent Reserve being classified as a scenic reserve under Section 19 of the Reserves Act. Having carried out significant work on the reserve and following community feedback, the Society had changed its position and sought to have the Reserve designated as a prohibited area to freedom campers, also suggesting a moratorium on this proposal be held.

Mr Tonkin wished to advise Council of the rat problems in the Reserve and of freedom campers lighting of fires on the barked areas; also the intimidation of elderly members of the community when confronting the freedom campers.

**13977: Helen Campbell**

Ms Campbell spoke on behalf of the Nelson Tasman Branch of Forest and Bird who sought to have freedom camping in the Edward Baigent Reserve banned. The group advocated that the area be shut off to give time for the bush to regenerate after its degradation. Further, they believed that as a scenic reserve it should have the highest protection on the bush and be made available for public enjoyment.

Following questions from Councillors Ms Campbell supported the land purchase next door to the Reserve and consideration of Wai-iti Reserve as an alternative site.

**13997: Eveline South on behalf of Ivan Burrowes**

Mrs South asked Councillors how this code facilitated open discussion for the ratepayers, and felt that there was no transparency in the process.



Regulatory Manager, Adrian Humphries through the Chair responded. He explained the bylaw process, its transparency and how Councillors are working off the information Council has been provided by the submitters, central government and staff.

**14035: Christine Cleary**

Ms Cleary explained her concerns for Edward Baigent Reserve and its gradual decline over the years. She had observed rubbish left behind, toilets overflowing and faeces in the bushes and said that Council should not be dependent on the goodwill of the campers and that a caretaker should be on hand to monitor the site.

In response to Councillors questions, Ms Cleary supported lobbying central government for a tourist tax to be imposed. She supporting shutting the gates to Edward Baigent Reserve and that Council should find a purpose built site for freedom camping that provided all the appropriate facilities.

**14055: Doug South**

Mr South advised that he is the President of the Bush Society group, but was speaking on a personal level. He did not support any camping in Edward Baigent Bush and suggested the alternative of Wai-iti where Council should provide a fully managed site with help from the community.

Mr South expressed his concerns of ratepayers money being wasted on enforcement at Edward Baigent Reserve, and felt that Wakefield had become a dumping ground for freedom campers.

**14065: Gary Gibbons – Not Present**

**14067: Joan McKeown – Not Present**

**14102: Heather Baigent**

Mrs Baigent spoke on behalf of the nine living descendants of the gifting family of the Edward Baigent Reserve and spoke of the history behind the gifting. She asked that the name be referred to as the Edward Baigent Memorial Scenic Reserve. She spoke of the family's sorrow and anger that Council had allowed freedom camping in the Reserve and of the degradation of what was once a beautiful site, but had now become insanitary, had lots of rodents and was no longer viable as a site of for the locals to picnic and enjoy.

Mrs Baigent asked Council to remove the gravel and the bollards and that the place be regressed to its former condition. She supported Council finding an alternative site such as Wai-iti Reserve that could be purpose built for freedom camping and have it controlled efficiently.

Mrs Baigent fully supported locking the gates to Edward Baigent Memorial Scenic Reserve immediately; if there were funds available having a gate that was electronically controlled from Richmond; to have signage erected redirecting campers to other sites; and allowing pedestrian access only through the Reserve.

**14100: Kate Neill**

Mrs Neill spoke about the issues of the Rototai Landfill and her concerns of the health risks campers would be exposed to if the site went ahead.

In response to Councillors questions, Mrs Neill stated that she would need assurances from Council that the site had been completely investigated for toxicity and was proven safe for humans before she would support it being used for freedom camping. She questioned why Council would consider only certain periods of time for land to be set aside for campers, believing that there are so many more campers now who are travelling outside of the normal holiday periods.

**14445: Fran Nicoll**

Ms Nicholl was invited to speak due to the absence of other submitters. She explained that she was an avid freedom camper but supported Edward Baigent Reserve being closed completely to campers. She explained that the foot and vehicle traffic had impacted the grounds and that she could no longer bike along the river bank because it was blocked by tent pegs. She supported Council using Wai-iti Domain as an alternative site but to make it similar to that of Kina Beach camping ground with charges and a manager on site to enforce camping rules.

**14258: Maxwell Clark**

Mr Clark spoke of Council applying for funds through the tourism infrastructure fund that central government was offering to councils and that the community should not be trying to stop tourists, but instead encouraging them to come and spend their wealth in the community. He believed Council should be looking for more proactive methods of dealing with the tourists and suggested sites such as the rugby club in Takaka charging for campers to use their grounds and facilities overnight; alternatively to remove the restrictions on farmers wanting to open up their paddocks for campers.

Councillors discussed with Mr Clark his suggestions and in response Mr Clark supported ratepayers money being used to trial pop up camp sites in Golden Bay and Motueka providing appropriate facilities were made available and that it was cost effective.

**14184: Evan Baigent**

Mr Baigent spoke to his submission and shared his thoughts on Edward Baigent Reserve. He felt appalled at what the Reserve had been turned into, noting the regeneration of the bush could become compromised if Council proceeded to give the land over to freedom camping. He believed Council had a responsibility to the Baigent family and the hard working group of Wakefield environmentalists who were looking after the stands of bush in the district.

In response to Councillors questions Mr Baigent was not supportive of ratepayers having to pay for freedom camping sites or facilities, that it was a national issue and that funding from a tourist tax should be considered. He also discussed the rubbish that had been left behind from campers and some locals in the Motueka River and Himatai Ford areas.

**14152: Michael Ducray**

Mr Ducray spoke to his submission and believed Council to be in breach of the original Baigent family grant by allowing camping at the Edward Baigent Reserve. Councillors advised Mr Ducray that they would investigate these claims.

Mr Ducray suggested other more appropriate sites for freedom camping, including Rabbit Island and the land around the racecourse in Richmond. He was supportive of Council using ratepayers money to invest in adequate facilities.

**14176: P Thompson – Not Present**

**14323: Caroline Wade**

Ms Wade raised her concern that the hearing should not be taking place because the community response was "landing on deaf ears"; and that common sense did not prevail. She believed that two Councillors were being paid to attend this hearing at the expense of the ratepayers. Further she believed that Council had already put in place the bylaw unbeknown to ratepayers and had already agreed on freedom camping in designated areas.

The Chair explained to Ms Wade the process involved in the proposed bylaw and the reason for the hearings being an open, honest and transparent consultation with the community.

Ms Wade highlighted her numerous concerns around Council encouraging people to stay at the Motueka Beach Reserve and questioned why it was not promoting other areas such as Decks Reserve and Alexandra Bridge which were away from residents.

In response to questions from Councillors Ms Wade supported NZMHA using the Beach Reserve but having a trial period and making sure the gates were locked. She supported a standard ruling on freedom camping throughout the country and would agree to ratepayers contributing to setting up a site at Mariri. She asked that the outside wash facilities at Beach Reserve be removed.

**14254: Justin Fletcher**

Mr Fletcher spoke to his submission and supported Ligar Bay being a prohibitive area for freedom camping. He asked how Council expected to enforce prohibitive areas and if there would be any increase in signage in these areas. He asked if there was a 24 hour contact number for complaints regarding illegal freedom camping.

Regulatory Manager Adrian Humphries, through the Chair, responded to Mr Fletcher's questions explaining the bylaw and what it would allow Council to do with regards to enforcement.

Mr Fletcher supported alternative options for Council to investigate, suggesting Pohara Boating Club becoming a commercial camp site. He supported Council investing in business type camp sites which provided user-pays facilities.

**14326: David Parker – Not Present****14405: Paul Baigent – Not Present****14412: Duncan Henry – Not Present**

The meeting concluded at 4.15pm

Date Confirmed:

Chair:



## 8.2 RESERVE MANAGEMENT PLAN AMENDMENTS TO ACHIEVE CONSISTENCY WITH FREEDOM CAMPING BYLAW

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Anna Gerraty, Policy Advisor
<b>Report Number:</b>	RCN17-12-02

### 1 Summary

- 1.1 Council has recently consulted on a draft Freedom Camping Bylaw ('the bylaw'). Recommendations from the Hearing Panel will be considered by Council at the meeting on 14 December 2017.
- 1.2 Two of the recommendations made by the Hearing Panel, if adopted by Council, would result in inconsistencies between the new bylaw and two of the existing Reserve Management Plans (RMPs).
- 1.3 Under the Motueka Ward Reserve Management Plan (2001), camping is prohibited in Decks Reserve under Policy 5.22.1. The bylaw proposes to allow both self-contained and freedom campers to camp overnight in a defined area of the existing car park at Decks Reserve. To achieve consistency between the bylaw and RMP, we recommend that Council makes a minor amendment to the Motueka Ward RMP by adding a new policy under the Decks Reserve section (page 44 of the RMP) stating that camping in the car park area is permitted under specified conditions.
- 1.4 Under the Moutere-Waimea Ward Reserve Management Plan (2000), camping is prohibited in the forested part of Edward Baigent Memorial Scenic Reserve but permitted in the open space area. The bylaw proposes to prohibit camping in all of this reserve. To achieve consistency between the bylaw and RMP, and to address the concerns raised by submitters and members of the Baigent family (who gifted the reserve to Council in 1951), we recommend that Council makes a minor amendment to the Moutere-Waimea RMP section on Edward Baigent Reserve – by amending Policy 2 to remove reference to camping, and replacing Policy 3 with a new policy clarifying that camping is prohibited anywhere on the reserve.
- 1.5 Council's Reserve General Policies document also contains a policy on camping (Policy 4.10.2.1), which is written incorrectly (i.e. implies that a bylaw under the Freedom Camping Act would trump the Reserves Act). This situation is not correct. We recommend that Council take this opportunity to amend this policy to avoid any confusion in future.
- 1.6 Under the Reserves Act 1977 and delegations from the Minister of Conservation, Council has discretion to decide whether to follow the public consultation process set out in Section 41 of the Reserves Act when considering making minor amendments to RMPs. If Council chooses not to follow the public consultation process, Council can adopt the proposed RMP

policies set out in resolutions 3 and 4 of this report by resolution and the changes would come into effect immediately. This report discusses in detail the pros and cons of either approach.

<b>2 Draft Resolution</b>
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**That the Full Council**

- 1. receives the Reserve Management Plan amendments to achieve consistency with Freedom Camping Bylaw report RCN17-12-02; and**

***If Council has decided to approve a Freedom Camping Bylaw for Tasman District in accordance with the recommendations from the Hearing Panel:***

- 2. approves, pursuant to Section 41 of the Reserves Act 1977, the following amendments to policies under the Decks Reserve section of the Motueka Ward Reserves Management Plan 2001 (pages 43-44 of the 2001 RMP):**
  - add a new policy, worded as follows: “Policy 6. Overnight camping (i.e. between the hours of 6 p.m. and 7 a.m. every day, except Sunday when the car park must be cleared by 6 a.m.) in either self-contained or non self-contained vehicles is permitted within the formed car park area of Decks Reserve as defined on Map M1.1. Camping is restricted to a maximum period of two nights in any calendar month or consecutive four-week period. Campers must comply with Council’s Freedom Camping Bylaw and the daytime parking restrictions that apply to this car parking area.”; and**
- 3. notes that the new Map M1.1 referred to in resolution 2 above is included as Attachment 1 to this report; and**
- 4. approves, pursuant to Section 41 of the Reserves Act 1977, the following amendments to policies under the Edward Baigent Reserve section of the Moutere-Waimea Ward Reserves Management Plan 2000 (pages 155-157 of the 2000 RMP):**
  - amend Policy 2 to remove reference to camping, by rewording as follows: “Policy 2. Manage the open (non-forest) part of the reserve for informal recreation, including picnicking.”**
  - delete Policy 3 (which states “Allow camping in the open (non-forest) part of the reserve, but restrict overnight stays to a maximum of two consecutive nights”) and replace with a new policy worded as follows “Policy 3. Camping is prohibited in all parts of the Reserve, including car parking areas”; and**
- 5. approves a minor amendment to Policy 4.10.2.1 of Council’s Reserves General Policies document, pursuant to Section 41 of the Reserves Act 1977, by rewording this policy to read “Policy 4.10.2.1 Camping may only occur on reserves where provided for in a reserve management plan. Campers must also comply with Council’s Freedom Camping Bylaw.”; and**
- 6. agrees to make the minor amendments to Reserve Management Plans and Reserves General Policies document outlined in resolutions 2, 4, 5 and 6 above, without carrying out the optional public consultation process set out in Section 41 (5) and (6)**

of the Reserves Act 1977, for the reasons outlined in paragraphs 4.13 – 4.21 of this report; and

7. exercises the delegation from the Minister of Conservation granted to councils on 12 June 2013 to approve the amendments to the Reserve Management Plans and Reserves General Policies document outlined in resolutions 2, 4, 5 and 6 above.

*Or if Council has decided not to approve a Freedom Camping Bylaw for Tasman District:*

8. notes that there is no longer a need to ensure consistency between the Freedom Camping Bylaw and the existing Motueka Ward Reserve Management Plan (RMP) and therefore no need to amend this RMP to address issues relating to camping in Decks Reserve at this point in time; and
9. approves, pursuant to Section 41 of the Reserves Act 1977, the following amendments to policies under the Edward Baigent Reserve section of the Moutere-Waimea Ward Reserves Management Plan 2000 (pages 155-157 of the 2000 RMP):
  - amend Policy 2 to remove reference to camping, by rewording as follows: “Policy 2. Manage the open (non-forest) part of the reserve for informal recreation, including picnicking.”
  - delete Policy 3 (which states “Allow camping in the open (non-forest) part of the reserve, but restrict overnight stays to a maximum of two consecutive nights”) and replace with a new policy worded as follows “Policy 3. Camping is prohibited in all parts of the Reserve, including car parking areas”; and
10. approves a minor amendment to Policy 4.10.2.1 of Council’s Reserves General Policies document, pursuant to Section 41 of the Reserves Act 1977, by rewording this policy to read “Policy 4.10.2.1 Camping may only occur on reserves where provided for in a reserve management plan. Campers must also comply with Council’s Freedom Camping Bylaw.”; and
11. agrees to make the minor amendments to the Moutere-Waimea Reserve Management Plan and Reserves General Policies document outlined in resolutions 9 and 10 above, without carrying out the optional public consultation process set out in Section 41 (5) and (6) of the Reserves Act 1977, for the reasons outlined in paragraphs 4.13 – 4.21 of this report; and
12. exercises the delegation from the Minister of Conservation granted to councils on 12 June 2013 to approve the amendments to the Moutere-Waimea Reserve Management Plan and Reserves General Policies document outlined in resolutions 9 and 10 above.

### 3 Purposes of the Report

- 3.1 The purposes of this report are to:
- 3.1.1 ensure that any new Freedom Camping Bylaw adopted by Council is consistent with all relevant Reserve Management Plans; and
  - 3.1.2 make a minor amendment to the Motueka Ward Reserve Management Plan to allow both self-contained and freedom campers to camp overnight in a defined area of the existing car park at Decks Reserve; and
  - 3.1.3 make a minor amendment to the Moutere-Waimea Reserve Management Plan to prohibit camping in Edward Baigent Memorial Scenic Reserve; and
  - 3.1.4 make a minor amendment to wording of Policy 4.10.2.1 in the Reserves General Policies document.

### 4 Background and Discussion

- 4.1 Council has recently consulted on a draft Freedom Camping Bylaw ('the bylaw'). Recommendations from the Hearing Panel will be considered by Council at the meeting on 14 December 2017 (refer report **RCN17-12-01** contained on the agenda for this meeting).
- 4.2 Two of the recommendations made by the Hearing Panel, if adopted by Council, would result in inconsistencies between the new bylaw and two of the existing Reserve Management Plans (RMPs). Any such inconsistencies should be resolved as expediently as possible. If the inconsistencies remain, enforcement actions initiated under the new bylaw would be compromised.
- 4.3 Council is able to amend RMPs under Section 41 of the Reserves Act 1977 and via delegations from the Minister of Conservation for reserves that Council administers. The plan amendment process is described in more detail under the subheading 'Process for amending RMPs' below.

#### Decks Reserve - Motueka

- 4.4 Under the Motueka Ward Reserve Management Plan (2001), camping is prohibited in Decks Reserve under Policy 5.22.1, which states "*Prohibit overnight camping on reserves unless specifically permitted by reserve policies*". The specific section of the Motueka Ward RMP for Decks Reserve is silent on the issue of camping, meaning Policy 5.22.1 applies and camping is currently prohibited anywhere in this reserve.
- 4.5 The bylaw proposes to allow both self-contained and freedom campers to camp overnight in a defined area of the existing car park at Decks Reserve.
- 4.6 To achieve consistency between the bylaw (if adopted) and RMP, we recommend that Council makes a minor amendment to the Motueka Ward RMP by adding a new policy under the Decks Reserve section (page 44 of the RMP) outlining that camping in the car park area is permitted under specified conditions.
- 4.7 Suggested wording of the new policy follows:
 

"Policy 6. Overnight camping (i.e. between the hours of 6 p.m. and 7 a.m. every day, except Sunday when the car park must be cleared by 6 a.m.) in either self-contained or non self-contained vehicles is permitted within the formed car park area of Decks Reserve defined on



Map M1.1. Camping is restricted to a maximum period of two nights in any calendar month or consecutive four-week period. Campers must comply with Council’s Freedom Camping Bylaw and the daytime parking restrictions that apply to this car parking area.”

### **Edward Baigent Memorial Scenic Reserve - Wakefield**

- 4.8 Under the Moutere-Waimea Ward Reserve Management Plan (2000), camping is currently prohibited in the forested part of Edward Baigent Memorial Scenic Reserve but permitted in the open space (non-forested) area. The entire reserve is classified as Scenic Reserve under the Reserves Act 1977 and contains important remnants of native forest.
- 4.9 The draft Freedom Camping Bylaw that was publicly notified earlier in 2017 proposed that both self-contained and freedom campers be permitted to camp in the non-forested area of the reserve. Council received many submissions on this proposal, with the majority of submitters opposed to allowing freedom camping in the reserve. During the hearing, some of the submitters who had suggested that only self-contained campers be allowed to camp in the reserve changed their minds and told the Hearing Panel they would prefer that all camping be prohibited. Members of the Baigent family, who originally gifted the reserve to Council (then County of Waimea) in 1951, have also expressed their concerns with camping activities at the reserve in recent years and have asked that Council close all or part of the reserve to the public to allow it to regenerate (see correspondence in Attachment 2).
- 4.10 The Hearing Panel’s recommendation to Full Council is that any Freedom Camping Bylaw adopted by Council prohibits camping in this reserve.
- 4.11 To achieve consistency between the bylaw (if adopted) and RMP, and to address the concerns raised by submitters and members of the Baigent family, we recommend that Council makes a minor amendment to the Moutere-Waimea RMP section on Edward Baigent Reserve (pages 155-157 of the 2000 RMP) by amending Policy 2 to remove reference to camping, and replacing Policy 3 with a new policy clarifying that camping is prohibited anywhere on the reserve.
- 4.12 Suggested amendments to policy wording:
- a) amend Policy 2 to remove reference to camping, by rewording as follows:  
“Policy 2. Manage the open (non-forest) part of the reserve for informal recreation, including picnicking.”
  - b) delete Policy 3 (which states “Allow camping in the open (non-forest) part of the reserve, but restrict overnight stays to a maximum of two consecutive nights”) and replace with a new policy, worded as follows:  
“Policy 3. Camping is prohibited in all parts of the Reserve, including car parking areas”.

### **Process for amending RMPs**

- 4.13 Under the Reserves Act 1977 and delegations from the Minister of Conservation, Council has discretion to decide whether or not to follow the public consultation process set out in s41 (5) and (6) of the Act, when considering amendments to RMPs. If Council chooses not to follow the public consultation process, the proposed RMP policies outlined above can be adopted by Council resolution and would come into effect immediately. The pros and cons of either approach are discussed in section 5 of this report.

- 4.14 We sought legal advice on Council's ability to amend the policies for Edward Baigent Reserve in the Moutere-Waimea Ward Reserve Management Plan. The key parts of this advice are outlined below (see paragraphs 4.15 to 4.19).
- 4.15 In order to prevent freedom camping from being able to occur, a change is necessary to the relevant RMP. Currently the policies allow camping in the open (non-forest) part of the reserve, but restrict overnight stays to two consecutive nights. Another way to look at this is that the RMP policies currently prohibit camping in any of the forested part of the reserve, and for more than two consecutive nights in the open parts.
- 4.16 A change is necessary, so that the prohibition will apply not just to the forested part of the reserve, but also the non-forested parts.
- 4.17 This change can be accommodated within the process set out in s 41(9) of the Reserves Act. Recourse to a consultation process is not required. Rather, so long as the change is not a "comprehensive review", the administering body (Council) has a discretion whether or not to use a consultation process. There is no presumption that a consultative process must be used for a change that is less than a "comprehensive review", and in this situation it is only if the administering body "thinks fit" that the consultative process must be used.
- 4.18 In the current context, extension of the current prohibition on camping, which applies to the forested parts of the reserve, to the non-forested or open parts of the reserve is not a "comprehensive review" of the management plan. It follows that the Council may use the consultative process to make this change if "it thinks fit", but that Council is not required to.
- 4.19 The issue comes down to one of whether the consultative process (as described in s.41(5) and (6) of the Reserves Act) is fit for purpose, in the context of the change to the RMP which is proposed. The consultative process is designed for new management plans, and comprehensive reviews of existing plans. The change to the management plan in question, seeks to extend an already existing prohibition on camping within part of the reserve, to the balance of the reserve. Issues of cost and length of time that will arise from application of the full consultative process are relevant considerations. As is the consultation with regard to this reserve which has occurred in relation to the Freedom Camping Bylaw, and the availability of any other sites in the near vicinity which Council intends to make available for freedom camping.
- 4.20 In summary, the policies for the Edward Baigent Reserve may be changed so as to prohibit camping in the open parts of the reserve without recourse to the full consultative process set out in s41(5) and (6) of the Reserves Act. In that event, the reserve could then either be included in the proposed Freedom Camping Bylaw (subject to compliance with the procedural steps and requirements in the Freedom Camping Act 2011), or camping in the reserve could be managed under the Reserves Act. If the latter, the infringement offence provisions under the Freedom Camping Bylaw would, of course, not apply. However, signage could still be erected at the site advising that camping is not permitted.
- 4.21 With regard to Decks Reserve, adding a new policy to allow for camping within a defined area of the existing car park can be considered a relatively minor change and is not a comprehensive review of the Motueka Ward RMP, hence there is no requirement to use the full consultative process for a comprehensive review of a management plan.

#### **Suggested minor amendment to Council's Reserve General Policies document**

- 4.22 Council's Reserve General Policies (2016) document contains the following policy: "4.10.2.1 Camping may only occur on reserves where provided for in a reserve management plan or

where provided for in the TDC Freedom Camping Bylaw.” The current wording of this policy implies that a bylaw under the Freedom Camping Act would trump the Reserves Act, which is incorrect.

- 4.23 Council should ensure that a Freedom Camping Bylaw is consistent with the Reserves Act and management of camping activities on reserves owned/managed by Council under that Act (including the Reserves General Policies document and/or Reserve Management Plans and/or any bylaws created under the Reserves Act).
- 4.24 We recommend that Council take this opportunity to amend Policy 4.10.2.1, to avoid any confusion in future. We suggest that this policy be reworded as follows:
- “Policy 4.10.2.1 Camping may only occur on reserves where provided for in a reserve management plan. Campers must also comply with Council’s Freedom Camping Bylaw.”

### Ministerial Consent

- 4.25 On 12 June 2013 the Minister delegated councils the ability to exercise the Ministerial powers relating to the approval of reserve management plans, where a council is the administering body of a reserve. We recommend that the Council can exercise these powers to make the amendments proposed in this report.

## 5 Options

If Council chooses not to adopt a Freedom Camping Bylaw:

- 5.1 There would be no need to amend the Motueka Ward Reserve Management Plan by adding a new policy permitting camping at Decks Reserve, as camping is currently prohibited at this location under the existing RMP. Our recommended option in this case, is to do nothing with regards to Decks Reserve.

If Council chooses to adopt a Freedom Camping Bylaw, in accordance with Hearing Panel recommendations for Decks Reserve:

- 5.2 Council could resolve to make a minor amendment to the Motueka Ward RMP, by adding a new policy under the section on Decks Reserve to permit camping within a defined area of the existing car park. This is the recommended option, as it would ensure consistency with the new bylaw, and enable Council officers to carry out any required enforcement action using powers under the Freedom Camping Act and/or Reserves Act.
- 5.3 Alternatively, Council could choose to not amend the Motueka Ward RMP section on Decks Reserve. As there is currently no mention of camping in this section of the RMP, this means that camping is prohibited anywhere in Decks Reserve (as per the general policy 5.22.1). This would mean that the new bylaw is inconsistent with the RMP. Any required enforcement action would be compromised by this inconsistency.

Regardless of whether Council chooses to adopt a Freedom Camping Bylaw:

- 5.4 As explained in section 4 of this report, public consultation on the draft bylaw and recent correspondence received from the Baigent family indicates that there is a need to close Edward Baigent Memorial Scenic Reserve to camping.
- 5.5 We recommend that Council makes a minor amendment to the Moutere-Waimea Ward Reserve Management Plan section on Edward Baigent Reserve, to clarify that camping is prohibited in the reserve. We further recommend that Council uses its discretion to make this

amendment without going through the full public consultation process set out in s41 (5) and (6) of the Reserves Act. That way, the amended policies would take effect immediately.

- 5.6 Alternatively, Council could choose to undertake a full public consultation process before making a decision on whether to amend the RMP. If Council chose this option, the amendment process would take several months to complete, meaning the current issues with freedom camping would remain during the summer of 2017/2018.
- 5.7 Another option is that Council could choose to not amend the Moutere-Waimea Ward Reserve Management Plan section on Edward Baigent Reserve – i.e. to continue to allow camping within the open (non-forested) section of the reserve. However, if Council has adopted a bylaw prohibiting camping in the reserve, this would result in inconsistency between the bylaw and the existing RMP. Any required enforcement action would be compromised by this inconsistency.
- 5.8 As discussed in Section 4 above, we recommend that Council make a minor amendment (non-notified) to Policy 4.10.2.1 of the Reserves General Policies (2016) document to clarify that camping may only occur on reserves where provided for in a reserve management plan. This policy could also note that campers must also comply with Council's Freedom Camping Bylaw (if adopted). The way this policy is currently worded implies that a Freedom Camping Bylaw may trump the Reserves Act or documents prepared under that Act, which is incorrect. Rewording this policy would avoid any future confusion.

#### Use of delegated Ministerial powers under the Reserves Act 1977

- 5.9 Council has the options of either exercising the delegations given to it by the Minister of Conservation in June 2013 or deciding not to exercise those delegations. If Council exercises the delegations, it will enable the changes to be made and implemented more quickly. Conversely, if the Council decides not to exercise the Ministerial delegations, an application will need to be submitted to the Minister, which will delay the changes and there may be a small cost associated with the Minister processing the application.

## 6 Strategy and Risks

- 6.1 The main risks are:
- inconsistencies between a new Freedom Camping Bylaw (if adopted) and existing policies in Reserve Management Plans (if not amended), meaning Council's ability to carry out any required enforcement actions for the two reserves discussed in this report would be compromised; and
  - if Council makes minor amendments to RMPs in order to enable or prohibit camping in either of the reserves, and chooses to use its discretion under s41 (9) of the Reserves Act to make these amendments without going through the optional public consultation process, there is a risk that some members of the public will be dissatisfied with the resulting change to management of either reserve.

## 7 Policy / Legal Requirements / Plan

- 7.1 Policy, plan and legal requirements have been discussed in detail in section 4 of this report.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 There are no financial or budgetary implications for most of the recommendations contained in this report. If Council prohibits camping in Edward Baigent Memorial Scenic Reserve, new signage will need to be installed and potentially vehicle barriers put in place to prevent freedom campers from entering the reserve. Alternatively, vehicle access through the reserve to car parking area at northern end could remain in place and budget set aside to regularly police the reserve and remove freedom campers as required.

**9 Significance and Engagement**

- 9.1 As described in more detail in section 4 of this report, we consider that the proposed amendments to policies in the two RMPs and Reserves General Policies document are of a minor nature (i.e. low significance), and that Council could use its discretion to make these amendments without following the optional public consultation process set out in s 41 (5) and (6) of the Reserves Act.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	Submitters on the draft Freedom Camping Bylaw indicated general support for freedom camping at Decks Reserve and most did not support camping at Edward Baigent Memorial Scenic Reserve.
Is there a significant impact arising from duration of the effects from the decision?	Low	<p>The Motueka Ward Reserve Management Plan is currently being reviewed as a whole. Any decision made about Decks Reserve at this point in time can be reconsidered as part of the full plan review process, which will be completed in 2018.</p> <p>The Moutere-Waimea Ward Reserve Management Plan is due to be reviewed as a whole in 2018/2019. Any decision made about Edward Baigent Memorial Scenic Reserve at this point in time can be reconsidered as part of the full plan review process, which should be completed by the end of 2019.</p>
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	No
Does the decision create a substantial change in the level of service provided by Council?	Low	No, freedom camping is provided for in a number of locations within Tasman District.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	There would be minor costs associated with the changes proposed in the report.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	Low	No
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	Low	No
Does the proposal or decision involve Council exiting from or entering into a group of activities?	Low	No

**10 Conclusion**

- 10.1 Minor amendments to two RMPs will be required to achieve alignment with the Freedom Camping Bylaw, if adopted by Council in accordance with the Hearing Panel's recommendations for Decks Reserve and Edward Baigent Reserve.
- 10.2 Due to issues brought to light via public consultation on the draft bylaw, we recommend Council amends the Moutere-Waimea RMP to prohibit camping at Edward Baigent Memorial Scenic Reserve, regardless of whether or not a new Freedom Camping Bylaw is adopted.
- 10.3 We also recommend amending Policy 4.10.2.1 of the Reserves General Policies document, as it is incorrect as currently written.

**11 Next Steps / Timeline**

- 11.1 If Council chooses to amend either or both of the RMPs and/or the Reserves General Policies document, without going through the optional public consultation process, we will publish the revised documents on our website within the next week.
- 11.2 Reserves and Facilities staff would install 'no camping' signage at Edward Baigent Memorial Scenic Reserve and lock the gate at the southern entrance of the reserve (there is an existing pedestrian access way alongside the gate). The gate is likely to remain locked all summer. Later on, staff may possibly open the gate but install a vehicle barrier further along the road running through the reserve (and/or police the reserve for campers as required).

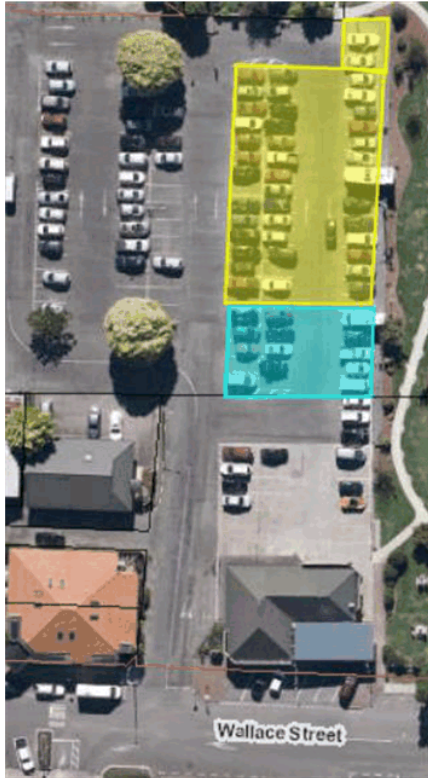
**12 Attachments**

- |    |   |     |
|----|---|-----|
| 1. | Map M1.1 - vehicle camping areas at Decks Reserve car park                              | 209 |
| 2. | Correspondence from Baigent family re camping at Edward Baigent Memorial Scenic Reserve | 211 |





Map M1.1 – Vehicle camping areas at Decks Reserve car park



See Policy 6 above

Vehicle camping is permitted within the defined areas on the map from **6pm to 7am** every day, except **Sunday** when the car park must be cleared by **6am**.

Persons camping here overnight must leave the car park each morning by the times indicated.

All signage must be obeyed.

The area shaded yellow is restricted to self-contained vehicles only.

The area shaded blue is restricted to non self-contained vehicles only.

**In all other areas of the car park camping is not allowed.**



**Julian  
Dawson**  
BARRISTER

- Resource Management
- Local Government
- Environmental Law

28 November 2017

Tasman District Council

**Attention:** Mr. Lindsay McKenzie  
Chief Executive Officer

**By Email Only:** lindsay.McKenzie@tasman.govt.nz

**Cc:** Mr. Kent Baigent (by email)

Dear Lindsay,

**Edward Baigent Memorial Scenic Reserve**

1. I am instructed by Mr Kent Baigent and Family in relation to the above matter.
2. I refer to recent correspondence with your Council from my clients, and also, the Wakefield Bush Restoration Society Incorporated; the latest of which was sent yesterday evening.
3. The values, and natural characteristics of the Reserve are currently being desecrated. Recent correspondence you have received, makes that plain.
4. As an example, over the 22-day period from 4-25 November, 636 vehicles visited the reserve. Many of these were campers. Only 68 of those were self-contained. Human excrement, used toilet paper, rubbish, damage to the flora, use of open gas cookers and alcohol consumption; have all been observed and reported to you<sup>1</sup>. These problems, and the damage being caused, will undoubtedly increase over the summer period.
5. The Reserve is classified as a Scenic Reserve under the Reserves Act 1977 ("**the Act**"). As such, the protection and preservation of its natural characteristics must be achieved. The Act gives the Council (as the administering body) the power to close to the public, all, or part, of the Reserve, where that is necessary to allow it to regenerate<sup>2</sup> and recognise those values.
6. I agree with your observation, that the Act prevails, irrespective of the Freedom Camping Act 2011, or any other Council Bylaw<sup>3</sup>.
7. This is an operational matter for Council, to be dealt with expediently at Officer level, before more damage is allowed to occur. The material before you, gives Council the power to immediately close the reserve to the public, without any further debate. The significance of the harm that is occurring is, in my view, more than sufficient to justify relying on that power

<sup>1</sup> Email to various Council staff from the Wakefield Bush Protection Society Inc; 26 November 2017 @10.17pm

<sup>2</sup> S55(1)(a) and (b) Reserves Act 1977

<sup>3</sup> S10(b) Freedom Camping Act 2011

---

e [julian@rmlawyer.co.nz](mailto:julian@rmlawyer.co.nz) p 0274 200 223  
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under the Act. Progress on the Proposed Freedom Camping Bylaw is an entirely separate matter.

8. My clients, and the Society, have brought these matters to the Council's attention recently. Regrettably, yet nothing has been done to address them. They are both deeply offended, that the generosity, and significance, of the Reserve, is not currently being respected.
9. For these reasons, you are now asked to exercise your powers under the Act and close the reserve to the public immediately. At the very least, vehicles should now be kept out of the reserve.
10. Some thought needs to be given to the duration of this restriction. In these circumstances, closure indefinitely, and until further notice, would be justified. However, closure until 31 March 2018 (being the height of summer), to be reviewed thereafter, could be considered appropriate.
11. I am instructed to seek a formal response from you by **5.00pm, Friday 1 December 2017**. If a further discussion is considered necessary, or helpful then I am asked to facilitate that.
12. I look forward to your reply.

Regards,

A handwritten signature in blue ink, appearing to read 'Julian Dawson', is written over a faint, larger blue signature that is partially obscured.

Julian Dawson - Barrister

**8.3 GOLDEN BAY GRANDSTAND****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Lindsay McKenzie, Chief Executive
<b>Report Number:</b>	RCN17-12-03

**1 Summary**

- 1.1 The Council's 16 November 2017 meeting decisions have been actioned. A copy of the letters to the Golden Bay Grandstand Community Trust (the Trust) and the Golden Bay Shared Recreation Facility Inc (GBSRF) and their responses are attached.
- 1.2 Neither body has any great enthusiasm for taking grandstand material. They may do so as a last resort. Only the GBSRF hints at a reuse option. The Trust still favours retention on site or move a little forward of the current site. The GBSRF has other more pressing priorities. Neither of the responses provides a basis for agreeing terms so there is no agreement to report to you. Early last week I followed up other interests.
- 1.3 An idea emerged to shift the top story of the grandstand onto a new foundation about 18m south east of its current site. That would place it forward of the old squash club building footprint more or less. One idea is to have parking under the structure on this new site. I emailed the Trust to ask if they would consider adopting this proposal as their own. Their response is attached. Their position is still unclear so I have followed up.
- 1.4 In the circumstances I have asked that the work to remove the grandstand get underway in accordance with resolution 8 from the 16 November 2017 meeting. The contractor will be asked to plan and price three scenarios in case there is a late proposal.
- 1.5 The first scenario is removal as originally contemplated. The second would see the roof removed intact and offered for off-site storage and reuse. The third would see the top level of the grandstand removed intact and offered for offsite removal and reuse. I anticipate the budget covering the reasonable transport costs to a site nearby.

**2 Draft Resolution****That the Full Council**

- 1. receives the Golden Bay Grandstand report RCN17-12-03; and**
- 2. notes that, as there is no agreement for the salvage and reuse of the grandstand, staff are proceeding to remove it in accordance Heritage NZ Archaeological Authority and in a manner which allows a late proposal to be considered.**

### 3 Purpose of the Report

- 3.1 This report is to update Council on the actions taken and the responses received following the decisions Council took at its 16 November 2017 meeting. The report also advises that as a result, staff are proceeding to remove the structure in accordance with Council's decisions and the archaeological authority it has to do so.

### 4 Background and Discussion

- 4.1 At the Council's 16 November 2017 you resolved –

#### That the Full Council

1. receives the Golden Bay Grandstand report RCN17-11-02; and
2. receives the Golden Bay Grandstand Community Trust's proposal to retain the Grandstand at the Golden Bay Recreation Park and thanks the Trust for the proposal; and
3. advises the Trust that the proposal does not meet the Council's expectations of a satisfactory preservation and restoration programme; and
4. confirms, as previously resolved by the Full Council on 9 June and 15 December 2016, the decision to remove the grandstand including the associated structures;
5. notes that the removal of the structures will be in accordance with the conditions of the Heritage NZ Archaeological Authority dated 21 November 2016; and
6. agrees that the grandstand roof and other grandstand materials may be made available to the Trust and failing the Trust, to the Golden Bay Shared Recreation Facility Inc, and failing them, to other interested parties, who may wish to salvage and reuse them, subject to the removal being practical, feasible and within the budget provided in resolution 8 below; and
7. delegates to the Chief Executive the task of agreeing the terms upon which the grandstand roof and materials may be made available, such agreement to be concluded and reported to Council on 14 December 2017; and notes that such an agreement should favour reuse of the roof that is in keeping with the history of the building and should include costs, timeframes and storage requirements; and
8. authorises staff to arrange and complete the work to remove the grandstand and to set aside the roof within a budget limit of \$100,000.

- 4.2 I subsequently wrote to the Trust and the GBSRF about the decisions and made the offers to them. Their replies are attached.

- 4.3 On 1 December I met Jane MacDonald and Merv Solly on site to discuss a proposal Jane had mooted to shift the grandstands forward a few metres. The Trust refers to this proposal in its 30 November 2018 letter. I advised that such a move, especially as there was still no acceptable restoration and preservation plan, was out of the question as it didn't meet Council's terms.

- 4.4 We then discussed a proposal to move the top level of the grandstand onto a new foundation about 18m SE of its current site. That would place it on and slightly forward of the old squash court building.
- 4.5 The proposal discussed with Merv Solly and Jane MacDonald on site at the Recreation Park was to –
- 4.5.1 demolish the post 1911 structures;
  - 4.5.2 assess the condition of the remaining structure and if feasible;
  - 4.5.3 build a new open foundation and lower level for the grandstand where the squash courts are such that the position of the current SE wall of the 1911 structure becomes position on the NW wall of the grandstand in the new position (that's an 18m shift further away from the Rec Centre).
  - 4.5.4 place the top of the grandstand on the new foundation/lower level structure;
  - 4.5.5 use the lower level of the grandstand for 'covered' parking;
  - 4.5.6 complete the groundworks and drainage;
  - 4.5.7 restore the top.
- 4.6 Here is what I said to the Trust
- Thank you for your letter on behalf of the Trust. It seems that taking possession of parts of the grandstand is very much a last resort for the Trust and you haven't got a reuse proposal for Council to consider.
- That said, I have a concept that I'd be interested in your thoughts on. It arises out of Jane McDonald's proposal to move the grandstand forward a few metres. The concept follows. Can you please note that I'm bound by what Council has decided and am not promoting this concept but am, nevertheless, interested in the Trust's position.
- I met Merv Solly and Jane MacDonald on site today to hear what they had to say about moving the grandstand forward. You refer to that proposal in the third paragraph of your letter.
- Moving the grandstand forward doesn't meet the Council's objectives. As the Council didn't find the Trust's restoration and preservation plan acceptable it really doesn't matter whether the grandstand says in-situ or moves forward a few metres.
- At the meeting Merv proposed moving the upper level of the grandstand onto a new foundation and ground floor structure about 18m to the SE of where the pre 1911 structure currently is located. That would put it where the squash court is give or take a metre or two.
- His thinking was that the lower level would be an open structure with parking under.
- Can you let me know if the Trust would be prepared to preserve and restore the upper level of the grandstand on that site. It is important to know the Trust's position in principle before too much more work goes into the costing and logistics of the concept of shifting part of the structure to that location.
- Can you let me know the Trust's views as soon as possible please. I have a reporting deadline of Wednesday next week.
- 4.7 The Trust responded equivocally on 6 December 2018 (copy attached). I emailed back to say –

Thanks for your further letter dated 6 December 2017.

I'm sorry, but the Trust's intentions are not at all clear. I specifically asked you if you were prepared to advance the idea Merv and Jane put to me as the Trust's.

When you wrote to me on 6 December, you said you indicated in your 30 November letter that the Trust would be prepared to preserve and restore the upper level of the Grandstand if it were moved whole. I understood that to relate to a move forward a few metres as set out in your third paragraph of that 30 November letter and not to the shift that Merv and Jane suggested.

I'm further confused by your reference to the removal of the upper level of the Grandstand as an intermediate solution. Duncan McKenzie called me this morning and appears to support Merv and Jane's idea. It would be really helpful for the Trust to be clear and unequivocal on its position. This could be achieved by the Trust formally resolving what its position is and letting the Council know.

The deadline for the preparation of my report to Council has now passed and I have had to decide what to recommend in the absence of certainty of the Trust's position on this. Having said that, I am sure the Council will accept a verbal update from me at the meeting of any additional information I receive between now and next week.

- 4.8 Council staff have discussed a proposal like this one in the past but didn't progress it as the Trust was adamant about retaining the grandstand on the current site. It's far too late to revisit this as a Council proposal.
- 4.9 What might work is if the Trust, Heritage Golden Bay, a new entity or potentially the A&P Association took a lead and said to Council -
- "remove the top level intact, place it on (some A&P land), we'll take ownership of it, fundraise to restore and reposition it, let's agree in principle its future siting then, discuss the nuts and bolts with Council and other stakeholders".*
- 4.10 Councillors will see that the Trust is still critical of the Council's staff for not partnering them. An effective partnership is not possible while the Trust contends there is no proper basis for removing demolishing the grandstand, reserves its position on Council's decision making and its supporters are treating us as they do.
- 4.11 That said, I'm happy to try and meet Trust representatives on site before the 14<sup>th</sup> as I recognise the need to offer support to those who see the opportunity for a good outcome here.
- 4.12 This report does not revisit matters such as the options, policy and legal implications, financing, significance and engagement, risk and the like, as those matters have been covered in previous reports.

## 5 Next Steps / Timeline

- 5.1 Staff will get the work underway as soon as practical. Some work on asbestos removal and disposal is being undertaken and will be completed by Christmas. Ideally the site should be clear for the show.

## 6 Attachments



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1.	TDC letter to the Grandstand Trust	219
2.	TDC Letter to GBSRF	225
3.	Grandstand Trusts reply to TDC letter	231
4.	GBSRF Expression of Interest	233
5.	Grandstand Trusts reply to TDC email	235





File:  
Silent One ID:  
Lindsay.McKenzie@tasman.govt.nz  
Phone 543 8405

20 November 2017

The Trustees  
Golden Bay Grand Stand Community Trust  
PO Box 216  
TAKAKA 7142

**By post and by e-mail: [hazel@projectresource.co.nz](mailto:hazel@projectresource.co.nz)**

Dear Trustees

### **COUNCIL'S DECISION ON THE GOLDEN BAY GRANDSTAND**

You will know that the Council has considered a further report on the future of the grandstand at the Golden Bay Recreation Park in Takaka. The outcome is that the grandstand will be removed. The resolutions that Council agreed to are attached.

The roof and other grandstand materials are to be made available, first to the Golden Bay Grandstand Community Trust for salvage and reuse in keeping with the history of the building. If the Trust does not want to take up the opportunity the Council has agreed that the same offer be made to the Golden Bay Shared Recreation Facility Inc. (GBSRF). Failing that the grandstand materials are to be made generally available.

The purpose of this letter is to invite a proposal from you. I am doing this to the Trust and GBSRF simultaneously as time is short.

I've been delegated the task of agreeing the terms on which the grandstand roof and materials may be made available. Council has asked me to report back on 14 December 2017. Can you please advise me by **30 November 2017** whether you have an interest in the roof and/or other materials? This need only be at an 'in-principle' level. Having said that, given that the Council favours reuse that is in keeping with the history of the building, an outline of your plans for the materials would help us consider your proposal.

The reasons for the Council deciding as it did were discussed at the meeting and are summarised in the press release and the meeting minutes - attached.

As one councillor said at the meeting on the 17th, an outstanding outcome is possible if people can compromise on location and bring together the various talents that Golden Bay people have.

Continued/...

Tasman District Council  
Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
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**Takaka**  
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PO Box 74  
Takaka 7142  
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Phone 03 525 0020  
Fax 03 525 9972

Can you please contact Dennis Bush-King or me if you want to take up the opportunity.

Yours sincerely



Lindsay McKenzie  
**Chief Executive Officer**

Encs.

EXTRACT FROM UNCONFIRMED MINUTES OF COUNCIL MEETING 16 NOVEMBER 2017

## 8.2 Golden Bay Grandstand

The Chief Executive spoke to this report and summarised the reasoning supporting his recommendation.

The Chief Executive explained that a further quotation had been obtained to demolish the parts of the building in the manner that was proposed by the Trust. He believed the increase in the demolition costs was as a result of the change of scope for that work. He recalled too that the original quotation was obtained before the requirement was known that the demolition occur in the manner required by the Archaeological Authority.

Reference was made to how the parking issues adjacent to the GBSRF were still to be resolved. The meeting heard that the need to resolve the parking issues were more as a consequence of Council allowing time for the preparation and review the Trust's restoration proposal.

Cr Sangster referred to the original motion that was passed in July of this year and considered the resolution was constructed in a way that made it difficult for the Trust to comply.

The Chief Executive confirmed there was no issue with the fact the Trust has met its obligations to put forward a proposal before Council within the three months given. He reminded Councillors that they did not have to accept the staff assessment that the proposal does not meet the expectations of what Council should consider a satisfactory preservation and restoration programme.

Cr Sangster made reference to the original consultation process for supporting construction of the GBSRF and, although the proposals included demolition of the adjacent Grandstand, the community had not fully understand there would be a lack of provision for viewing of sports and other activities at a mezzanine level. He believed this may in part explain the change of view from the community on the removal of the Grandstand. He also did not accept that there was lack of parking facilities available with the Grandstand in situ.

Councillors recognised that the decision before them was not an easy one because there will still be dissatisfaction whichever way the voting went. They did agree that the motion before them would provide certainty and a way forward for the community.

Cr Greening moved an amendment but this was considered to be a contradiction to the motion and so he foreshadowed a further resolution. If the current motion was lost then it would be considered.

Councillors acknowledged that the Trust had worked very hard to produce a proposal and raise funds to support their cause. Some Councillors supporting the motion indicated their regret but explained there must be certainty and a way forward for the community. The way in which the Grandstand is to be demolished meant there would still be the option for it to be rebuilt elsewhere.

**Moved Cr Canton/Cr Brown**  
**CN17-11-1**

EXTRACT FROM UNCONFIRMED MINUTES OF COUNCIL MEETING 16 NOVEMBER 2017

That the Full Council

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CARRIED



16 November 2017

**Media Release**

**Grandstand removal to provide for future rebuild and restoration**

The grandstand at the Golden Bay Recreation Park will be removed carefully, with its vaulted roof and other heritage elements set aside and stored for any group who wishes to rebuild and restore at a future time.

The Tasman District Council today decided to proceed with removal of the grandstand in order to prevent any further uncertainty or delay to the full opening of the Rec Park Centre Golden Bay.

Tasman Mayor Richard Kempthorne thanked the Golden Bay Grandstand Community Trust for the work it had put in to preparing its proposal to restore the grandstand, but said the Council could not in good faith put the operation of the new community facility in doubt for any longer.

“This has been extremely challenging for everyone involved – the trust, the members and users of the Rec Park Centre Golden Bay, the wider community and the Council – and we are very mindful of the passion and hard work the trust has put into its proposal. Unfortunately, we don’t believe the trust’s proposal is implementable in its current form, and we can’t delay a decision any longer,” Richard said.

“We’re very aware the debate over the grandstand has been extremely divisive within Golden Bay and it’s not in anyone’s interest for that to continue. Our decision is going to be upsetting and frustrating for some of our residents in Golden Bay – we know that. However, it’s better for that anger to be directed at us for making an unpopular decision than for the community to continue directing it at one other.”

Richard said the grandstand would be deconstructed in a way that made the option of rebuilding it on another site possible.

“If the trust wishes to do that, we would welcome it and will give them the first choice. However, we understand that their primary goal was to restore the grandstand in situ, so if they don’t wish to take on a rebuild we will leave the option open for any other group who wishes to take it on.”

Richard said the Council would now focus on fulfilling its consent obligations to allow the Rec Park Centre to full open.







File:  
Silent One ID:  
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Phone 543 8405

20 November 2017

Golden Bay Shared Recreational Facility Inc  
Golden Bay Recreation Park  
1374 Nelson Main Road  
TAKAKA 7142

**By post and by e-mail: Sarah Chapman – sc30beach@gmail.com**

Dear Members

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Continued/...

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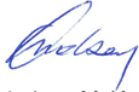
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Phone 03 525 0020  
Fax 03 525 9972

Can you please contact Dennis Bush-King or me if you want to take up the opportunity.

Yours sincerely



Lindsay McKenzie  
**Chief Executive Officer**

Encs.

EXTRACT FROM UNCONFIRMED MINUTES OF COUNCIL MEETING 16 NOVEMBER 2017

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**CN17-11-1**

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**16 November 2017**

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"This has been extremely challenging for everyone involved – the trust, the members and users of the Rec Park Centre Golden Bay, the wider community and the Council – and we are very mindful of the passion and hard work the trust has put into its proposal. Unfortunately, we don't believe the trust's proposal is implementable in its current form, and we can't delay a decision any longer," Richard said.

"We're very aware the debate over the grandstand has been extremely divisive within Golden Bay and it's not in anyone's interest for that to continue. Our decision is going to be upsetting and frustrating for some of our residents in Golden Bay – we know that. However, it's better for that anger to be directed at us for making an unpopular decision than for the community to continue directing it at one other."

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Richard said the Council would now focus on fulfilling its consent obligations to allow the Rec Park Centre to full open.

ENDS

For more information contact Mayor Richard Kempthorne

Phone: (03) 543 8402

Mobile: 027 223 4000

Email: [richard.kempthorne@tasman.govt.nz](mailto:richard.kempthorne@tasman.govt.nz)



**Golden Bay Grand Stand Community Trust** | PO Box 216, Takaka 7142 | ph 035258304  
**Incorporation No 2646832** | **Registered Charity No CC54764**

30 November 2017

Lindsay McKenzie, CEO  
Tasman District Council  
Queen Street  
Richmond

By email: [lindsay.mckenzie@tasman.govt.nz](mailto:lindsay.mckenzie@tasman.govt.nz)  
cc: [kate.redgrove@tasman.govt.nz](mailto:kate.redgrove@tasman.govt.nz), [dennis.bush-king@tasman.govt.nz](mailto:dennis.bush-king@tasman.govt.nz), [reception@tasman.govt.nz](mailto:reception@tasman.govt.nz)

Dear Lindsay

Thank you for your letter of 20 November 2017.

Before responding to the Council's offer the Trust wishes to restate its view on what should occur next. The Trust believes there is no proper basis to demolish the grandstand or to deconstruct it so that some of the materials could be reused in a new building at some point in the future. The Trust's preferred outcome is that the grandstand stays where it is.

The Trust remains committed to its offer to take over responsibility for caring for the grandstand if Council no longer wishes to be responsible for the grandstand. The Trust otherwise reserves its position on the Council's decision-making to date about the proposal and decisions to demolish the grandstand.

The Trust is aware that a new proposal has been made to shift the grandstand whole by a distance of some metres forward. As a fall-back option, if preservation in the current location cannot be achieved, the Trust is prepared to explore this option further with its promoters and the Council.

Therefore, the offer of materials from the Council's proposed deconstruction of the grandstand is very much the Trust's third and lesser preferred option. Despite the Trust's view that there is no basis to demolish or deconstruct the grandstand, in the spirit of continuing to try to work with the Council, the Trust wishes to express its interest in principle in taking up the first right of refusal over those materials from the Council if no other solution can be found.

The Trust understands that you will present this expression of interest to the next Council meeting in December. We agree that it would be sensible to meet before then with senior Council officials to discuss possible ways in which this deconstruction option would work, exactly what is involved and the likely timeframe that Council has in mind so that the Trust can prepare properly under this option. The Trust has experienced disappointment to date at Council staff's lack of engagement with the detail of the Trust's earlier proposals. Rather than partnering with the Trust to help to develop these proposals to be the best they could be, Council officials have chosen to say nothing but have then criticised the Trust's proposals for omissions and failings that could readily have been addressed if an effective dialogue existed.

Yours sincerely  
Hazel Pearson





TO: Lindsay McKenzie, CEO, Tasman District Council (TDC)

FR: Sara Chapman, Board Chairman, GB Shared Recreation Facility (GBSRF)

RE: Invitation for Expressions of Interest on Grandstand

DATE: 29 November 2017

**Caveat: Demolition under the Heritage NZ Archeological Authority**

GBSRF wishes that the GB Grandstand Community Trust will realise the opportunity to receive the deconstructed grandstand and then to reconstruct it, at another location. The Trusts purpose is to preserve and restore the grandstand and a return to the authentic 1911 architectural form would be highly commended.

**Proposal from Golden Bay Shared Recreation Facility Inc . “In Principle”**

This proposal is submitted in the event that the Trust does not offer a proposal with the aim of a heritage restoration.

Round Roof

The GBSRF board is registering interest in the removal and reuse of the grandstand roof on behalf of our sport and recreation members.

We have extended the invitation to all twenty-three group members to signal all ideas. If the opportunity passes to our organisation then we will consult with the membership.

The board will provide support and assist members to consider feasibility and fundraising.

In the first instance, we will evaluate the advantage in repurposing the barrel-vaulted roof for shade and shelter at a new location at Recreation Park.

There is a possibility that one club or a collection of clubs may see potential use for the A&P show, sports, wood chopping or animal welfare.

If the roof is repurposed at Recreation Park then we will seek the assistance of local historians to record and display the history of the grandstand.

Salvage

If Gibbons Construction is willing to relinquish their right, then it is our understanding that there are other non-historic materials that may be salvaged. The resale of materials may help to offset the loss of income suffered by the new facility. The Clubrooms on the Park and the kitchen and bar have never been allowed to open to our members and the public. This has resulted in an estimated loss of \$20,000 in the first year of operation.





**Golden Bay Grand Stand Community Trust** | PO Box 216, Takaka 7142 | ph 035258304  
**Incorporation No 2646832** | **Registered Charity No CC54764**

6 December 2017

Lindsay McKenzie  
CEO  
Tasman District Council  
Richmond  
By email: [details to insert]

Dear Lindsay

**Grandstand at Golden Bay**

Thank you for your email to the Trust dated 1 December 2017. This follows our letter to you of 30 November in reply to your 20 November letter.

In our 30 November 2017 letter we expressed our interest in taking up the first right of refusal to reuse materials from the grandstand. We asked for a dialogue to work out the detail of this option so the next Council meeting can be presented with a proper proposal.

We note that you have not come back to us yet to advance that discussion.

The Trust does have ideas about reuse of grandstand materials it would like to discuss with you or other senior Council officials before the detail of these are submitted. This is in an ongoing effort on our part to promote a constructive dialogue and positive outcome. However, it is important to restate both that the Trust reserves its position on Council's decision-making to date about the grandstand and continues to advocate first and foremost for retention of the grandstand in its current location.

We remain available to meet with you to work out the detail of the Trust taking up Council's offer to us of reuse of grandstand materials if this should eventuate. We sincerely hope you will afford us at least the courtesy of a visit to discuss this. After all, you met in short order last week with the promoters of the intermediate idea to shift the grandstand whole by a distance of some metres (forwards or to the south east).

Your 1 December email asks if the Trust would be prepared to preserve and restore the upper level of the grandstand if it were moved whole.

The Trust remains serious about exploring that as an intermediate solution. We indicated that in our 30 November letter. It follows that we are equally available to meet with you or senior officials about this option to work out the detail of what would be involved and how it would differ (apart from location) from the Trust's earlier refined restoration proposal considered by the Council in November 2017.

Yours sincerely  
Hazel Pearson



**8.4 SEPTEMBER 2017 QUARTERLY FINANCIAL UPDATE****Information Only - No Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Matthew McGlinchey, Senior Management Accountant; Kelly Kivimaa-Schouten, Revenue Accountant
<b>Report Number:</b>	RCN17-12-04

**1 Summary**

- 1.1 The quarterly financial report provides Councillors with an update on key financial information to the end of September and the forecast year-end position.
- 1.2 This is the first forecast undertaken in the 2017/18 financial year with budget managers generally taking a conservative approach. The results report that we will be within the revised budget, come June 2018
- 1.3 Work programmes are now well underway and there is a high expectation that these will be delivered on time and on budget. There are exceptions, which are expanded on in this report. At present these exceptions have a favourable impact on the budgeted results.
- 1.4 We are forecasting to better the controllable operating surplus by \$1.31m at year end. We expect savings in operating costs of \$624,000 with the major driver being interest rate savings. We expect increased revenue of \$688,000 with the major driver being increased Solid Waste revenue. These will be explained in more detail later in the report.
- 1.5 Overall the September year to date, net debt is up by \$133,000 on the audited 2016/17 position. It is forecast to be \$174.1m which is in line with the net debt position in the 2017/18 Annual Plan.
- 1.6 Cash and cash equivalents are high because, due to a favourable interest rate, Council has prefunded \$16m of debt due to the LGFA, in December.
- 1.7 Capital expenditure is \$7.1m against a revised budget of \$66.5m. The forecast year-end position is \$58.8m. The Richmond Town Centre spend is \$1.8m to the end of September and equates to 26% of the total capital spent to date.
- 1.8 When reviewing forecasting trends over the last three years the position reported in this paper will most likely crystallise into a more favourable result, closer to the end.
- 1.9 The table below sets out a summary of the financial highlights for the first quarter.

<b>At a Glance</b>					
	<b>YTD Actual Sep 2017 \$000</b>	<b>Annual Forecast 2017/18 \$000</b>	<b>Revised Budget 2017/18 \$000</b>	<b>Var Bud/F'cst \$000</b>	
Accounting Surplus/(Deficit)	412	6,398	6,020	378	Favourable
Operating Surplus/(Deficit)	(370)	(615)	(1,927)	1,312	Favourable
Total Net Debt	122,288	174,100	175,315	(1,215)	Favourable
Expenditure	26,628	109,660	110,284	(624)	Favourable
Income	26,258	109,045	108,357	688	Favourable
Capital Expenditure	7,089	58,790	66,506	7,716	

**Revised Budget 2017/18** – this represents the approved Annual Plan 2017/18 as adopted by Council on 25 May 2017. It also includes any Council resolved decisions that affected budgets, for example, the Carryover Report approved on 28 September 2017 by Council.

**Year End Forecast 2017/18** – this represents a forecast of the expected financial position as at 30 June 2018. Budget managers are required to reassess actual and expected income and expenditure items to 30 June 2018.

- 1.10 The main driver of the overall position is lower interest costs as a result of less debt at the start of this financial year. Forecasted net debt was \$136.0m where the actual net debt as at 30 June 2017 was \$122.2m. This was the result of the 2016/17 surplus and the under delivery of the 2016/17 capital programme.
- 1.11 The quarterly result is being compared back to the revised budget, which comprises the adopted Annual Plan 2017/18 plus projects carried forward as part of the 2017/18 Carry Over Report to Council on 28 September 2017. It also includes other Council resolutions that affect budgets after the adoption of the Annual Plan.

## 2 Draft Resolution

1. That the Full Council receives the September 2017 Quarterly Financial Update report – including End of Year Forecasts Report (RCN17-12-04).

**3 Purpose of the Report**

- 3.1 To report to Council on the year to date financial performance to 30 September and to provide a forecast of the year end position.

**4 Background and Discussion – Quarterly Financial Report and Year End Forecast to 30 June 2018**

- 4.1 This is the first quarterly financial report for the 2017/18 financial year. The second forecast will occur in April 2018 based on March year to date (YTD) results.
- 4.2 Controllable operating income is \$26.7m, and is forecast to reach \$109.0m by year-end. This is a favourable variance of \$689,000 on the Revised Budget of \$108.3m. The key drivers are set out in section 6.
- 4.3 Operating expenditure is \$26.7m, and is forecast to reach \$109.7m by year-end. This is a favourable variance of \$624,000 on the Revised Budget of \$110.3m. The key drivers are set out in section 7.
- 4.4 Capital expenditure totals \$7.1m as at September, and is forecast to reach \$58.8m by year-end. This is a variance of \$7.7m on the budget of \$66.5m. Expenditure by Department is set out in section 11.
- 4.5 Total net debt is forecast to be \$174.1m as at 30 June 2018 compared to a budget of \$175.3m. The forecast is in line with the 2017/18 budget despite being a lot less than was initially forecast to occur. The increase relates to the planned contribution for the proposed Council Controlled Organisation (CCO) for the Waimea Dam in May 2018.
- 4.6 A summary of the significant debtor accounts is also provided in this report. The outstanding debtor position is continuing its downward trend in both the number of accounts and dollar value. This is the result of a strong focus on debtor management.
- 4.7 **Revised Budget 2017/18** – this represents the approved Annual Plan 2017/18 as adopted by Council on 25 May 2017. It also includes any Council resolved decisions that affected budgets, for example, the Carryover Report approved on 28 September 2017 by Council.
- 4.8 **Year End Forecast 2017/18** – this represents a forecast of the expected financial position as at 30 June 2018. Budget managers are required to reassess actual and expected income and expenditure items to 30 June 2018.

## 5 Statement of Comprehensive Financial Performance

### Tasman District Council

#### Statement of Comprehensive Revenue and Expense

For the year to September 2017

	YTD Actual Sep 2017 \$000	Year End Forecast 2017/18 \$000	Revised Budget 2017/18 \$000	Var Bud/F/Cast
<b>INCOME</b>				
Revenue from Rates				
General rates	9,300	37,214	37,210	4
Targeted rates (other than for water supply)	7,287	29,049	29,017	32
Targeted rates for a water supply	1,129	4,070	4,070	(0)
Operating Activities				
Development and financial contributions	1,271	5,423	5,427	(4)
Operating subsidies and grants	441	3,681	3,686	(5)
Capital Subsidies	246	4,099	4,099	0
Fees and Charges	3,925	15,609	14,850	759
Other revenue	4,270	16,502	16,589	(87)
<b>Total Revenue</b>	<b>27,869</b>	<b>115,647</b>	<b>114,948</b>	<b>699</b>
Fair value movement on revaluation	(934)	(137)	797	(934)
Other gains	11	75	75	0
Finance income	94	473	484	(11)
<b>TOTAL INCOME</b>	<b>27,040</b>	<b>116,058</b>	<b>116,304</b>	<b>(246)</b>
<b>EXPENSE</b>				
Finance expense	1,839	7,677	8,301	624
Employee related expense	5,541	23,129	23,073	(56)
Expenditure on operating activities	8,709	30,266	30,420	154
Maintenance	4,997	24,299	24,141	(158)
Depreciation and amortisation	5,542	24,289	24,349	60
<b>TOTAL EXPENSE</b>	<b>26,628</b>	<b>109,660</b>	<b>110,284</b>	<b>624</b>
<b>TOTAL OPERATING SURPLUS/(DEFICIT)</b>	<b>412</b>	<b>6,398</b>	<b>6,020</b>	<b>378</b>
Share of joint ventures	0	1,149	1,149	0
Share of associates surplus/deficit	0	0	0	0
<b>NET SURPLUS/(DEFICIT) BEFORE TAXATION</b>	<b>412</b>	<b>7,547</b>	<b>7,169</b>	<b>378</b>
Income tax expense	0	0	0	0
<b>NET SURPLUS for the year</b>	<b>412</b>	<b>7,547</b>	<b>7,169</b>	<b>378</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
Gain on asset revaluations	0	0	0	0
Deferred tax on asset revaluations	0	0	0	0
Movement in NZLG shares value	0	0	0	0
Asset impairment Loss	0	0	0	0
Share of associate other comprehensive income	0	0	0	0
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>
<b>TOTAL COMPREHENSIVE INCOME for the year</b>	<b>412</b>	<b>7,547</b>	<b>7,169</b>	<b>378</b>
<b>TOTAL OPERATING SURPLUS (as above)</b>	<b>412</b>	<b>6,398</b>	<b>6,020</b>	<b>378</b>
Less Non-Controllable Activities				
Capital Subsidies	246	4,099	4,099	0
Vested assets	1,470	3,051	3,051	0
Fair value movement on revaluation	(934)	(137)	797	(934)
<b>Total Non-Controllable Activities</b>	<b>782</b>	<b>7,013</b>	<b>7,947</b>	<b>(934)</b>
<b>TOTAL CONTROLLABLE OPERATING INCOME</b>	<b>(370)</b>	<b>(615)</b>	<b>(1,927)</b>	<b>1,312</b>

5.1 Commentary is provided on the revenue and expenditure forecast changes in sections 6 and 7.

5.2 Please note the Annual Plan as adopted in May 2017 by Council, budgets for an operating surplus of \$0.4m as opposed to the deficit of \$1.927m above. This change is due to some operational projects being funded from existing reserves.



**6 Income Analysis**

	YTD Actual Sep 2017 \$000	Year End Forecast 2017/18 \$000	Var Bud/F'cst \$000
Environment & Planning	4,102	16,139	67
Engineering	13,591	59,260	438
Community Development	4,541	18,583	36
Council Enterprises	2,479	6,727	-149
Governance	838	3,375	1
Departmental Overheads	707	4,961	296
<b>Total Controllable Income</b>	<b>26,258</b>	<b>109,045</b>	<b>689</b>
<b>Non-Controllable Income</b>			
Capital subsidies	246	4,099	0
Vested assets	1,470	3,051	0
Fair value movement on revaluation	-934	-137	-935
<b>Total Income</b>	<b>27,040</b>	<b>116,058</b>	<b>-246</b>

- 6.1 Controllable income is forecast to be \$689,000 above budget at year-end. When non-controllable income is added back, this decreases to \$246,000 below budget.
- 6.2 The increase in revenue expectations in Environmental and Planning relates to additional revenue in the parking enforcement area and more fuel excise duty refund on the Harbourmaster's vessel.
- 6.3 The increase in revenue expectations in Engineering Services relates to increased revenue in solid waste. Council budgeted in income based on a disposal charge of \$121 per tonne (including GST). In April this year the Council adopted an increase of \$16 per tonne to reflect increased disposal charges at the York Valley landfill, but this late change was not included in the 2017-18 budget. The increased revenue forecast (\$396,000) is offset by a matching increase in disposal charges and will be neutral overall.
- 6.4 The decrease in revenue in Council Enterprises in Campgrounds is in relation to the delay in the Collingwood upgrade and also the Pohara campground buy back. There are savings in interest costs as a result of these delays, which offset some of the loss in revenue.
- 6.5 The additional income in departmental overheads is mainly because Engineering Services is expecting to charge more time against capital projects as a result of additional project staff. The additional income is offset by increased salaries.

## 7 Operating Expenditure Analysis

	YTD Actual Sep 2017 \$000	Year End Forecast 2017/18 \$000	Var Bud/F'cst \$000
Environment & Planning	887	3,841	363
Engineering	6,592	28,436	-260
Community Development	3,076	10,795	20
Council Enterprises	1,457	4,460	-160
Governance	280	1,774	-30
Departmental Overheads	6,955	28,389	7
<b>Total</b>	<b>19,247</b>	<b>77,694</b>	<b>-60</b>
Finance Expenses	1,839	7,677	624
Depreciation	5,542	24,289	60
<b>Total</b>	<b>7,381</b>	<b>31,966</b>	<b>684</b>
<b>Total Expense</b>	<b>26,628</b>	<b>109,660</b>	<b>624</b>

- 7.1 Overall expenditure is forecast to be under budget by \$624,000 at the end of the financial year.
- 7.2 A significant portion of this underspend is driven by the reduced debt figure as reported earlier. In total, interest savings of \$624,000 are expected because of the reduced level of debt, lower than budget weighted average interest rate that Council pays, and a lower forecast capital spend than budgeted.
- 7.3 Depreciation is slightly under budget as a result of the capital programme not being delivered as expected.
- 7.4 Environment and Planning is forecasting to be under budget because of the change in the treatment of the rural fire levy. This has resulted in \$350,000 of savings. This surplus will help to mitigate any future cost associated with the change in how this service is funded.
- 7.5 Engineering Services is forecasting an overspend because of additional cost associated with the Solid Waste ETS charge.
- 7.6 The Governance area is forecasting a \$30,000 overspend due to the cost of the upcoming by-election for the Takaka Community Board.
- 7.7 Council Enterprises are forecasting an overspend due to the spend required on plant pest control costs in the Kingsland Forest and an increase in harvesting and maintenance costs at Rabbit Island.

## 8 Accounting Surplus vs Operating Surplus

	Act YTD Sep 2017	Year End Forecast 2017/18	Revised Budget 2017/18	Var \$000
<b>Accounting Surplus/(Deficit)</b>	412	6,398	6,020	<b>378</b>
<b>Less Non Controllable</b>				
Revaluation of Swaps (non cash)	(934)	(137)	797	<b>(934)</b>
Vested Assets (non cash)	1,470	3,051	3,051	<b>0</b>
Capital Subsidies	246	4,099	4,099	<b>0</b>
<b>Total</b>	<b>782</b>	<b>7,013</b>	<b>7,947</b>	<b>(934)</b>
<b>Controllable Operational Surplus/(Deficit)</b>	<b>(370)</b>	<b>(615)</b>	<b>(1,927)</b>	<b>1,312</b>
<b>Explained by</b>				
Income	26,258	109,045	108,357	<b>688</b>
Expenditure	26,628	109,660	110,284	<b>(624)</b>
<b>Total</b>	<b>(370)</b>	<b>(615)</b>	<b>(1,927)</b>	<b>1,312</b>

- 8.1 The above table shows a reconciliation of the accounting surplus compared to the controllable operational surplus. The table strips out items that can only be used to fund capital expenditure or are non-cash in nature, i.e. swap revaluations/vested assets. This provides a clearer view of the core operating position.

## 9 Statement of Financial Position

	YTD Actual Sep 2017 \$000	Budget 2017/18 \$000
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	22,097	7,987
Trade and other receivables	9,982	14,030
Other financial assets	1,833	1,521
Non current assets held for resale	0	770
<b>TOTAL CURRENT ASSETS</b>	<b>33,912</b>	<b>24,308</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	11,053	16,143
Employee benefit liabilities	2,398	2,028
Current portion of borrowings	228	3
Current portion of Derivative financial instruments	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>13,679</b>	<b>18,174</b>
<b>WORKING CAPITAL</b>	<b>20,233</b>	<b>6,134</b>
<b>NON CURRENT ASSETS</b>		
Investments in associates	123,311	109,933
Other financial assets	11,033	14,328
Intangible assets	656	984
Trade & other receivables	0	0
Forestry assets	35,461	34,298
Investment property	4,700	4,620
Property, plant and equipment	1,366,173	1,412,557
<b>TOTAL NON CURRENT ASSETS</b>	<b>1,541,334</b>	<b>1,576,720</b>
<b>NON CURRENT LIABILITIES</b>		
Term borrowings	145,990	184,820
Derivative Financial Instruments	12,399	20,071
Employee benefit liabilities	470	592
Provisions	1,783	3,093
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>160,642</b>	<b>208,576</b>
<b>TOTAL NET ASSETS</b>	<b>1,400,925</b>	<b>1,374,278</b>
<b>EQUITY</b>		
Accumulated equity	591,666	581,525
Reserve funds	18,100	17,447
Revaluation reserves	791,159	775,306
<b>TOTAL EQUITY</b>	<b>1,400,925</b>	<b>1,374,278</b>

- 9.1 Overall, the financial position of Council remains extremely strong and ahead of year-end budget expectations.
- 9.2 The derivative financial instruments reported in the non-current liabilities section reflect the higher interest rate and thus lower liability, should the derivatives be closed out.
- 9.3 Cash and cash equivalents are high because, due to a favourable interest rate, Council has prefunded \$16m of debt due to the LGFA, in December. The short term effect is to have higher debt and cash balances.
- 9.4 The Investment in Associates is higher than budget because Port Nelson had strong financial results in 2016/17 and these have now flowed into our consolidated balance sheet.

## 10 Total Net Debt

	<b>\$000</b>
Opening Net Debt July 2017	122,155
Net Debt September 2017	122,288
Net Debt Reforecast June 2018	174,100
Net Debt June 2018 per 2017/18 Annual Plan	175,315

10.1 Total net debt is forecast to be \$174.1m as at 30 June 2018 compared to a budget of \$175.3m. The forecast is in line with the 2017/18 budget despite being a lot less than was initially forecast to occur. The increase relates to the planned contribution for the proposed CCO for the Waimea Dam in May 2018.

10.2 Net debt is gross debt less cash on hand and other liquid financial assets.

## 11 Capital Expenditure Analysis

	YTD Actual Sep 2017 \$000	Year End Forecast 2017/18 \$000	Budget 2017/18 \$000	Var Bud/F'cst \$000
Environment & Planning	60	551	555	4
Engineering	6,130	48,504	54,374	5,870
Community Development	97	5,681	5,923	242
Council Enterprises	653	2,350	3,859	1,509
Governance	8	10	2	-8
Departmental Overheads	142	1,694	1,793	99
<b>Total Capital Expenditure</b>	<b>7,089</b>	<b>58,790</b>	<b>66,506</b>	<b>7,716</b>

11.1 Capital expenditure is just over \$7m at the end of the September quarter.

11.2 Overall the capital programme is forecast to be underspent by \$7.7m at year end.

<b>12 Engineering Services Capital Expenditure</b>
--

By Activity	YTD Actual Sep 2017 \$000	Year End Forecast 2017/18 \$000	Var Bud/F'cst \$000
Coastal Structures	0	72	83
Rivers & Flood Protection	368	1,170	0
Roading - Non Subsidised	1,153	6,503	1,504
Roading - Subsidised	480	5,498	2,135
Solid Waste	478	1,836	-1
Stormwater	1,174	14,158	1,894
Wastewater	1,168	11,254	88
Water Supply	1,309	8,014	167
<b>Total Capital Expenditure</b>	<b>6,130</b>	<b>48,504</b>	<b>5,870</b>

- 12.1 **Coastal Structures** – the forecast underspend is because work on the proposed Mapua boat ramp will not occur in the current year.
- 12.2 **Rivers & Flood Protection** – the activity is on target to fully spend the capital programme in 2017/18. Should a flood event occur it may result in additional expenditure. It should be noted that the Rivers closed account has a surplus that will accommodate such an occurrence.
- 12.3 **Roading** – the forecast underspend is primarily a result of staging the Bateup Road widening. Tender documents are now out, with construction due to start in February 2018. This will mean a carryover is required. Land access issues and delays in MBIE approval I of the business case for funding means funds for the Great Taste Tasman Trail will require carryforward.
- 12.4 **Solid Waste** – the activity is on target to fully spend the capital programme in 2017/18.
- 12.5 **Stormwater** – the forecast underspend is due to a number of Pohara projects that are still in the investigation/design phase. The Richmond Central Improvements project is also forecasting a \$400k underspend that will be required in 2018/19.
- 12.6 **Wastewater** – the activity is on target to be within 97% of the capital programme in 2017/18.
- 12.7 **Water Supply** - the activity is on target to be within 97% of the capital programme in 2017/18.

<b>13 Accounts Receivable Report 30 September 2017</b>
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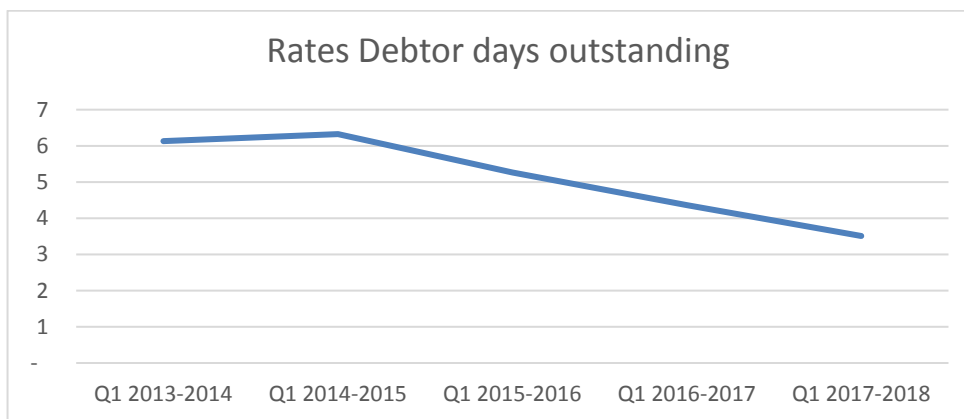
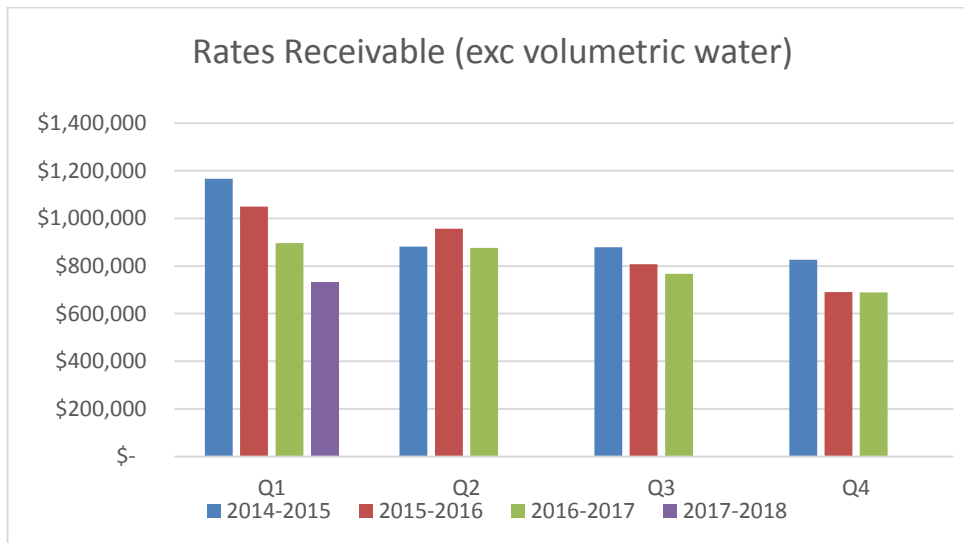
13.1 This section of the report covers:

- Rates collections
- Water billing collections
- Trade accounts receivable collections (excluding animal control, infringement income, forestry income, and other sundry type receivables)
- The Rates Rebate Scheme update

**Rates Receivable (excluding volumetric water)**

13.2 Rates income (excluding volumetric water) was budgeted to be \$76m in 2017-2018.

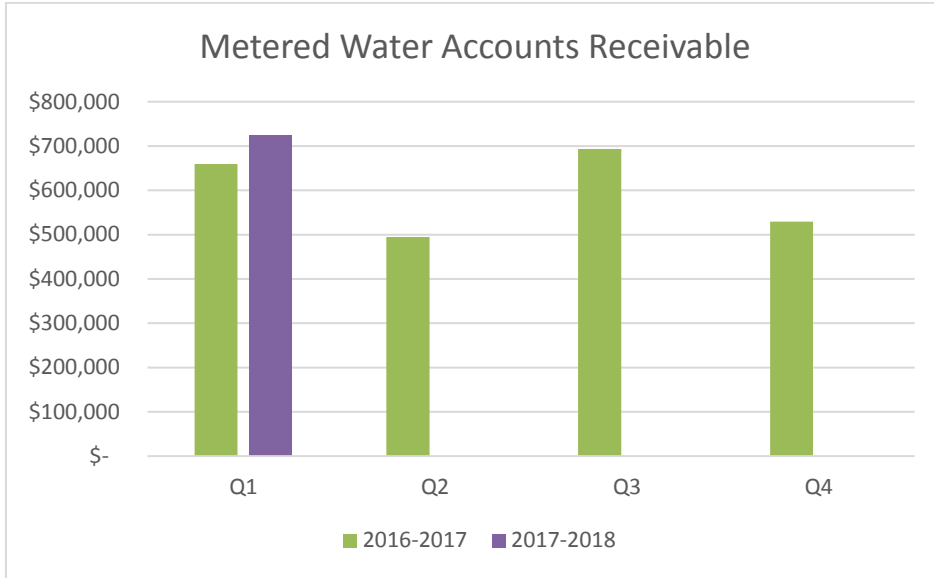
13.3 Outstanding rates continue to trend down, despite district growth and increases in rates.



- Rates debtor days show the average number of days that revenue is outstanding and would be zero if all instalments were paid by the due date.
- Debtor days have dropped from a peak in 2014-2015.
- About 58% of the rates owing at 1 July 2017 had been cleared by 30 September 2017, well ahead of last year. The majority of these debts are expected to be collected by Q3 2018. This is mainly driven by the statutory timeframes in approaching mortgagees.

**Metered Water Billing**

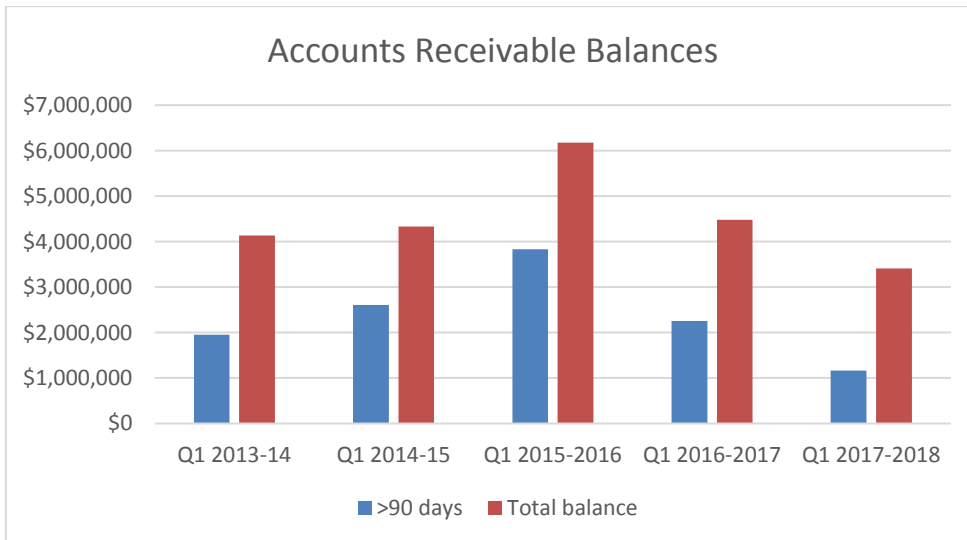
13.4 Metered water income was budgeted to be \$5.8m in 2017-2018.



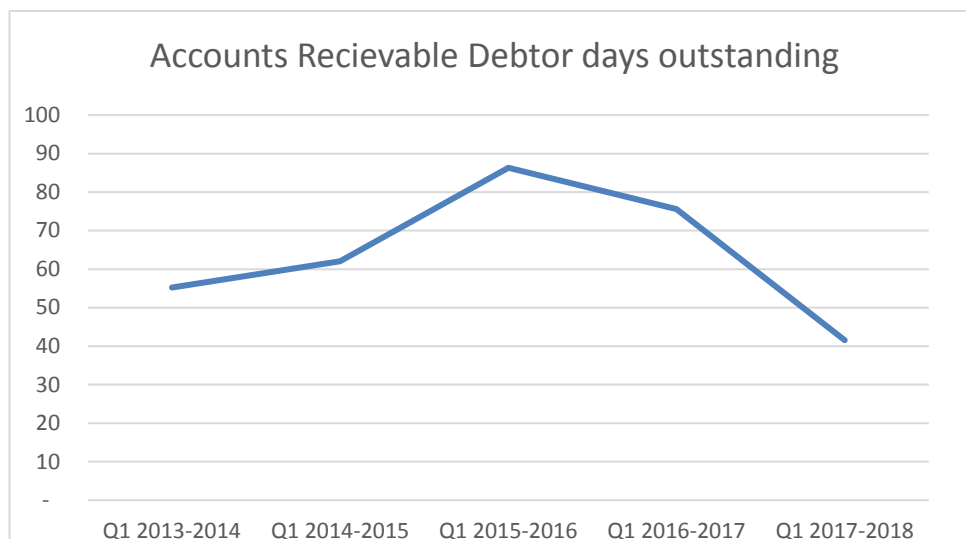
- The balances owing at the end of September are \$63k higher than in the prior year because current accounts which were not yet due were up \$76k due to higher water usage.
- Over 93% of metered water owing at 1 July 2017 has been paid.

**Accounts Receivable**

13.5 Council invoiced \$32m in the prior year.







- Debtors aged >90 days have declined again (~\$1.1m) since the prior year, which has also contributed to a substantial decline in the total outstanding (~\$1.1m) due to additional staff resource invested into the debt management stream.
- Debtor days have also declined as a result of faster collections.

#### Department of Internal Affairs Rates Rebates Scheme

13.6 The rates rebate scheme, run by the Department of Internal Affairs (DIA), and administered by local councils, provides a subsidy to low income homeowners for their rates.

13.7 Rates rebate claims are down slightly so far against the prior year at 31 March:

	<b>2016/17</b>	<b>2017/18</b>
Number of claims	849	805
Dollar value of claims	\$490,000	\$468,000

#### 14 Attachments

Nil



**8.5 TREASURY REPORT****Information Only - No Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Bryce Grammer, Financial Accountant
<b>Report Number:</b>	RCN17-12-05

**1 Summary**

- 1.1 The Council borrowings at 31 October 2017 are \$151m, up from the \$126m at 30 June 2017. The outstanding debt is inflated by \$16m borrowed early to pre-fund the LGFA debt falling due in December 2017. The projected debt level out 12 months is \$156.3m. The debt level at the end of November is also likely to be lower with the receipt of the quarterly rates payments.
- 1.2 The Council is not in full compliance with its Treasury Management Policy due to two exceptions:
  - the three to five year fixed maturity level, and
  - the five year plus fixed rate maturity level.
- 1.3 This non-compliance is considered minor, as these exceptions are a result of Council having more interest rate swap cover than currently needed to cover the forecast debt. This position is due to lower than forecast debt levels and strong financial management. The treasury management team have reviewed this position and consider it more cost effective to allow the swap contracts to mature, rather than take any other action to force policy compliance.
- 1.4 The Council's cost of funds, including interest rate swaps, bank margins and line fees is 4.92%, compared to a budget of 4.61% [2017: 5.9%]. The Treasury cost centre has been building up surpluses due to the lower than forecast debt levels and the slightly lower than budgeted finance costs, over the past few years. These surpluses are being returned to Council activities by reducing the budgeted internal interest rate in the current year. Staff continue to closely monitor the markets to capitalise on opportunities to reduce Council's borrowing costs.
- 1.5 Market expectation is that the Official Cash Rate (OCR) will remain at 1.75% until late 2019. Any further changes are dependent on future inflation, growth figures, and the strength of the New Zealand dollar. The OCR only impacts on Council's short term borrowing costs, with longer term costs being influenced by external factors.
- 1.6 The Treasury cost centre operates as the Council's internal bank. It is reporting a deficit on the October year to date results, due to the decision to return prior year surpluses to Council's activities through lower internal interest rate charges.

- 1.7 Standard and Poor’s Global (S&P) has reconfirmed the Tasman District Council as having a “positive outlook” and affirmed our AA- financial strength rating. The rating could be raised further in the next 12 months if the strong financial performance continues.

**2 Draft Resolution**

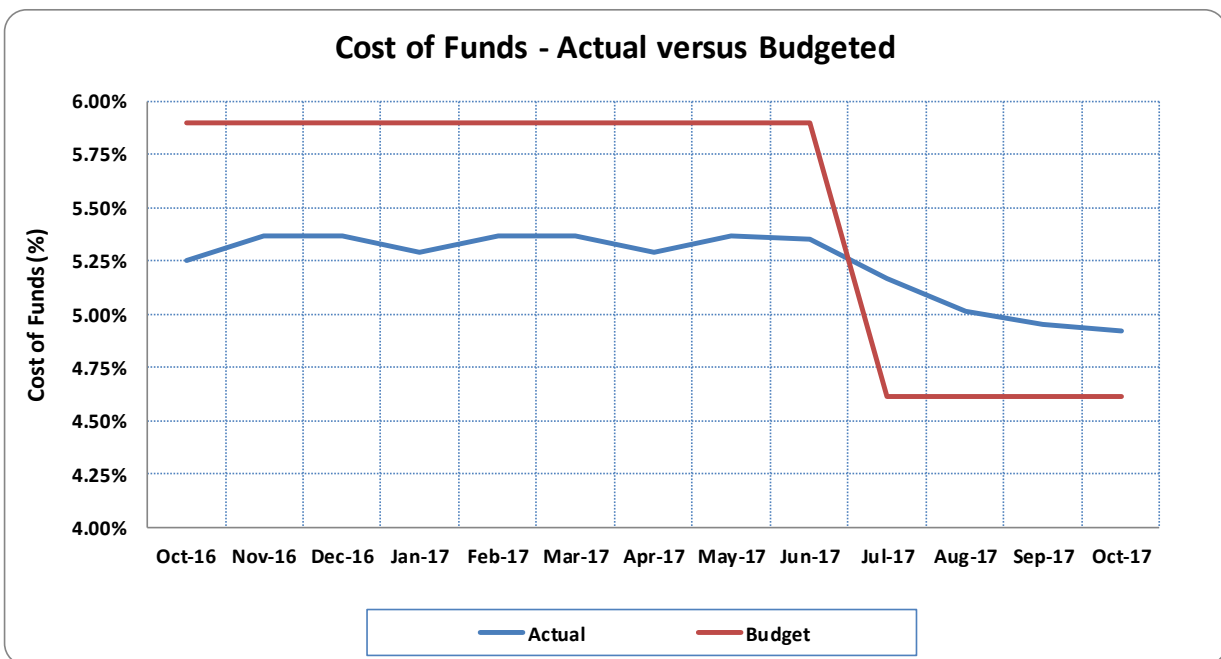
**That the Full Council receives the Treasury Report RCN17-12-05**

**3 Treasury: October 2017**

**Debt Levels**

3.1 Council’s debt at 31 October 2017 stands at \$151m, with an average interest rate of 4.877% (June 2017: 5.302%). The large increase in external debt from 30 June 2017 is due to Council pre-funding the December 2017 Local Government Funding Authority (LGFA) debt due of \$16m. As long term interest rates were favourable, in August we borrowed \$8m of LGFA 2027 bonds at a fixed interest rate of 3.94%, and \$8m of LGFA 2033 bonds at a fixed interest rate of 4.53%. This decision was made in consultation with Council’s treasury advisors and was replicated by other Councils. The \$16m of funding received has been invested in term deposits maturing in December 2017. The matured funds will be used to repay the December 2017 LGFA debt.

**Cost of Funds**



- 3.2 The graph above shows the Council’s actual weighted average cost of funds at 31 October 2017, including interest rate swaps, bank margins, and line fees at 4.919% against a

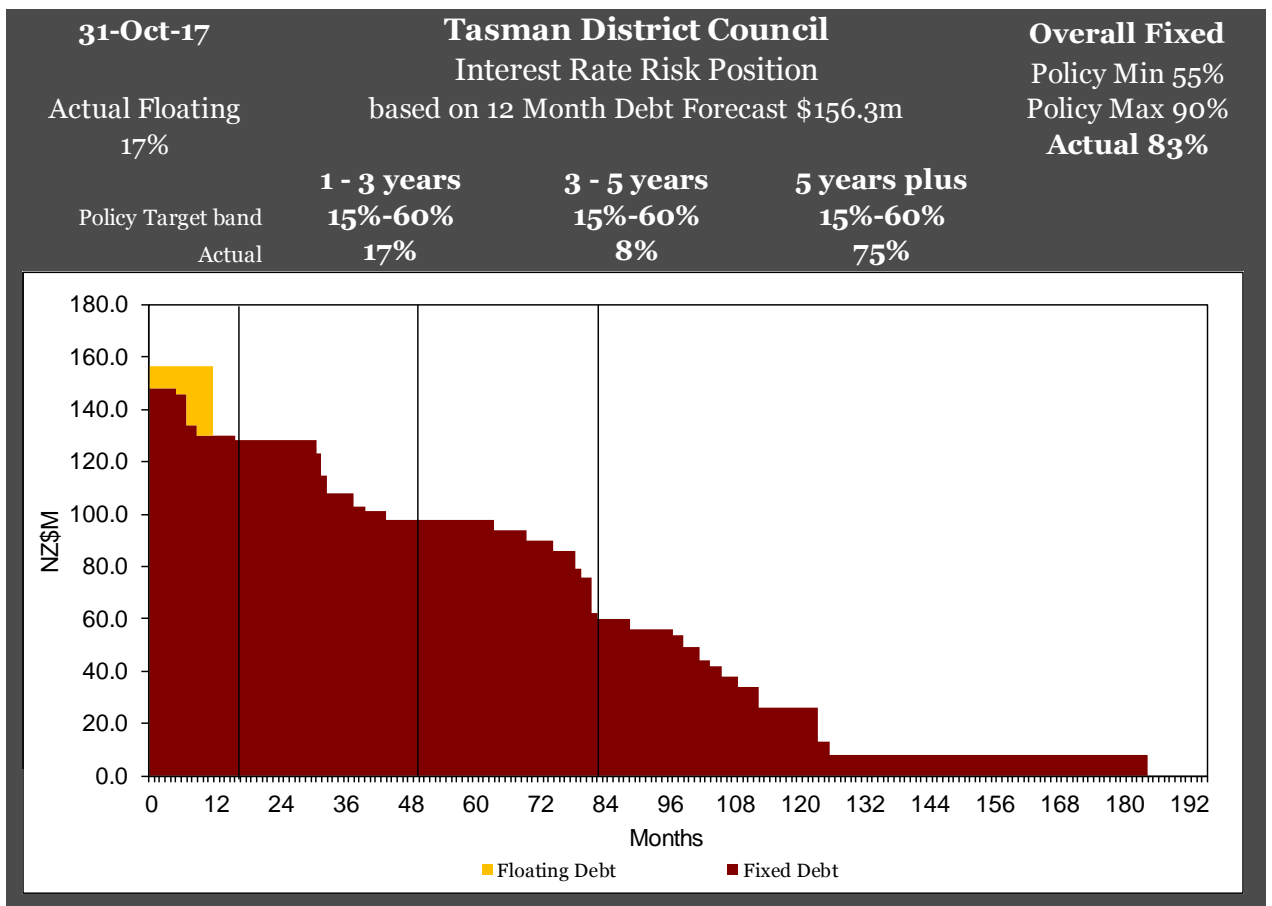
budgeted rate of 4.61%. The decrease in actual cost of funds from June 2016 is due to an increased debt position. The weighted average cost of funds will decrease further as the Council takes on more debt. In the short term, we will not need additional interest rate swap cover over new debt.

**Interest Rate Swaps**

- 3.3 The Corporate Services Manager has delegated authority to enter into interest rate swaps on behalf of the Council, on the proviso that such transactions are reported back to the Council. Council approval is required before entering into long-dated swaps with a maturity over 12 years. There have been no new swap transactions since the last report.
- 3.4 As at 31 October 2017 the Council had \$147.78m of interest rate swaps in place, including some “forward start” swaps. After adjusting for the forward start swaps, \$142.05m is “live” which is equal to 94% cover over existing debt and 83% over forecast 31 October 2018 net debt (i.e. 12 month debt forecast). Council staff, after consideration and advice from their treasury advisors, have decided to let the swap cover contracts expire naturally rather than undertake an expensive restructure of the swap portfolio to meet full policy compliance.

**Treasury Limits**

- 3.5 The following are details of the Council’s compliance with Treasury limits. The chart below displays the interest rate risk position of the Council.



**Interest Rate Risk Position Graph**

- 3.6 The interest rate risk position graph visually represents the interest rate position within approved interest rate control limits, as set out in the Council Treasury Policy document. The chart takes a snapshot of the risk position as at the reporting date.

- 3.7 The crimson part of the graph depicts the amount of debt which is fixed – this includes fixed rate bonds, together with payer swaps, meaning debt which gets repriced in one year's time or later. The top of the yellow area represents the forecast debt in a year's time. The yellow area therefore illustrates the amount of debt deemed floating rate and will include any forecast debt which has not been pre-hedged. Any existing loans or financial instruments which will be repriced within the next 12 months are included in the red area.
- 3.8 The key areas of focus are:

**Fixed Rate Percentage Limit: (wholesale interest rate certainty)**

- The fixed rate percentage calculation is the total amount of fixed rate debt/interest rate hedges over the 12 month forecast net debt amount. Fixed rate is defined as having an interest rate resetting maturity/expiry date of greater than 12 months.

**Fixed Rate Maturity Limits: (spreading of wholesale interest rate maturity risks)**

- Fixed rate repricing maturity dates are spread based on defined maturity band limits; one - three years, three - five years and five - ten years. Minimum and maximum percentage limits within each time band ensure a spread of maturities and reduce the risk of maturity concentrations.

**Fixed Rate Maturity Profile Limit**

- 3.9 This measures the spread of the Council's risk of refinancing interest rates, achieved through the use of interest rate swaps.

	Minimum	Maximum	Actual: October 2017	Within Limits
1–3 years	15%	60%	17%	✓
3–5 years	15%	60%	8%	☒
5–10 years	15%	60%	75%	☒

The non-compliance is considered minor. These exceptions are a result of Council having more interest rate swap cover than currently needed to cover the forecast debt. This position is due to lower than forecast debt levels and strong financial management. The treasury management team have reviewed this position and consider it more cost effective to allow swap contracts to mature, rather than take any other action to force policy compliance.

**Fixed/Floating Profile**

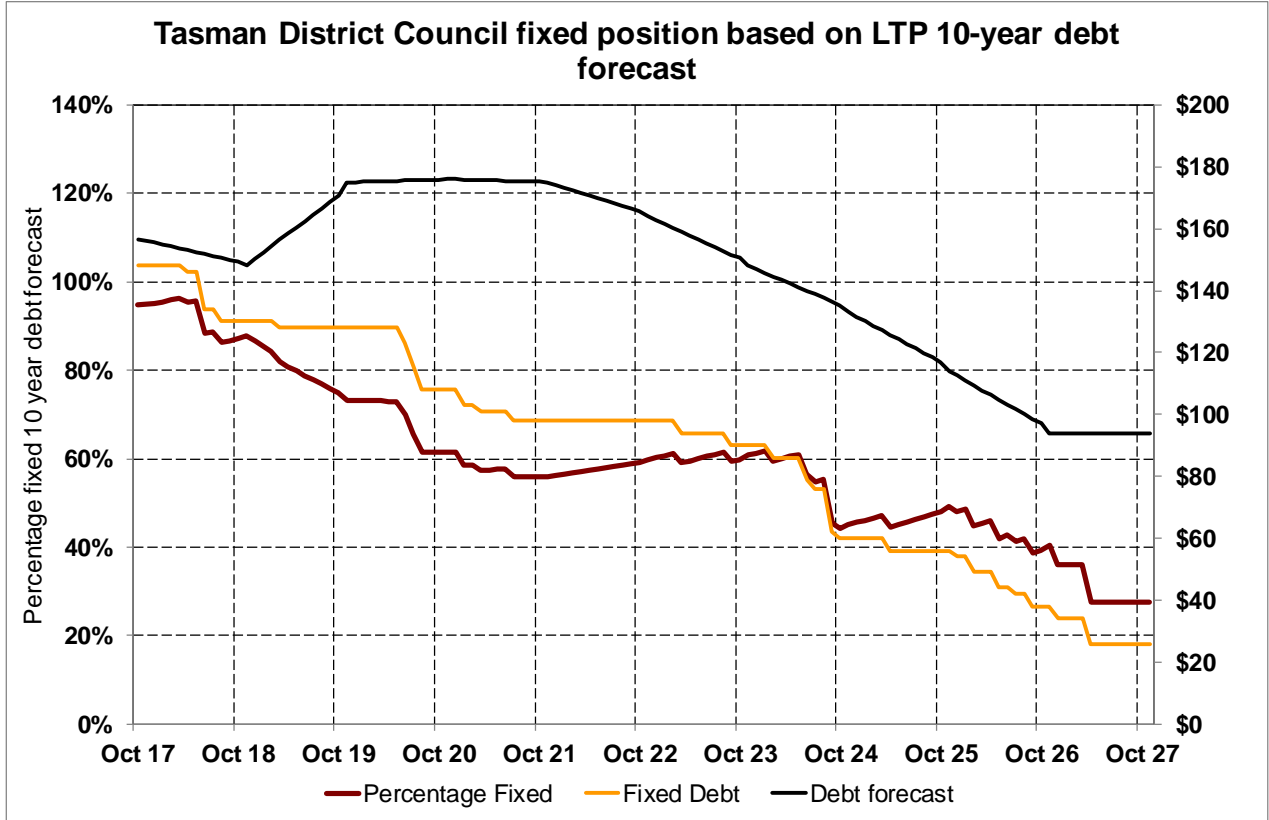
- 3.10 This measure shows the balance between minimising exposures to negative fluctuations in floating rates against savings opportunities. The Council's strategy is to limit negative exposures and provide certainty of future interest rate costs. This is achieved through its use of interest rate swaps.

(A maturity greater than one year is defined as fixed)

Minimum	Maximum	Fixed Actual: October 2017	Within Limits
55%	90%	83%	✓

**Cumulative Interest Rate Position**

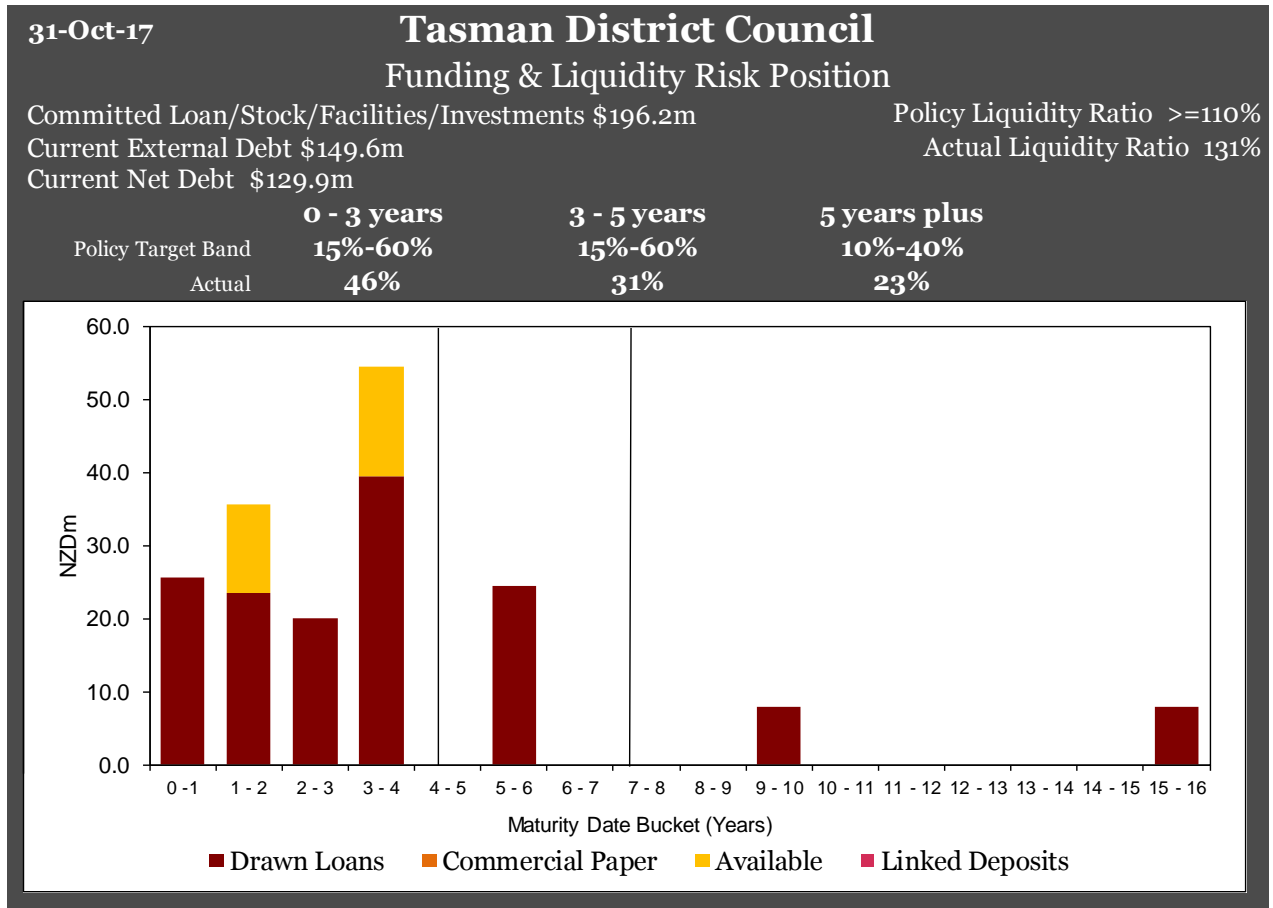
3.11 The chart below shows the cumulative interest rate position for Council. The chart represents the actual percentage of 12 month debt (\$156.3m) which has a fixed interest rate out to 10 years.



**Facility Maturity Limit**

3.12 Total committed funding in respect to all loans and committed bank facilities is reported as follows:

The chart below represents the Council’s funding maturity profile. The measures indicate how effectively the Council has spread the risk of refinancing its facilities and loans. The liquidity ratio represents the debt headroom available in the Council’s facilities, along with cash available over and above its existing external debt.



**Liquidity and Funding Maturity Risk Position Graph**

3.13 The liquidity and funding risk position visually represents the approved funding maturity limits as set out in the Council's Treasury Policy document. The chart takes a snapshot of the risk position as at the reporting date.

3.14 The key areas of focus are:

**Liquidity Ratio: (maintaining additional committed liquidity)**

The liquidity ratio calculation represents the total committed bank facilities and term debt amounts, together with liquid investments, over the total debt amount.

**Funding Maturity Risk Position: (spreading of debt maturity dates)**

Existing committed bank facility expiry dates and term debt maturity dates are spread based on defined maturity band limits of up to three years, three - five years and five years plus. Minimum and maximum percentage limits within each time band ensure a spread of maturities and reduce the risk of maturity concentrations.

3.15 The Council is complying with its Treasury Management Policy, and is within all treasury limits.

3.16 The Council currently has \$30m in private placements. The private placements allow the Council to place longer term debt in the years between LGFA issues. The Council also has \$106m of debt placed with the LGFA.

<b>Treasury Limits</b>	<b>Actual</b>	<b>Within Limits</b>
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	<b>October 2017</b>	
Net debt not to exceed 20% of equity	9.4%	✓
Net external debt not to exceed 225% of total operating revenues	114.4%	✓
Net interest as a % of total revenues to be less than 15%	6.3%	✓
Net interest as a % of total annual rates to be less than 25%	10.0%	✓
Liquidity over existing external debt to be at least 110%	131%	✓

### Counterparty Credit Risk

3.17 The Council's policy is that NZ registered banks must have a minimum Standard & Poor's (or equivalent) short term rating of A-1+ or long term rating of AA-. All counterparty banks are Standard & Poor's AA-rated.

3.18 The policy credit limit (NZ\$) for each NZ registered bank is \$30m. This covers the Council's interest rate risk management instruments and cash investments.

Bank	Cash/Cash Investments \$m	Notional Swaps \$m	Credit Exposure \$m	Compliance
Westpac	9.20	65.05	22.4	Within Policy
ASB	2.30	45.73	9.6	Within Policy
ANZ	Nil	37.00	9.0	Within Policy
BNZ	8.18	Nil	8.2	Within Policy

**Funding Mix**

3.19 The objective is to have a mix of 80% debt capital markets (such as the LGFA, private placements and commercial paper) and 20% committed bank facilities. The current mix is as follows:

<b>Funding Source</b>	<b>\$m</b>	<b>%</b>
Bank Debt	15.0	9.9%
Private Placement	30.0	19.9%
LGFA Debt	106.0	70.2%
<b>Total</b>	<b>151.0</b>	<b>100.0%</b>

#### **4 Investments**

- 4.1 The Council cash investments total \$18.93m with an average interest rate of 3.08% (June 2017 3.29%). In line with the Treasury Policy, specific reserves are not kept as cash. The Council continues to maintain adequate cash reserves and committed bank facilities to support any drawdown against specified reserves. The cash investments include the \$16m received from Council pre-funding the December 2017 LGFA debt. This has been invested in term deposits maturing in December 2017, and will be used to repay the LGFA debt due at that time.
- 4.2 The individual investment balances are as follows:

	<b>\$ Invested</b>	<b>Interest Rate</b>
Term Deposit (148 days)	1,200,000	3.45%
Money Market account (on call)	1,727,000	2.00%
Term Deposit (91 days)	8,000,000	3.09%
Term Deposit (91 days)	8,000,000	3.24%
<b>Total</b>	<b>18,927,000</b>	<b>3.08%</b>

#### **5 Emissions Trading Scheme (ETS)**

##### **ETS Hedging Limits**

- 5.1 From 1 June 2015, only New Zealand Units (NZUs) are allowed to be used towards ETS liabilities. The current spot rate for NZUs is \$19.25 per unit.
- 5.2 Due to the deferral of the regional landfill, the Council will have a liability under the ETS for the six months to 30 June 2017. This liability will be due on 31 May 2018.
- 5.3 The Council's forestry assets and the related ETS liabilities/credits are accounted for separately to the landfill.
- 5.4 Following consultation held between December 2015 and February 2016, the Government has passed the Climate Change Response (Removal of Transitional Measure) Amendment Act which will phase out the one-for-two (50%) transitional measure in the NZ ETS. This change took effect from 1 January 2017. From 1 January 2017, Council needs to surrender one unit for every 1.5 whole tonnes of CO<sub>2</sub>-e emissions (67% of full liability). This surrender will be due 31 May 2018.

- 5.5 ETS credits are managed in defined time buckets incorporating minimum or maximum hedging.

	Minimum Cover	Maximum Cover	Actual October 2017	Within Limits
<b>*Committed</b>	80%	100%	100%	✓
<b>Forecast period</b>				
0 – 1 years	0%	80%	80%	✓
1 – 2 years	0%	50%	50%	✓
2 – 3 years	0%	30%	0%	✓

*\*exposure becomes committed in January-March (quarter following emission period as Council must report emission from the previous year).*

## 6 Commercial Paper and Working Capital

- 6.1 The LGFA has made available short-term borrowing from 30 days to one year. The current rates for 30-day debt is an additional margin of 9 basis points (bps), or 0.09% compared to bank facility borrowing at 80 to 90 bps (0.8% to 0.9%).

## 7 Market Comment

- 7.1 Market commentators are expecting the OCR to remain at 1.75% until late 2019. Future changes are dependent on inflation, growth figures, the strength of the NZ dollar, and other matters external to New Zealand.
- 7.2 The third quarter (Q3) of 2017 saw local authorities raise \$265.4 million in 35 separate transactions. The LGFA was the sole provider of funds for the 18 local authorities who borrowed during the quarter. A summary of the LGFA quarterly report is included in the Corporate Services Managers quarterly report to this meeting.

## 8 Treasury Cost Centre

- 8.1 The Treasury cost centre operates as the Council's internal bank. In essence, the cost centre manages the external costs of borrowing and allocates them across internal loans within individual activities. It also pays/charges interest on reserves and activity balances. As per the Treasury Risk Management Policy, these interest rates are set quarterly. From 1 October 2017, interest is charged on loans, and overdrawn closed account balances at 4.95%, and paid at 2.0% on credit balances for the next quarter.
- 8.2 The Commercial Committee has asked the Corporate Services Manager to review the Treasury Policy with a view to allowing the commercial activities to arbitrage their own group activity balance sheet.
- 8.3 A dividend of \$104,748 was received from the LGFA in September 2017. The dividend is used by the Treasury cost centre to reduce the internal interest charge to Council's activities.

**9 Standard and Poor's Global Rating**

- 9.1 Standard and Poor's Global (S&P) conducted their on-site annual ratings review in September 2017. S&P has reconfirmed Tasman District Council as having a "positive outlook" and affirmed our AA- financial strength rating.
- 9.2 In its report, S&P said the positive outlook "reflects our view that Tasman District Council's credit profile has structurally improved from previous years, supported by solid budgetary performance and a trend of declining debt".
- 9.3 The rating could be raised further in the next 12 months if the strong financial performance continues. (Note: S&P have indicated that if the Waimea Community Dam project proceeds as currently proposed, the project shouldn't reduce the likelihood of our credit rating being increased further in the near future.)

**10 Attachments**

Nil



## 8.6 ADOPTION OF SUPPORTING INFORMATION, FINANCIAL LIMITS AND CONFIRMING DIRECTIONS FOR THE LTP 2018 - 2028 CONSULTATION DOCUMENT

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Alan Bywater, Senior Policy Advisor
<b>Report Number:</b>	RCN17-12-06

### 1 Summary

- 1.1 Under section 93A of the Local Government Act 2002 (LGA), Council is required use the special consultative procedure in relation to the adoption of a long term plan and to prepare a consultation document. The LGA specifically states we are not permitted to consult on a draft of the long term plan. We may however make available key documents or other information that would be useful to the public for consultation or was relied on in preparing the consultation document available. These documents are required to be adopted by Council before the consultation document is adopted.
- 1.2 As the Community Outcomes are complete, we recommend they are adopted at this time. Consultation is not specifically required on this documents, but we can expect that we could receive submissions on it.
- 1.3 We must consult on our Significance and Engagement Policy in accordance with section 82 of the LGA. Consultation will take place concurrently with the Long Term Plan (LTP) 2018-2028 Consultation Document during March and April 2018.
- 1.4 Over the past year a number of other discussions have taken place with Councillors in order to provide staff with direction for the development of the Consultation Document and LTP, including confirmation of our current financial strategy. This report seeks that Council confirms the current debt and rate rise limits going forward, and notes the key directions for the development of the LTP 2018-2028.

### 2 Draft Resolution

#### That the Full Council

1. receives the Adoption of Supporting Information, Financial Limits and Confirming Directions for the LTP 2018 - 2028 Consultation Document report RCN17-12-06; and
2. adopts and makes available during the consultation process for the LTP 2018-2028 the Community Outcomes for the LTP 2018-2028 (Attachment One); and
3. notes that the Significance and Engagement Policy requires consultation under the provisions of section 82 on the Local Government Act 2002; and

4. **adopts the Draft Significance and Engagement Policy (Attachment Two) for concurrent consultation with the LTP 2018-2028 Consultation Document in March/April 2018; and**
5. **adopts the following Financial Strategy limits for the development of the LTP 2018-2028:**
  - a. **Rates increases are limited to a maximum of 3% per annum, plus an allowance for annual growth in rateable properties; and**
  - b. **Net external debt is limited to a maximum of \$200 million; and**
6. **notes that staff are progressing the development of the Consultation Document and LTP 2018-2028, including projects and budgets based on a number of directions received during the LTP workshops; and**
7. **confirms the following directions for the Consultation Document and LTP 2018-2028:**
  - a. **continue to fund the growth related costs of infrastructure through development contributions, utilising multiple catchments with the introduction of lower levels of charges for smaller properties; and**
  - b. **retain the existing dividend from community housing to parks and reserves account, with no budget for the development of additional older person housing units; and**
  - c. **continue funding for the Nelson Regional Development Agency (NRDA) at current level of \$400,000 per annum plus inflation; and**
  - d. **provide funding for the construction of the Motueka Library in Year 3 of the LTP; and**
  - e. **extend Richmond Library weekend hours to include Sunday opening; and**
  - f. **retain library overdue charges for children's books at their current level; and**
  - g. **fund \$150,000 in LTP years 1 and 2 for further study of the issues and options for Motueka flood mitigation with consideration of any required capital budgets will occur in the LTP 2021-2031; and**
  - h. **provide a fund of \$10,000 per annum for Golden Bay Community Board Special Projects which will be funded through the Golden Bay Community Board Targeted Rate; and**
  - i. **increase funding for the Motueka and Golden Bay Museums by \$15,000 per annum plus inflation each, and the Murchison Museum by \$3,300 per annum plus inflation; and**
  - j. **retain funding for the Nelson Provincial Museum at the current level plus inflation; and**
  - k. **provide improved recycling drop-off services in the Murchison area with some increase in kerbside area coverage; and**
  - l. **provide funding for the completion of Tasman's Great Taste Trail totaling \$2.8 million; and**
  - m. **retain Reserve Financial Contributions (RFC's) until Council is no longer able to collect reserve financial contributions (April 2022). As a replacement for the**



**RFC's, amend Council's Development Contributions Policy from 2021 to enable the collection of development contributions for the growth component of parks and reserves; and**

- n. plan growth using high population growth scenario for Richmond, Mapua, Motueka, Wakefield and Brightwater, with medium growth for the remaining District areas; and**
- o. provide capital and operating budgets for water supply, stormwater and wastewater to enable regulatory requirements and levels of service to be achieved; and**
- p. that the capital programme be generally as set out in the graphs and charts distributed to Councillors on 22 November 2017.**

### **3 Purpose of the Report**

- 3.1 The purpose of this report is to adopt the Community Outcomes as supporting information and to adopt the Significance and Engagement Policy for consultation. Council is also asked to confirm the financial limits for the development of the LTP 2018-2028, and to note the basis and directions on which the Consultation Document is being developed.
- 3.2 The Community Outcomes will form supporting information to the LTP Consultation Document. The Draft Significance and Engagement Policy will be consulted concurrently with the LTP Consultation Document.

### **4 Background and Discussion**

- 4.1 All councils are required by legislation to adopt a LTP and review it every three years. The LTP which sets out Council's activities, plans, budgets and policies must be adopted before the beginning of the first financial year it relates to (i.e. the next one is due by 30 June 2018).
- 4.2 Councils are required to develop and adopt a Consultation Document and supporting information. These documents provide the basis for consultation with the community on the LTP.
- 4.3 There are a number of policies associated with the LTP that require consultation in accordance with section 82 of the Local Government Act (LGA) 2002. These will be consulted on concurrently with the Consultation Document in March and April 2018.
- 4.4 This report presents the Community Outcomes for adoption as information supporting the Consultation Document, and presents the Significance and Engagement Policy for adoption for concurrent consultation.
- 4.5 Note there is a separate report on this agenda to adopt the Rating Policies which will be subject to consultation concurrently with the LTP Consultation Document.

#### Community Outcomes

- 4.6 Under section 93(6)(b) in the LGA Council is required to describe its community outcomes in the LTP 2018-2028.

- 4.7 The Community Outcomes are the outcomes that the Council aims to achieve in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions.
- 4.8 Council considered the Community Outcomes at LTP workshops on 16 February 2017 and 25 November 2017. At the latter workshop some modest changes to the Community Outcomes were discussed. Three of the community outcomes statements were amended and outcome descriptors revised.
- 4.9 The Community Outcomes for inclusion in the LTP 2018-2028 Consultation Document are presented for adoption (Attachment One).

#### Significance and Engagement Policy

- 4.10 Section 76AA(2) of the LGA states that the purpose of the Significance and Engagement Policy is:
- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities; and
  - To provide clarity about how and when communities can be expected to be engaged in decisions about different issues, assets, or other matters; and
  - To inform the local authority from the beginning of a decision-making process about-
    - i. the extent of any public engagement that is expected before a particular decision is made; and
    - ii. the form or type of engagement required.
- 4.11 Council adopted its first combined Significance and Engagement Policy in November 2014 following an amendment to the LGA. The Significance and Engagement policy has been the subject of discussions with Councillors at the 16 February 2017 and 15 November 2017 LTP workshops. When adopting or amending its Significance and Engagement Policy Council is required to consult in accordance with section 82 of the LGA.
- 4.12 The proposed Significance and Engagement Policy includes wording changes to acknowledge the difference between 'significance' and 'significant' as defined in the LGA. Significance means the degree of importance of the issue, proposal, decision, or matter in terms of its likely impact on, and consequences for,-
- a) The district or region;
  - b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
  - c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

Consequently, all issues, proposals, decisions or matters have a level of significance ranging from very low to very high.

- 4.13 Significant on the other hand means that the issue, proposal, decision or other matter has a high degree of significance.
- 4.14 In addition, the new version of the policy has additional wording to detail the information requirements when carrying out early engagement (i.e. before Council has decided on a preferred option or proposal).

- 4.15 Strategic assets are defined as an asset or groups of assets that the local authority needs to retain if the local authority is to maintain its capacity to achieve or promote any outcome it determines to be important to the current or future well-being of the community. The definition in the LGA goes on to list some specific assets that are strategic assets and enables the Council to identify other strategic assets in accordance with section 76AA.
- 4.16 There have been some changes to the list of Strategic Assets in the draft policy. The list has been restructured to separate those items that the LGA requires to be listed as Strategic Assets and those Council has chosen to include.
- 4.17 In the part of the list that the LGA requires, 'any land or buildings owned by Council and required to maintain Council's capacity to provide affordable housing as part of its social policy' has been added.
- 4.18 In the part of the list that is subject to Council discretion, the Eves Valley Landfill has been removed. This is to be consistent with Nelson City Council, which does not list York Valley landfill as a strategic asset. Removing Eves Valley landfill means that the Nelson Tasman Regional Landfill Business Unit will be able to use the same process for decision making for both landfills in Nelson and Tasman.

#### Financial Limits

- 4.19 The key financial limits for the development of the Consultation Document and LTP 2018-2028 have been discussed with Councillors during several workshops over the past year. Direction to staff has been to retain the current financial limits within our existing Financial Strategy. These limits are used to create the overall fiscal envelope for our activities. The proposed limits for the LTP 2018-2028 are as follows:
- Rates Increases - limited to a maximum of 3% per annum, plus an allowance for annual growth in rateable properties.
  - Debt - net external debt limited to a maximum of \$200 million.
- 4.20 These limits will be included in our Financial Strategy and they will guide the development Council's Infrastructure Strategy, Growth Strategy, activity management plans, and other financial policies.

#### LTP Directions

- 4.21 Staff have held a number of LTP workshops with Councillors over the past year. The purpose of the workshops was to discuss the various components that make up the LTP and to seek direction for the development of the LTP Consultation Document and Council's work plan for the next ten years. This report seeks confirmation of those directions prior to the Consultation Document and associated budgets being finalised.
- 4.22 The following is a list of the key directions provided by Councillors that staff are using to develop the Consultation Document, work programme, and supporting information.
- 4.23 Development Contributions Policy – the Development Contributions Policy has been discussed at several LTP workshops (16 February 2017, 4 October 2017, 14 June 2017, 15 November 2017 and 22 November 2017). Councillors have indicated support for continuing to fund the growth related costs of transportation and three waters infrastructure through development contributions. As discussed, the amended Policy will utilise multiple

catchments and introduce lower levels of charges for smaller properties that are less likely to create demand on infrastructure.

- 4.24 Older Persons Housing – at 6 October 2017 workshop, direction was provided to retain the existing dividend from community housing to the parks and reserves account and not to include a budget for the development of additional older person housing units.
- 4.25 Nelson Regional Development Agency (NRDA) – funding for the NRDA was discussed at the LTP workshop on 6 October 2017. Staff were directed to continue the funding at the current level of \$400,000 per annum plus inflation in the LTP 2018-2028.
- 4.26 Libraries – at the LTP workshop on 5 May 2017, Councillors provided direction to retain the funding for construction of the Motueka Library in year 3 of the LTP 2018-2028 and to include funding for extended opening hours at the Richmond Library. The potential to remove overdue charges for children's books was considered by Councillors at the LTP workshop on 4 October 2017. The conclusion of the discussion was to retain these charges at their current level.
- 4.27 Motueka flood mitigation – following discussions at the 4 October 2017 workshop, direction was provided to include operational funding of \$150,000 in years 1 and 2 of the LTP for further study of the issues and options. The intention is to be better informed to consider capital funding in the LTP 2021-2031. The direction was not to budget for any capital expenditure in the LTP 2018-2028.
- 4.28 Golden Bay Community Board Special Projects Funding – at the LTP workshop on 4 October 2017 Councillors provided direction that the Golden Bay Community Board targeted rate be increased to provide a fund of \$10,000 per annum for projects with local support to be allocated by the Golden Bay Community Board.
- 4.29 District Museums – increasing the funding for museums in the District was considered by Councillors at the 5 May 2017 workshop. Direction was provided to include increased funding of \$15,000 per annum each for the Motueka and Golden Bay museums and additional funding of \$3,300 per annum for the Murchison Museum.
- 4.30 Nelson Provincial Museum funding – a possible increase to the funding for the Nelson Provincial Museum was considered by Councillors at the 4 October 2017 workshop. The direction provided to staff was to retain funding at its current level plus inflation.
- 4.31 Recycling and kerbside services – at the LTP workshop on 6 September 2017 Councillors considered a possible extension of recycling services to the Murchison area. The direction given was that funding be provided for drop-off services. Councillors were also supportive of modest increases in the areas covered by kerbside services following engagement with those affected.
- 4.32 Tasman's Great Taste Trail – funding for the completion of the trail loop was a topic of discussion at the 16 July 2017 workshop. Councillors directed staff to include a capital budget of \$2.8 million in the LTP 2018-2028 to complete Tasman's Great Taste Trail.
- 4.33 Reserve Financial Contributions (RFCs) – the Resource Legislation Amendment Act 2017 means that Council will no longer be able to collect reserve financial contributions from April 2022. At LTP workshops on 5 May 2017 and 14 June 2017 Councillors considered the effect of this new legislation and directed staff to retain the RFCs in the TRMP for as long as possible and to plan on changing the Development Contributions Policy from 2021. This will enable the collection of development contributions for the growth component of parks and reserves development as a replacement for RFC's.

- 4.34 Growth Scenario – the Growth Model provides information to assist Council in managing future population and household growth and to plan the provision of infrastructure to support this growth. The outputs from the growth model underpins many aspects of the LTP. Councillors supported the use of the high growth scenario for Richmond, Mapua, Motueka, Wakefield and Brightwater and the medium growth scenario for the remaining District areas.
- 4.35 Three waters – at a number of LTP workshops, the extensive investment required in the water supply, stormwater and wastewater areas was discussed. The general direction provided was to include capital and operating budgets to enable current regulatory requirements and levels of service to be achieved over the first few years of the LTP 2018-2028.
- 4.36 Capital programme – the projects, timing and overall capital works programme was discussed by Councillors at workshops on the 25 October 2017 and 22 November 2017. Detailed information was provided on the proposed capital programme in the form of infographics, tables and charts. Whilst there remain a few unresolved issues around some projects, for example NRSBU, general direction received was that the capital programme overall as discussed at the LTP workshop on 22 November 2017 and as represented by the charts distributed on that day, is the programme to be used for community consultation in March and April 2018.

<b>5 Options</b>
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The options available to Council are:

**5.1 Option 1 – Preferred Option - Adopt the supporting information and financial limits, and confirms the key directions contained in the recommendations of this report.**

Advantages: Provides staff with certainty about the use of information contained in these documents and the financial limits under which we are working in for the development of the Consultation Document and supporting policies for the LTP 2018-2028. It also allows staff to focus on developing other parts of the LTP 2018-2028.

Disadvantages: Limits Council's ability to change the supporting documents, financial limits and direction prior to adoption of the Consultation Document in February 2018.

**5.2 Option 2 - Adopt the supporting information, financial limits and key directions contained in the recommendations of this report with amendments.**

Advantages: Enables Council to make changes to the supporting documents, the proposed financial limits, and any of the key directions as it considers necessary. If direction is provided now it provides staff with some time to make the necessary changes before financials and projects are finalised for development of the LTP Consultation Document.

Disadvantages: Depending on the potential amendments, it will create additional work for staff to make the necessary changes throughout the various workstreams.

**5.3 Option 3 – Decide not to adopt all or some of the supporting information documents, financial limits and key directions contained in the recommendations of this report.**

Advantages: Provides more time for Councillors to consider the documents, financial limits and key directions before adoption in February 2018.

Disadvantages: If the financial limits and key directions are not finalised by the end of 2017, we run the risk of not being able to adopt our Consultation Document on time and therefore not meet our statutory deadline of 30 June 2018 for adoption of the LTP 2018-2028.

Does not allow staff to focus on other parts of the LTP 2018-2028 and uses limited LTP workshop time with Councillors. Delaying adoption of the supporting information and financial limits, and the confirmation of the key directions has implications for other work programmes. This includes the development of capital work programmes and asset management plans, as it provides uncertainty and substantial reworking of budgets and projects if for example the financial limits are changed.

<b>6 Strategy and Risks</b>
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- 6.1 Community consultation on the LTP 2018-2028 Consultation Document is planned from 1 March – 5 April 2018. The Consultation Document must be published as an effective basis for public participation.
- 6.2 The intention is to publish supporting information to supplement the Consultation Document. The Community Outcomes are supporting information due to be published alongside the LTP Consultation Document.
- 6.3 There are a number of policies that are required to be included in the LTP that require consultation in accordance with section 82 of the LGA. It is intended that these policies will

be subject to consultation at the same time and in parallel with the LTP Consultation Document in March and April 2018. One of the policies that requires section 82 consultation is the Significance and Engagement Policy, unless Council considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

- 6.4 As we have finalised our Community Outcomes and the Draft Significance and Engagement Policy, these are presented for adoption.
- 6.5 You have provided direction to continue our current financial strategy into the next LTP. It is prudent that these financial limits are adopted by Council to provide staff with certainty that the work programmes and associated budgets developed for the LTP Consultation Document will not change before consultation in March 2018.
- 6.6 Councillors have provided direction on a wide range of issues through LTP workshops. In some cases there has not been an overall consensus amongst Councillors. Staff have attempted to interpret the direction provided by the majority of Councillors and have used this as the basis for developing the LTP Consultation Document and supporting information.
- 6.7 The LTP Consultation Document, remaining supporting information and policies for concurrent consultation will be presented to the Council for adoption on 22 February 2018.
- 6.8 The timeline between the adoption of these documents and the start of the consultation period is short. There is a risk that if Council decides to make changes to any of these documents on 22 February 2017 our ability to carry out the consultation on schedule could be compromised.

## **7 Policy / Legal Requirements / Plan**

- 7.1 Section 93(6)(b) of the LGA requires Council to publish its Community outcomes in its LTP.
- 7.2 Section 93G of the LGA requires the Council, prior to adopting a Consultation Document, to prepare and adopt information that is relied on by the content of the consultation document and necessary to enable the Auditor-General to give an 'audit statement'.
- 7.3 The Community Outcomes are supporting information to the Consultation Document. The supporting information is not required to be consulted on, however Council may still receive submissions on these documents.
- 7.4 Under section 76AA in the LGA the Council must adopt a Significance and Engagement and when adopting or amending its policy must consult in accordance with section 82.

## **8 Consideration of Financial or Budgetary Implications**

- 8.1 There are no substantive budget implications from this report that are not included in the Consultation Document and supporting information.
- 8.2 The engagement and consultation processes associated with the LTP are provided for in the 2017/2018 Council budgets.

## **9 Significance and Engagement**

- 9.1 The significance of the decisions is considered to be low/medium.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low/Medium	Some members of the public will be interested in Council's proposed financial limits and intentions for its engagement with the public as part of its decision making process. These will be consulted on as part of the LTP process.
Is there a significant impact arising from duration of the effects from the decision?	Low	The supporting documents and financial strategy limits are generally reviewed three-yearly as part of the LTP process.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	
Does the decision create a substantial change in the level of service provided by Council?	N/A	Maintaining the current financial limits means that current levels of service will be maintained.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	The supporting documents do not directly affect debt, rates or Council finances. The limits will affect what is included in the LTP consultation document but these will be subject to a separate consultation process.



Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	N/A	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	

## 10 Conclusion

- 10.1 The Community Outcomes are supporting information to the LTP Consultation Document. The Significant and Engagement Policy requires consultation in parallel with the LTP in March/April 2018. By adopting these documents now, staff are able to concentrate on other elements of the LTP 2018-2028 during the very busy period in the first couple of months in 2018.
- 10.2 The financial limits form an important part of developing our work programme for the next ten years. Adoption of the self-imposed debt limit of \$200m and a maximum rates increase of 3% per year, provides staff with clear guidelines for the development of the Consultation Document and supporting information.

## 11 Next Steps / Timeline

- 11.1 The Community Outcomes will be published on the Council's website amongst a list of supporting information to the LTP Consultation Document in March 2018.
- 11.2 The Draft Significance and Engagement Policy will be subject to consultation concurrently with the LTP Consultation Document and a number of other related policies in March and April 2018.
- 11.3 The Consultation Document and supporting information will be drafted based on the financial limits and Council directions as outlined in this report.

## 12 Attachments

- |    |  |     |
|----|--|-----|
| 1. | Community Outcomes                       | 275 |
| 2. | Draft Significance and Engagement Policy | 279 |





## PART 2

# COUNCIL VISION AND COMMUNITY OUTCOMES

The purpose of this section is to provide a context for our District, and outline the Vision and Community Outcomes that Tasman District Council aims to achieve in order to promote the social, economic and cultural interests of Tasman’s current and future communities; together with maintaining and enhancing the quality of our environment.

### COUNCIL VISION

Council’s vision is:

Thriving communities enjoying the Tasman lifestyle

### COUNCIL MISSION

Tasman District Council’s Mission Statement is:

To enhance community well-being and quality of life

Council has retained the same Vision and Mission that was included in the Long Term Plan 2015-2025. The vision recognises that there are many different communities within our District, not just geographic communities, but non-profit organisations, environmental communities, art communities, church communities, sporting communities, to name just a few. We would like all these communities to succeed and to benefit from the many opportunities that our District provides. It fits well with the purpose of Local Government, which is to:

*“(a) to enable democratic local decision-making and action by, and on behalf of, communities; and*

*(b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.”*

The activities and proposed expenditure in the Long Term Plan 2018-2028 support Council’s Vision, Mission and Community Outcomes.

### COMMUNITY OUTCOMES

#### BACKGROUND

Community Outcomes are the outcomes Council is working towards in order to promote community well-being. They reflect what Council sees as important for community well-being and they help to build up a picture of the collective vision for the District’s future – how we would like Tasman District to look and feel in 10 years and beyond. They also inform Council decision-making and the setting of priorities.

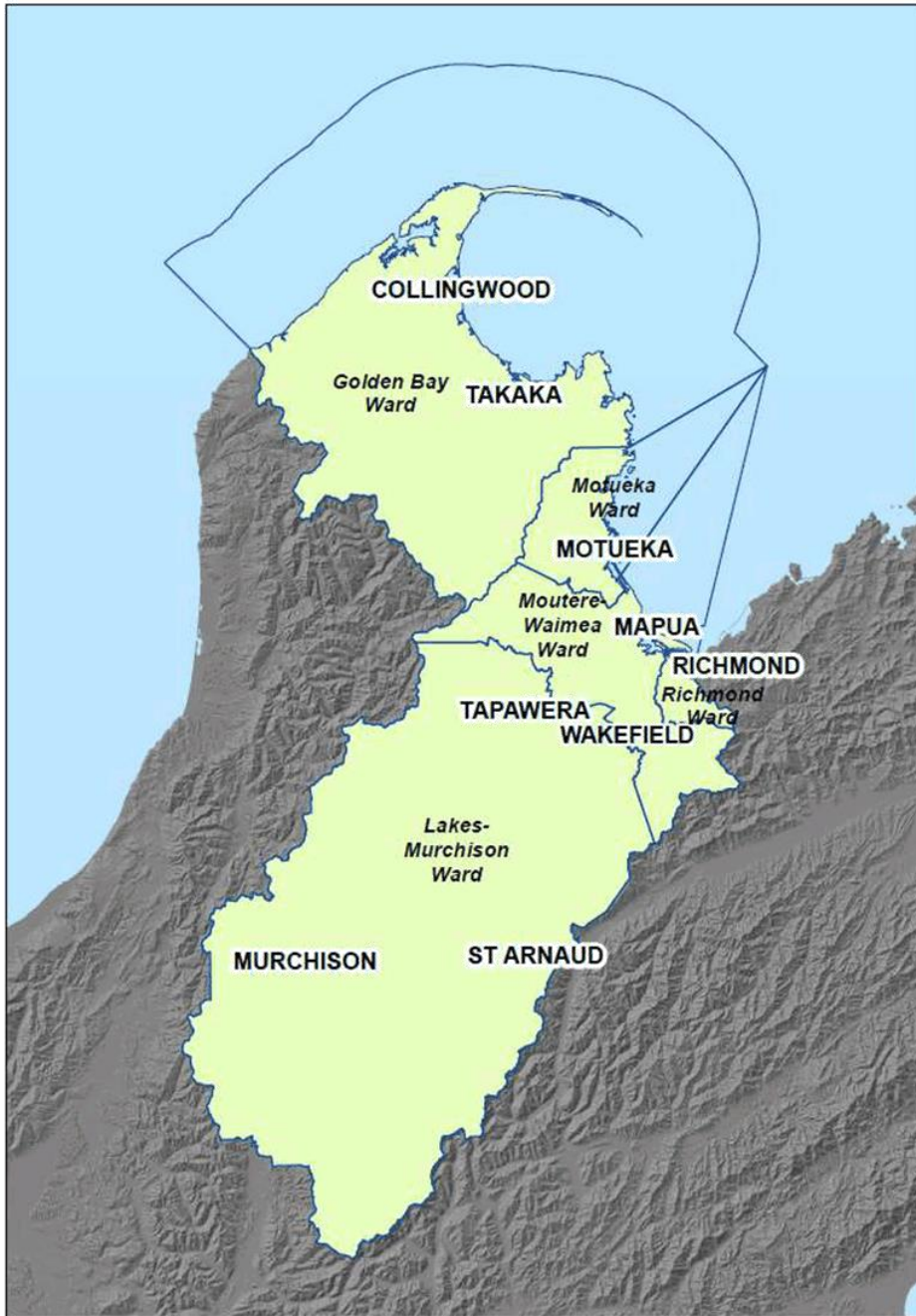
The Community Outcomes are very similar to those presented in the LTP 2015-2025. They retain the overall direction of the previous Outcomes, however the Community Outcome Descriptors have been amended slightly.

Council believes that achievement of Community Outcomes relies on working in partnership with the whole community, including individuals, businesses, government agencies and community organisations. Everyone’s views on describing how our District would look if we achieved these Outcomes will be slightly different, but we have put a description below each Outcome to help you understand what we are working towards.

#### COMMUNITY OUTCOME STATEMENTS

Our unique natural environment is healthy, protected and sustainably managed.	Our urban and rural environments are people-friendly, well planned, accessible and sustainably managed
Our infrastructure is efficient, cost effective and meets current and future needs	Our communities are healthy, safe, inclusive and resilient
Our communities have opportunities to celebrate and explore their heritage, identity and creativity	Our communities have access to a range of social, cultural, educational and recreational facilities and activities
Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement	Our region is supported by an innovative and sustainable economy

MAP OF TASMAN DISTRICT



## COMMUNITY OUTCOME DESCRIPTORS

### OUTCOME 1: OUR UNIQUE NATURAL ENVIRONMENT IS HEALTHY, PROTECTED AND SUSTAINABLY MANAGED

- Tasman is a place where everyone can enjoy the natural environment, while it is protected for the future.
- We recognise the importance of a healthy environment for tourism and productive land uses, and the need to mitigate the impacts of human activities on the environment.
- We sustainably manage air quality, waste, freshwater and coastal waters.
- We treasure, protect and restore the special places, landscapes, water bodies, native species and natural ecosystems of Tasman.
- Natural biodiversity is widely understood and valued.
- The value of introduced species is recognised and pests are controlled.
- Open spaces are linked and productive land is protected.
- We undertake an extensive monitoring programme of the environment, including air, water and soil health.
- We also provide and monitor resource consents and, if necessary, prosecute any breaches.
- The intergenerational kaitiakitanga (guardianship) roles of tangata whenua iwi is recognised; the community understands the concept and are involved in caring for ngā taonga tuku iho (treasure of the ancestors).

### OUTCOME 2: OUR URBAN AND RURAL ENVIRONMENTS ARE PEOPLE-FRIENDLY, WELL PLANNED, ACCESSIBLE AND SUSTAINABLY MANAGED

- Our current and future urban and rural living environments provide the important features that we need to enjoy Tasman.
- Urban and rural areas are designed to be people-friendly, particularly for children, families and our increasing, ageing population.
- We think and plan regionally and act locally within that context.
- We work together with Nelson City Council to provide adequate land for housing and businesses across Richmond and Nelson and to ensure that our infrastructure is delivered efficiently and effectively.
- Our built environments are well planned and based on sound urban design principles.
- Urban areas are attractive, safe, accessible and have parks and reserves available for residents to use.
- Tasman has affordable roading services that meet the needs of our communities.
- There is a range of community housing and community facilities, with more intensification in towns/settlements and clear urban/rural boundaries.

### OUTCOME 3: OUR INFRASTRUCTURE IS EFFICIENT, COST EFFECTIVE AND MEETS CURRENT AND FUTURE NEEDS

- We have good quality, sustainable, integrated, affordable, safe, secure, efficient and effective transportation networks (including roads, cycleways and footpaths), water, wastewater, stormwater and solid waste services.
- We provide infrastructure services that meet the needs of our changing population and growth is well managed.
- We prudently manage our existing assets and environment.
- Waste and pollution is minimised, so we have clean water, clean seas, clean air, healthy flora, fauna and soils, and public health needs are met.
- Our public transport services are well-utilised and our developing cycleway network is popular with residents and visitors alike.

### OUTCOME 4: OUR COMMUNITIES ARE HEALTHY, SAFE, INCLUSIVE AND RESILIENT

- We support the opportunities for Tasman residents to enjoy a good quality of life.
- We are a supportive and diverse community.
- Everyone is included and involved, can participate in decision-making and is able to enjoy a good quality of life, wherever they come from and whatever their age, abilities or income.
- We are a resilient community with a Civil Defence service that assists residents and businesses to cope with disasters or emergencies.
- Our communities health and wellbeing are safeguarded by ensuring standards of construction, food safety and registered premises operation are met, and that alcohol sale and consumption, risk from fire and nuisances do not adversely affect quality of life.

PAGE 3

**OUTCOME 5: OUR COMMUNITIES HAVE OPPORTUNITIES TO CELEBRATE AND EXPLORE THEIR HERITAGE, IDENTITY AND CREATIVITY**

- We have a strong sense of community and are proud of our region, our communities and our diverse heritage.
- Important heritage items, sites and stories of the District are protected for future generations.
- Residents and visitors have opportunities to celebrate Tasman's heritage and support cultural diversity.
- We celebrate and acknowledge our heritage and our history and how that contributes to our distinctive identity.
- We tell our whakapapa (history) in an honest way and acknowledge the lessons that history has taught us.
- Māori culture and tikanga (traditions) are acknowledged as taonga (treasures) that represent our regional uniqueness.
- We value and support those things that make Tasman special and unique – our Māori history, our people, art and crafts, the outdoors, local food and beverages and the relaxed atmosphere.
- The two marae in Tasman are an important part of our District's cultural services and these are essential to our community identity.

**OUTCOME 6: OUR COMMUNITIES HAVE ACCESS TO A RANGE OF SOCIAL, CULTURAL, EDUCATIONAL AND RECREATIONAL FACILITIES AND ACTIVITIES**

- We have a good range of sports and recreation facilities for all ages, including youth and older residents.
- There is a wide range of recreation, educational and leisure opportunities for everyone to take part in.
- Access to the coastal waters of Tasman and safe boating practice is supported.
- We support and encourage all culturally diverse groups to demonstrate their unique recreational activities to the wider community.
- There are many festivals and events held throughout the year in the Tasman region.

**OUTCOME 7: OUR COUNCIL PROVIDES LEADERSHIP AND FOSTERS PARTNERSHIPS, A REGIONAL PERSPECTIVE, AND COMMUNITY ENGAGEMENT**

- We continue to develop effective working relationships with our Treaty Partners.
- We foster Māori participation in Council decision-making (see Statement in Volume II of the LTP 2018-2028)
- We work together effectively as a region, think of the generations that will follow and listen to the full range of views.
- Everyone has the opportunity to participate in the community's major decisions and information is easy to obtain.
- Leaders consult with and understand their communities and work for the good of all, including the wider region.
- Our leaders take responsibility for their decisions and act to improve the big issues facing our community.
- We continue to collaborate with community organisations and build effective Council-community partnerships.
- We support and mentor our youth to become the leaders of the future.

**OUTCOME 8: OUR REGION IS SUPPORTED BY AN INNOVATIVE AND SUSTAINABLE ECONOMY**

- We all participate in the regional economy and it meets people's needs.
- We are a business-friendly region, and economic activity is sensitive to the environment, heritage and people of Tasman.
- We are skilled and adaptable and we see the benefits of a wide range of high-value industries and businesses.
- Small, locally-owned businesses are an essential part of the community.
- We encourage appropriate new investment into our community.
- Our youth can live, learn and work in Tasman.
- We recognise, support and celebrate innovation and achievement.

## SIGNIFICANCE & ENGAGEMENT POLICY

### POLICY REFERENCES

- |                       |  |
|-----------------------|--|
| • Effective date:     | 1 July 2018  |
| • Review due:         | 30 June 2021   |
| • Legal compliance:   | Pursuant to Section 76AA of the Local Government Act 2002.         |
| • Approved by Council | Draft policy approved by Council for consultation on [insert date] |

### INTRODUCTION

The decisions local authorities make affect their communities on a daily basis. Some decisions have greater significance than others. This Policy explains how the Council will determine the significance of matters.

Effective community engagement builds trust in Council decision making, while also increasing the Council's awareness of issues in the community. Council engages with the community during its everyday business using a range of informal methods. However, some Council decisions require a more structured form of engagement, due to the significance that a matter has within the wider community, or for groups within the community. This Policy provides guidance on Council's engagement processes.

This policy will apply specifically to the Local Government Act 2002 (LGA) and in generality to decisions under other Acts unless there are expressed provisions to the contrary in the other Acts. . Emergencies and emergency works are excluded from this policy.

### PURPOSE

The purpose of this policy (in accordance with section 76AA(2) in the (LGA)) is:

- to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
- to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
- to inform the local authority from the beginning of a decision-making process about—
  - the extent of any public engagement that is expected before a particular decision is made; and
  - the form or type of engagement required.

The extent of significance and engagement is determined on a case-by-case basis. This policy is intended to guide decision-making on these matters. This policy is made up of two parts. The first part on significance explains how decisions on significance will be determined and what happens when something is considered significant . The second part focuses on engagement and consultation. It sets out the principles of engagement Council will use, how Council will engage with iwi, the role of elected representatives, and sets some parameters around minimum information requirements, timeframes, and management of feedback.

### PART 1 – SIGNIFICANCE

#### 1.1 WHAT IS SIGNIFICANCE AND WHAT IS SIGNIFICANT?

Section 5 of the LGA 2002 defines **significance** as:

“in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—

- a) the district or region:
- b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter:

- c) the capacity of the local authority to perform its role, and the financial and other costs of doing so”.

Section 5 of the LGA 2002 defines **significant** as:

“ in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance”.

### 1.2 DETERMINING SIGNIFICANCE

This section describes Council’s general approach to determining significance (in accordance with section 76AA(1)(a).

Determining the significance of a matter is an exercise of judgment. Council must assess how a proposal, decision, issue or matter may affect people, services, facilities and infrastructure in the District. Significance has to be considered as a continuum – ranging from the day to day matters where the decision is of low importance and has low significance, through to those which are critical with high or a very high significance. At some point in the continuum, the degree of significance becomes high enough that the matter is considered ‘significant’.

Schedule 2 sets out the procedure for assessing the significance of matters. Council will use of the criteria described below to help determine the level of significance of issues, proposals assets, activities, decisions or other matters. The criteria will be considered together in determining significance rather than separately – a proposal that rates highly against one of the criteria in isolation may not necessarily be considered to be of high significance.

Criteria for Determining Levels of Significance:

- Does the proposal or decision relate to an asset that is a ‘strategic asset’, as defined by the Act or this policy (See Schedule 1 – Strategic Assets), including the transfer of ownership or control, or the construction, replacement or abandonment of a ‘strategic asset’ (as defined by the Act or listed in this policy)?
- Is there, or likely to be, a substantial change in the level of service provided by Council?
- Is there, likely to be, or has there been:
  - a high level of community interest in a proposal or decision? or
  - controversy in the context of the impact or consequence of the change? or
  - a specific area affected (e.g. geographic area, or area of a community by interest, age or activity)? or
  - an impact or consequence relating to the duration of the effect arising from a proposal, decision or activity?
- Will the decision substantially affect Council debt, rates on residents or the financial figures in any one year or more of the Long Term Plan?
- Does the proposal, activity or decision involve the sale of a substantial proportion of, or controlling interest in, the Council’s shareholding in any Council-controlled trading organisation or Council-controlled organisation?
- Does the proposal or decision involve entry into any partnership with the private sector to carry out a significant activity; or any new proposal to contract out the delivery of any Council group of activities?
- Does the decision involve Council exiting an existing activity or adding a new group of activities?

### 1.3 DETERMINING WHAT IS SIGNIFICANT

This section describes the criteria and procedure Council will use to assess the extent to which issues, proposals, assets decisions or activities are significant (in accordance with LGA section 76AA(1)(b)).

An issue, decision, proposal or other matter is considered to be significant if it has a high level of significance; is determined to be significant by Council through resolution, and has not previously been consulted on using a special consultative procedure, including through the Long Term Plan or Annual Plan.

### 1.4 WHAT HAPPENS WHEN THE LEVEL OF SIGNIFICANCE HAS BEEN DETERMINED?

Once Council has decided what level of significance an issue has and whether it is significant, it will consider how it should engage with its communities. Like determining significance, engagement is also a continuum. At one end of the spectrum, the Council could simply provide information to the community (e.g. advise that there will be a change to rubbish collection days). At the other end of the spectrum, the community is empowered to make a decision itself, such as in the electoral voting system. Where a Special Consultative Procedure is required under any legislation (e.g. for making a bylaw, adopting a Long Term Plan or Annual Plan), then the matter is likely to be towards the higher end of the engagement and significance continuum.

Enabling effective participation of individuals and communities in the decision-making of councils is the primary purpose of consulting with the community. This will enable elected representatives to make better-informed decisions on behalf of those they represent.



The exact form and extent of consultation and engagement will be determined on a case by case basis, including considering the level of significance of the matter and any statutory requirements.

An illustration of how Council will approach communities on matters of significance, along with examples of engagement methods used by Council, is provided in the following table.

LOW SIGNIFICANCE	MEDIUM TO HIGH SIGNIFICANCE (ONE OR MORE APPROACH MAY BE USED)			
The community is provided with objective information to assist in its understanding of problems, solutions, performance	Feedback is obtained from the community to assist in the formulation of alternatives and decisions	Council works directly with the public throughout the process, to ensure both public and private concerns are understood	Council seeks direct advice from the community in formulating solutions. This advice is incorporated in decisions to the maximum extent possible	The public is empowered to make the decision
EXAMPLES OF ENGAGEMENT METHODS IN TASMAN (ADDITIONAL ACTIVITIES, FROM LEFT TO RIGHT)				
Council reports, website update, media release, public notice, letter, Newline, social media, customer services staff information training, or councillor or staff email networks	Notification to identified stakeholders & those directly affected, information display at Council offices or local venue in vicinity of activity/initiative, public meeting, open days, surveys, focus groups, online consultation, public hearings, identified staff as points of contact, print and radio advertising, Special Consultative Procedure (LGA)	Discussion groups and workshops, road shows, residents' survey, community led activities, pre-engagement strategy to heighten awareness and create interest and/or participation, expert opinion on outcomes sought by initiative/activity	Working groups, advisory boards	Local body elections

Table 1. Matching Engagement to Significance

Council regularly surveys its communities on their preferences and satisfaction with Council communication methods. This means Council can track how community preferences and satisfaction change over time and adapt the methods as required.

## PART 2 – ENGAGEMENT AND CONSULTATION

### 2.1 PRINCIPLES FOR ENGAGING AND CONSULTING WITH COMMUNITIES

Overarching principle: Council will engage with the community/ies affected by a matter with high significance to a greater extent than it will for a matter with less significance.

Some principles are common to all engagement processes. Many of the principles listed below have been adapted from the LGA 2002 (Sections 78 and 82), while others have been added to reflect the Council's commitment to community engagement.

**Access to information** – Council will provide reasonable access to relevant information in a timely manner and in a format that is appropriate to people's needs, taking into account the District's geographic and technological challenges.

**Timeliness** – Council will build engagement into the planning process from the start. Sufficient time will be allowed for considered responses from all groups with an interest in, or who are affected by, the issue.

**Partnerships** – in engaging and making decisions, Council will work in partnership with appropriate representative and special interest groups.

**Transparency** – Council will provide information about the purpose of engagement and the scope of the decisions. To ensure that participants know and understand the impact of their involvement, information may be provided on why Council is engaging, what issues are and are not up for decision-making, how the decisions will be made and who will be making them.

**Encouragement to Present Views** – Council will encourage all those affected by, or who have an interest in, an issue or project to present their views. The views can be presented in any way that is appropriate to their needs, e.g. written submission, oral submissions.

**Openness** – Council will receive views with an open mind and will give those views due consideration when making a recommendation (reflecting the differing views), or making a decision. Council welcomes indications of support for, or opposition to, proposed projects or issues.

**Engaging with iwi/Maori** – Council has put in place processes to provide opportunities for iwi/Maori to contribute to Council's decision making processes (refer to section below). Council will work with iwi/Maori to refine and improve these processes over time.

**Responding to Diversity** – Council will endeavour to seek the views of a wide cross-section of the community, using the most appropriate ways of engaging with various representative groups in the community.

**Co-ordination** – Council will encourage planning, coordination and collaboration amongst Council departments and entities for engagement processes.

**Feedback** – Council will provide information regarding the outcome of the decision making process and the reasons for the decisions.

**Extent of Engagement** – Council will weigh up the cost of the methods of engagement relative to the level of significance in determining the extent and nature of engagement.

Council recognises there are different needs in different communities. There are 17 urban and village settlements in Tasman District, and many more dispersed rural communities. Electronic communication challenges exist in some remote rural locations. There are long distances from rural areas to larger urban centres, wide ranging age groups and time availability, and different social and environmental interests to account for. The geographic spread of these communities creates challenges for both Council and community members in engaging in public meetings, workshops, open days and the like. The unique needs of each affected community will be factored into engagement exercises undertaken by Council wherever possible. Where an issue has District wide implications, Council will also endeavour to ensure that the locations selected for direct engagement with communities are spread across the District and are readily accessible to local residents and ratepayers.

## 2.2 ENGAGEMENT WITH IWI/MAORI

Council will honour all engagement processes, agreements and memorandums of understanding developed with Iwi/Māori as they relate to its decision-making policies.

As well as Council's organisational commitment to providing opportunities for iwi/Māori participation in its decision-making processes, the Local Government and Resource Management Acts also place a number of obligations and responsibilities on Council in regard to iwi/Māori. These include the need to establish and maintain processes to:

- Provide opportunities for iwi/Māori to contribute to pre-engagement process prior to the decision-making processes of Council.
- Foster the development of iwi/Māori capacity for contributing to the decision-making processes of Council.
- Provide relevant information to iwi/Māori for the above purposes.
- Have regard to kaitiakitanga and any relevant iwi environmental management plans.
- Take into account the relationship of Maori to, and their culture and traditions with, their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga, if any options in significant decision making processes are in relation to land or a body of water.

Council has made a commitment to honour its relationship with iwi/Maori of the Tasman District through its 'Statement on Fostering Māori Participation in Council Decision Making' within the current Long Term Plan.

The contribution by Iwi to Tasman's decision-making processes is provided through the relationships we share with Ngati Tama, Ngati Rarua, Te Atiawa, Ngati Koata, Ngati Kuia, Rangitane, Ngati Toa and Ngati Apa, and with Ngai Tahu for the relevant area of the District around the Lakes/Murchison locality. Where appropriate, Council will work with Wakatu Incorporation and Ngati Rarua Atiawa Iwi Trust (NRAIT) when dealing with matters relating to the land holdings of those agencies.

For guidance and advice as to the appropriate approach when dealing with iwi or Māori, staff should contact the Strategic Policy team.

## 2.3 ENGAGEMENT WITH ELECTED REPRESENTATIVES

This policy recognises the role of elected representatives, both Councillors and Community Board members, as valued and recognised conduits to the communities they represent.

Council, when engaging with affected or interested communities, will recognise the relationship elected members have with the location, specific communities and individuals affected by consultation or engagement initiatives.

Participation of elected representatives is an essential step to consider, in light of broader community good, when initiating any project requiring engagement.

#### 2.4 SPECIAL CONSULTATIVE PROCEDURE

The Special Consultative Procedure (SCP) is a prescribed process for consultation set out in the LGA 2002 which Council must follow for some decisions. An SCP may also be used for any other decision Council wishes to consult on. This will generally occur when the issue is recognised as being significant in terms of the Council's Significance and Engagement Policy.

The LGA 2002 requires Council to use the Special Consultative Procedure for:

- adoption of or amendment to the LTP (including significant amendments to the Revenue and Financing Policy or transfer of ownership of a strategic asset)
- revocation, adoption or amendment to a bylaw that has significant impacts on the public

It is important to note that formal consultation by a special consultative procedure is a structured process outlined in legislation and supported by case-law. This type of consultation still applies in some decision making processes. In other engagement processes, however, there are no explicit statutory or legal rules constraining or defining community engagement processes. The LGA 2002 has given local authorities the ability to determine this as appropriate for their communities.

At the time of writing this policy there are a number of other acts that require use of the Special Consultative Procedure,

#### 2.5 CONSULTATION UNDER OTHER ACTS

Section 82(5) of the LGA 2002 states that where specific consultation is required under the LGA, or any other enactment, and if inconsistent with any s82 principle – the other provisions will prevail (to the extent of the inconsistency). Those other Acts include, among others, the Reserves Act 1977, the Biosecurity Act 1993, Land Transport Act 1998 and the Resource Management Act 1991.

#### 2.6 PLANNING FOR COMMUNITY ENGAGEMENT

Council will provide opportunities for communities to engage, and encourage people to play a role, in Council's decision-making processes. To support those opportunities, Council will:

- choose the type of engagement most suited to each issue, and the preferred means of communication unique to each Tasman community, and form an engagement plan;
- consider the extent that Council is already aware of views of potentially affected and interested people;
- take opportunities to consider the views of affected communities at all stages of the process, through the adoption of solutions, initiatives or policies;
- in deciding the type and extent of any consultation, have regard for the nature and significance of the decision, its likely impact on, and the degree of importance to, those affected;
- engage as early as possible, and as appropriate, in a decision-making process. Ensure engagement processes are an integral part of project planning in its earliest stages;
- integrate and combine engagement and decision-making processes across departments as appropriate and wherever practicable;
- be sensitive to engagement becoming a burden, and people becoming reluctant to participate (effectively losing faith in the process);
- work in partnership with members and/or associations within particular communities to engage with the wider community where appropriate or cost-effective, and within time constraints;
- recognise that the significance or potential impact of a decision may be affected by more than the number of affected people.

#### 2.7 INFORMATION REQUIREMENTS

For early engagement processes (i.e. prior Council having decided on a draft plan, policy or proposed option) at a minimum Council will provide the following information conducting consultation or engagement activities:

- What the issue being addressed is and why it is being considered
- Any initial practicable options identified to date (including the status quo)
- Any initial consideration of the consequences of the different options identified
- How those being engaged with can provide their views

- The likely subsequent stages in engagement and decision making processes
- How those being engaged will be informed about subsequent stages in engagement and decision making processes

For engagement/consultation processes in which Council has decided on a draft plan, policy or proposed option, at a minimum, Council will provide the following information when conducting consultation or engagement activities:

- what is being proposed;
- why it is being proposed;
- what the options and consequences are for the proposal;
- if a plan or policy or similar document is proposed to be adopted – a draft of the proposed plan, policy, or other document;
- if a plan or policy or similar document is proposed to be amended – details of the proposed changes to the plan, policy, or other document.
- what impacts (if any) may occur if the proposal goes ahead;
- how submitters and participants can provide their views;
- the timeframe for consultation and engagement; and,
- how submitters and participants will be informed about the outcome.

(This list incorporates requirements under s.82A of the LGA 2002)

Note: in some circumstances all of the above may not be available during consultation, for example, if Council is seeking community views early in a process to inform the preparation of a draft plan or policy, which will be consulted on at a later date.

### 2.8 HOW COUNCIL WILL PROVIDE FEEDBACK TO THE COMMUNITY

Council will make available clear records, or descriptions of relevant decisions, made on an issue or matter where engagement has taken place. Explanatory material relating to the decision will be included, e.g. references to reports used to reach a decision. Those who participated in the engagement and the community at large will be notified of decisions by letter, email, Council newsletter, media statement or public notice. Decisions and reports will be made available on the Council website, or hard copies supplied upon request, unless they contain confidential matters that are not able to be made available to the public.

### 2.9 LENGTH OF ENGAGEMENT

The length of engagement can and does differ. It will be directed by:

- The level of significance or timeframes, as determined by legislative obligations; or
- The decision-making requirements and the possible effects of the decision that have not been deemed highly significant;
- The extent to which Council is already aware of the issue or views of the community;
- The level of community interest in proposed Council decisions; and,
- The structure and demands of the decision-making process.

### 2.10 ENGAGEMENT ON OTHER MATTERS

Council will engage with its communities on other matters in a wide range of ways and on an ongoing basis. This will be achieved through more formal means such as public forums at Council and committee meetings or making presentations to Council workshops, through to more informal means such as staff or elected members attending the meetings of other organisations, participating in network meetings or communicating by telephone, email, publications, website or social media.

### REVIEW OF THE SIGNIFICANCE AND ENGAGEMENT POLICY

The Significance and Engagement policy will be reviewed by Council every three years.

**SCHEDULE 1: STRATEGIC ASSETS**

Section 5 of the LGA 2002 defines strategic asset as:

Strategic asset, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the future well-being of the community; and includes –

- a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c) any equity securities held by the local authority in –
  - i. a port company within the meaning of the Port Companies Act 1988:
  - ii. an airport company within the meaning of the Airport Authorities Act 1966.

For Tasman District the list of Strategic Assets are:

- a) Strategic Assets required by legislation consisting of:
  - Shareholding in Port Nelson Ltd
  - Shareholding in Nelson Airport Ltd
  - Any land or buildings owned by Council and required to maintain Council's capacity to provide affordable housing as part of its social policy.
- b) Strategic assets determined by the Council consisting of the following in their entirety:
  - Transportation system
  - Wastewater reticulation system
  - Stormwater reticulation system
  - Ownership of Port Tarakohe as a whole
  - District Libraries
  - Reserves and Cemeteries
  - Water reticulation system
  - Water treatment plants
  - Wastewater treatment plants
  - Forestry Estate

## SCHEDULE 2 – PROCESS FOR ASSESSING SIGNIFICANCE

The LGA 2002 states that it is the responsibility of a local authority to make, at its discretion, judgments about how to achieve compliance with provisions relating to the decision making process and obtaining community views (sections 77 and 78). The decisions on the extent of consultation will be proportionate to the significance of the matters affected by the decision, as determined in accordance with this Significance and Engagement Policy.

### PROCEDURES FOR ASSESSING SIGNIFICANCE

Decisions will be made in accordance with this policy, the Council’s Governance Statement, Standing Orders and the Tasman District Council’s Delegation Register. In practice, this means:

- Where any issue, policy, decision or other matter is not covered by a delegation recorded in Council’s delegation register, the matter will be reported to Council or one of its committees.
- Each report shall include a statement indicating that the issue, policy, decision or other matter has been considered in regard to Council’s Significance and Engagement Policy. The report shall include an assessment of the degree of significance of the issue, policy, decision or other matter, based on the criteria outlined in this Policy. Each matter may be assessed on any one or more criteria.
- The assessment should consider each criterion of significance and report on these, where applicable. The report should include a statement on the level of significance, whether the issue, policy, decision or other matter is deemed to be significant and reasoning behind the conclusion (e.g. why was it determined to have moderate significance).
- The assessment shall also include consideration of the following requirements, matters and procedures set out in the LGA 2002:
  - s77 Requirements in Relation to Decisions,
  - s78 Community Views in Relation to Decisions
  - s79 Compliance with Procedures in Relation to Decisions
  - s80 Identification of Inconsistent Decisions
  - s81 Contributions to Decision-making Processes by Maori
  - s82 Principles of Consultation

The report should include a statement addressing the appropriate observance of such of Sections 77, 78, 80, 81 and 82 of the LGA 2002 as are applicable.

- Once a decision on significance has been made, the report should recommend appropriate methods and extent of consultation and engagement. The recommended engagement is to be proportionate to the significance of an issue, proposal, activity, asset or decision.

**Table 2: Determining levels of significance – Examples**

MATTER/ISSUE	DETERMINING THE LEVEL OF SIGNIFICANCE		
	Low Significance	Moderate	High Significance
Proposal or decision relates to an asset that is a ‘strategic asset’	e.g. Proposal or decision does not relate to strategic assets or does not substantively affect other Council assets.	e.g. Proposal or decision involves sale of, or substantial impact on, part of a strategic asset, or other Council asset.	e.g. Sale of a strategic asset; or activities that affect the performance of the strategic asset as a whole
Changes to Levels of Service	Low Significance e.g. Minor loss of, or change to, service levels provided by Council (or its contractors).	Moderate e.g. Moderate changes to the level of service provided by Council.	High Significance e.g. Decision or proposal creates substantial change in the level of service provided by Council.
Community interest	Low Significance	Moderate	High Significance

levels; Controversial; Areas affected & timing of effects	e.g. Decision or consequence has little impact and/or is easily reversible	e.g. Minor or moderate level of community interest in a proposal or decision; or there is a moderate impact arising from changes; or one or more settlements or Wards of the District are affected disproportionately to another; or duration of an effect may impact detrimentally on people or a community.	e.g. A high level of community interest in a proposal or decision; likely to be, or is, controversial in the context of the impact or consequence of the change; involves a specific area affected (e.g. geographic area, or area of a community by interest, age or activity); or there are substantial impacts or consequences arising from the duration of the effect.
Financial Impact	Low Significance	Moderate	High Significance
	e.g. No material effect on Council's budget, loans or projected debt. No material effect on rates	e.g. Minor effect on rates for residents, Council debt or the financial figures in any one year or more of the Long Term Plan.	e.g. Decision or proposal substantially affects Council debt, rates on residents or the financial figures in any one year or more of the Long Term Plan.
Sale of a substantial portion or controlling interest in a Council-controlled trading organisation (CCTO) or Council controlled organisation (CCO).	Low Significance	Moderate	High Significance
	e.g. No material effect on Council shareholdings in a CCO or CCTO	e.g. The sale of less than 20% of Council's shareholding in any CCTO or CCO .	e.g. Proposal, activity or decision involve the sale of more than 20% of Council's shareholding in any CCTO or CCO organization.
Partnership Arrangements with the Private Sector.	Low Significance	Moderate	High Significance
	e.g. No substantive change to partnership arrangements	e.g. Entry into any partnership with the private sector to carry out minor activities on behalf of Council (excluding consultant services).	e.g. Proposal or decision involves entry into any partnership with the private sector to carry out a significant activity; or any new proposal to contract out the delivery of any Council group of activities.
Changes to Groups of Activities	Low Significance	Moderate	High Significance
	e.g. Minor change to how Council manages groups of activities	e.g. Partial exit from a group of activities	e.g. Decision involves Council exiting an existing activity or adding a new group of activities.



**8.7 RATES REMISSIONS & OTHER RATING POLICIES****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Kelly Kivimaa-Schouten, Revenue Accountant; Alan Bywater, Senior Policy Advisor; Russell Holden, Finance Manager
<b>Report Number:</b>	RCN17-12-07

**1 Summary**

- 1.1 The Local Government Act 2002 and the Local Government (Rating) Act 2002 require consultation on a number of rating policies.
- 1.2 This paper brings together a number of proposed rates policy changes that have been previously discussed at Council workshops on 10 May 2017, 7 June 2017, and 26 July 2017.
- 1.3 The proposed changes are mostly administrative in nature and come with only minor financial costs.
- 1.4 There is no proposal to introduce a rates postponement policy.
- 1.5 The “Policy For Early Payment of Rates In the Current Financial Year” is proposed to be revoked for administrative efficiency reasons. Council does not provide an early payment discount, therefore this policy is not required.
- 1.6 It is proposed to introduce a new “Policy on Remission of Rates on Abandoned Land” in order to minimise administration costs where it is unlikely that rates assessed on an abandoned rating unit will ever be collected.
- 1.7 In order to more closely align the remission policy with the treatment of non-rateable property under the Local Government (Rating) Act 2002, it is proposed to amend the “Policy on Remission of Rates for Sporting, Recreation, or Community Organisations” to remove “stormwater” from the list of targeted rates not eligible for remission.
- 1.8 Further minor and administrative or formatting changes are proposed to a number of remission policies including increasing the financial threshold in the low valued properties policy, changes to the deadlines, clarifying the application process, removing redundant wording, and replacing the wording “Corporate Services Committee” now that there is no longer a Corporate Services Committee.

**2 Draft Resolution****That the Full Council**

1. receives the Rates Remissions & Other Rating Policies report RCN17-12-07; and

2. **adopts the following policies contained in Attachment 2 to this report, for public consultation in accordance with section 82 of the LGA:**
  - **Policy on the Remission and Postponement of Rates on Māori Freehold Land;**
  - **Policy on Remission of Rates for Land Subject to Council Initiated Zone Changes**
  - **Policy on Remission of Rates for Sporting, Recreation or Community Organisations**
  - **Policy on Remission of Uniform Charges on Non-Contiguous Rating Units Owned by the Same Ratepayer**
  - **Policy on Remission of Rates on Low Valued Properties**
  - **Policy on Remission of Rates for School Wastewater Charges**
  - **Policy on Remission of Rates for Land Occupied by a Dwelling that is Affected by Natural Disaster**
  - **Policy on Remission of Penalties**
  - **Policy on Remission of Rates on Abandoned Land**
  - **Policy on Remission of Excess Metered Water Rates**
3. **notes that the consultation on the Rates Remissions and Other Rating Policies will run concurrently with the consultation on the LTP Consultation Document; and**
4. **proposes to revoke the Policy For Early Payment of Rates In the Current Financial Year pursuant of section 55 of the Local Government (Rating) Act 2002; and**
5. **notes that the special consultative procedure to revoke the Policy For Early Payment of Rates In the Current Financial Year will be carried out through the proposal's inclusion in the LTP Consultation Document.**

### 3 Purpose of the Report

- 3.1 To seek the Council's approval of a number of policies for public consultation to be run concurrently with the Long Term Plan 2018-2028 Consultation Document.

### 4 Background and Discussion

#### Policy on the Remission and Postponement of Rates on Māori Freehold Land

- 4.1 The Council is required to consider the matters in Schedule 11 of the Local Government Act 2002 when it sets its policy on remission and postponement of rates on Māori freehold land. Schedule 11 is included in attachment 1 for the Council's review and consideration prior to approving this policy for consultation.
- 4.2 The title on Council's "Policy on Rate Relief for Māori Freehold Land" is proposed to be amended to align the wording with the Local Government Act 2002 becoming the "Policy on the Remission and Postponement of Rates on Māori Freehold Land".
- 4.3 It is proposed that the Policy includes reference to categories of non-rateable Māori land as set out in the Local Government (Rating) Act 2002.

#### Policy for Early Payment of Rates in the Current Financial Year

- 4.4 The "Policy For Early Payment of Rates In the Current Financial Year" is proposed to be revoked for administrative efficiency reasons. It is not required as Council does not provide an early payment discount. After consultation, the early payment discount was removed in 2015.
- 4.5 Under the Local Government (Rating) Act 2002 a Special Consultative Procedure is required to revoke this policy. It is recommended that Council notifies the public of its intention to revoke this policy in the LTP Consultation Document. Under section 93A(1) and (2) of the Local Government Act 2002, effectively the Consultation Document replaces the statement of proposal. Written submissions will be received and verbal submissions heard as part of the Consultation Document process.

#### Remission Policy Proposed Changes

##### 4.6 Policy on Remission of Rates for Sporting, Recreation or Community Organisations

In order to more closely align the remission policy with the treatment of non-rateable property under the Local Government (Rating) Act 2002, it is proposed to amend the "Policy on Remission of Rates for Sporting, Recreation, or Community Organisations" to remove "stormwater" from the list of targeted rates not eligible for remission.

##### 4.7 Policy on Remission of Uniform Charges on Non-contiguous Rating Units Owned by the Same Ratepayer

It is proposed to add the clause "For the avoidance of doubt, the definition of farming does not extend to forestry" to provide clarity to applicants.

##### 4.8 Policy on Remission of Rates on Low Valued Properties

As property values in the district have been increasing, and it is proposed to increase the threshold in the "Policy on Remission of Rates on Low Valued Properties" from \$4,500 to \$7,000.

#### 4.9 Policy on Remission of Rates on Abandoned Land

It is proposed to introduce a new policy on remission of rates on abandoned land to minimise administration costs where it is unlikely that rates assessed on an abandoned land rating unit will ever be collected.

Council has recently commenced a review of abandoned land and staff recommend introduction of this policy so that there is a mechanism to deal with rates on abandoned land which does not sell. It is likely that this would be small pieces of land which would be uneconomic to own. As there is not expected to be much land that would meet the proposed conditions and criteria of this policy - it is expected to have a minimal cost to Council especially in light of the difficulty collecting rates on abandoned land.

The proposed conditions and criteria are as follows:

The policy will apply to rating units that meet the definition of abandoned land as prescribed in Section 77(1) of the Local Government (Rating) Act 2002 and that land has either failed to be sold using the authority provided in sections 77-83 of the Local Government (Rating) Act 2002, or is unlikely to sell under that authority.

The proposed policy also states that rates arrears on qualifying properties at the adoption of the policy, or in the first year a rating unit qualifies under the policy, will also be remitted. This is because there is basically no way to recover the rates if the property cannot be sold.

#### 4.10 Policy on Remission of Excess Metered Water Rates

It is proposed to simplify the graphic included in the policy to improve clarity.

For the purpose of clarity to applicants, it is proposed to add the clause “For the avoidance of doubt, this policy does not apply to commercial, industrial, or other properties that are not dwellings as defined in this policy”.

#### 4.11 Administrative and other minor changes are proposed to a number of remission policies including:

4.11.1 Extending application deadlines for a number of the policies so that new applicants who may not have been aware of the policy until later in the year have an opportunity to apply.

4.11.2 Clarifying the policies for which annual applications are not required.

4.11.3 Removing redundant wording, or adding further wording to clarify.

4.11.4 Referring applications to the Full Council or any committee it delegates to, rather than the Corporate Services Committee, now that there is no longer a Corporate Services Committee.

4.11.5 Simplifying the policies by removing the “application” heading and moving the information under that heading to sit under “conditions and criteria.”

#### 4.12 Attachment 3 contains a tracked changes markup of proposed changes from the existing policies, including all the administrative and other minor changes.

## 5 Options

5.1 The Council's options with the majority of the proposed changes are to accept the proposed changes to the policies to be consulted upon, or to continue with the existing policies.

5.2 The advantages of accepting the host of proposed changes include:

- Format alignment - it is proposed to use the same format template for all of the proposed policies.
- Readability - the proposed changes are intended to enhance the readability of the policies and consistency across policies.
- Compliance - changes have been proposed for legal or statutory compliance purposes.
- Interpretation - changes have been made to make the policies including the application process more clear.
- Simplification - a number of the changes have been proposed to clarify policies, which should also help achieve administrative efficiencies.

5.3 If the policies are not changed as proposed, the above advantages will not be obtained.

## 6. Strategy and Risks

6.1 There are no significant risks that have been identified in regard to the consultation on proposed changes to the remission and other rates related policies.

## 7 Policy / Legal Requirements / Plan

- 7.1 Section 102 of the Local Government Act 2002 permits Council to set a rates remission policy and a rates postponement policy, and requires Council to set a policy on the remission and postponement of rates on Māori freehold land.
- 7.2 Section 109 of the Local Government Act 2002 requires the remission policy to state the objectives to be achieved by the remission of the rates and the conditions, and criteria to be met in order for rates to be remitted. This section also requires the policy to be reviewed at least once every six years using a consultative process.
- 7.3 Section 55 of the Local Government (Rating) Act 2002 permits Council to set a policy for early payment of rates in the current financial year. According to this Act the policy must be adopted using the special consultative procedure. It is assumed that a similar process is required to revoke the policy.
- 7.4 Staff are not proposing to remove any policies which are mandatory.
- 7.5 It is recommended that the Rates Remission Policy & Policy on the Remission and Postponement of Rates on Māori Freehold Land will be subject to public consultation under section 82 of the Local Government Act 2002 which will be run concurrently with the Long Term Plan 2018-2028 Consultation Document process.
- 7.6 It is recommended that Council uses a special consultative procedure to revoke the Policy For Early Payment of Rates In the Current Financial Year through the proposal's inclusion in the LTP Consultation Document.
- 7.7 Members of the public will be able to make their views known on the policies through written submissions and, if they so choose, to present their submission verbally at a hearing.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 The proposed changes to remissions and other related policies have minor impacts only on Council's budgets.
- 8.2 Many of the proposed changes are non-financial in nature.
- 8.3 The proposed changes to the Policy on Remission of Rates on Abandoned Land would result in possible new remissions, however this remission would only be granted as a last resort where other collection methods had been exhausted and the land is effectively uneconomic to own.
- 8.4 It is expected there would be slight increases to the remissions budget as a result of extending the remission for Community Organisations to cover the stormwater rate and increasing the threshold of the Low Valued Properties Remission, however these will be insignificant in terms of the total remissions budget with an expected negligible increased cost on an average ratepayer.

**9 Significance and Engagement**

- 9.1 The significance of the proposed changes is considered low because the majority of the proposed changes are administrative and do not significantly change the expected outcomes of the policies.
- 9.2 However for Council to make any changes to these policies, Council is required to go through statutory consultation processes.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	The majority of the changes being made to the policies are administrative in nature and affect a small minority of rate payers.
Is there a significant impact arising from duration of the effects from the decision?	Low	These policies must be reviewed at least every six years. Council could choose to amend the policy at any time.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	NA	
Does the decision create a substantial change in the level of service provided by Council?	NA	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	These policies have only limited impact on the Council's finances.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	NA	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	NA	

## 10 Conclusion

10.1 Staff recommend all policies be adopted for consultation as attached.

## 11 Next Steps / Timeline

- 11.1 Consultation documentation will be completed for remissions and other associated policies.
- 11.2 Consultation will be carried out concurrently with the LTP Consultation Document.
- 11.3 Written submissions will be considered by Council and submitters will have the opportunity to present their submission verbally at a hearing.
- 11.4 The policies will be finalised as part of the LTP in late June 2018.

**12 Attachments**

- |    |   |     |
|----|---|-----|
| 1. | Schedule 11- Local Government Act 2002  | 297 |
| 2. | Draft Policy on the Remission and Postponement of Rates on Maori Freehold Land and Rates Remission Policy - clean version         | 299 |
| 3. | Draft Policy on the Remission and Postponement of Rates on Maori Freehold Land and Rates Remission Policy - track changes version | 317 |





New Zealand Legislation  
**Local Government Act 2002**

• Warning: Some amendments have not yet been incorporated

### Schedule 11

#### Matters relating to rates relief on Māori freehold land

ss 5(2), 108(4), 109(2), 110(2)

- 1 The matters that the local authority must consider under section 108(4) are—
  - (a) the desirability and importance within the district of each of the objectives in clause 2; and
  - (b) whether, and to what extent, the attainment of any of those objectives could be prejudicially affected if there is no remission of rates or postponement of the requirement to pay rates on Māori freehold land; and
  - (c) whether, and to what extent, the attainment of those objectives is likely to be facilitated by the remission of rates or postponement of the requirement to pay rates on Māori freehold land; and
  - (d) the extent to which different criteria and conditions for rates relief may contribute to different objectives.
  
- 2 The objectives referred to in clause 1 are—
  - (a) supporting the use of the land by the owners for traditional purposes:
  - (b) recognising and supporting the relationship of Māori and their culture and traditions with their ancestral lands:
  - (c) avoiding further alienation of Māori freehold land:
  - (d) facilitating any wish of the owners to develop the land for economic use:
  - (e) recognising and taking account of the presence of waahi tapu that may affect the use of the land for other purposes:
  - (f) recognising and taking account of the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing (whether on the land or elsewhere):
  - (g) recognising and taking account of the importance of the land for community goals relating to—
    - (i) the preservation of the natural character of the coastal environment:
    - (ii) the protection of outstanding natural features:
    - (iii) the protection of significant indigenous vegetation and significant habitats of indigenous fauna:
  - (h) recognising the level of community services provided to the land and its occupiers:
  - (i) recognising matters related to the physical accessibility of the land.

<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM176082.html?search=...> 16/11/2017





## Policy on the Remission and Postponement of Rates on Māori Freehold Land

### POLICY REFERENCES

- |                       |  |
|-----------------------|--|
| • Effective date:     | 1 July 2018  |
| • Review due:         | 30 June 2021   |
| • Legal compliance:   | Local Government Act 2002- Section 102, 108 & Schedule 11          |
| • Approved by Council | Draft policy approved by Council for consultation on [insert date] |

Council is required to adopt a policy on remission and postponement of rates on Māori freehold land under Sections 102, 108 and Schedule 11 of the Local Government Act 2002.

The matters to be considered in adopting a policy include:

- The desirability and importance within the District of each of the objectives listed in Schedule 11 of the Local Government Act 2002.
- Whether, and to what extent, the attainment of any of those objectives could be prejudicially affected if there is no remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- Whether, and to what extent, the attainment of any of those objectives is likely to be facilitated by the remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- The extent to which different criteria and conditions for rates relief may contribute to different objectives.
- Note:  
Part 1 of Schedule 1 of the Local Government (Rating) Act 2002, sets out those categories of non-rateable land. For clarity, those categories with direct reference to Māori and/or Māori freehold land, include:

**Land owned or used by, and for the purposes of, —**

a partnership school kura hourua (within the meaning of section 2(1) of the Education Act 1989), excluding any partnership school kura hourua that operates for profit.

**Land that does not exceed 2 hectares and that is used as —**

a Māori burial ground.

**Māori customary land.**

**Land that is set apart under section 338 of Te Ture Whenua Maori Act 1993 or any corresponding former provision of that Act and —**

that is used for the purposes of a marae or meeting place and that does not exceed 2 hectares; or



that is a Māori reservation under section 340 of that Act.

**Māori freehold land that does not exceed 2 hectares and on which a Māori meeting house is erected.**

**Māori freehold land that is, for the time being, non-rateable by virtue of an Order in Council made under section 116 of this Act, to the extent specified in the order.**

For a complete list of fully non-rateable land please refer to Part 1 of Schedule 1 of the Local Government (Rating) Act 2002 available from [www.legislation.govt.nz](http://www.legislation.govt.nz)

Having considered the above matters Council's policy on remission and postponement of rates on Māori freehold land is:

### **POLICY ON THE REMISSION AND POSTPONEMENT OF RATES ON MĀORI FREEHOLD LAND**

#### **PURPOSE**

The objective of the Policy on the Remission and Postponement of Rates on Māori Freehold Land is to enable the Council to act fairly and reasonably in its consideration of rate relief on Māori freehold land.

#### **APPLICATION**

This Policy applies to rates on Māori freehold land within the Tasman District.

#### **PRINCIPLES**

1. The Council has considered the matters set out in Section 108 and Schedule 11 of the Local Government Act 2002. The Council may remit all or part of the rates on Māori freehold land in accordance with any other rates remission policy that applies to the land if the Council is satisfied that the conditions and criteria for rates to be remitted under that other policy are met.
2. The Council will not postpone the requirement to pay rates on Māori freehold land, thereby treating Māori freehold land the same as general land in Tasman District.
3. In this Policy Māori freehold land means land whose beneficial ownership has been determined by the Māori Land Court by freehold order.



## Rates Remission Policy

### POLICY REFERENCES

- |                       |  |
|-----------------------|--|
| • Effective date:     | 1 July 2018  |
| • Review due:         | 30 June 2021   |
| • Legal compliance:   | Local Government Act 2002 Section 109<br>Local Government (Rating) Act 2002 sections 85 & 86 |
| • Approved by Council | Draft policy approved by Council for consultation on [insert date]                           |

### Purpose

The rates remission policy contains a number of policies that each outline objectives sought to be achieved by the remission of rates and the conditions and criteria to be met in order for rates to be remitted.

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

### Contents

Policy on Remission of Rates for Land Subject to Council Initiated Zone Changes

Policy on Remission of Rates for Sporting, Recreation or Community Organisations

Policy on Remission of Uniform Charges on Non-Contiguous Rating Units Owned by the Same Ratepayer

Policy on Remission of Rates on Low Valued Properties

Policy on Remission of Rates for School Wastewater Charges

Policy on Remission of Rates for Land Occupied by a Dwelling that is Affected by Natural Disaster

Policy on Remission of Penalties

Policy on Remission of Rates on Abandoned Land

Policy on Remission of Excess Metered Water Rates



### Policy on Remission of Rates for Land Subject to Council Initiated Zone changes

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To allow Council, at its discretion, to remit rates charged on any rating unit used for residential purposes that is rezoned as a result of a Council initiated zone change. The aim of this Policy is to allow the Council to consider remitting rates for those ratepayers most adversely affected by an increase in rates when the land value of their rating unit increases as a result of a Council initiated zone change. The Council's preference is to allow a transition period before affected ratepayers are required to pay the increased rates in full. It is accepted that the rates remitted will be paid by other ratepayers.

#### 1. CONDITIONS AND CRITERIA

- 1.1 This policy applies to rating units in the Tasman District.
- 1.2 The Council may, on the application of a ratepayer, remit all or part of the rates on a rating unit, if
  - a) the rating unit is used for residential purposes, and
  - b) the rating unit has been rezoned as a result of a Council initiated zone change made under Part 1 Schedule 1 of the Resource Management Act 1991, and
  - c) the zone change was notified after 5 October 2007, and
  - d) the effect of that zone change is that the land value of the rating unit increases, and
  - e) consequently the rates payable in respect of the rating unit increase to an extent the Council considers to be inappropriate.
- 1.3 The amount of remitted rates on a rating unit will not exceed the amount by which the rates on the rating unit have increased as result of the zone change.
- 1.4 To be considered for a rates remission under this Policy:
  - a) the rating unit must be situated within the area of land that has been rezoned; and
  - b) the rating unit must be used for residential purposes, and must have been used for residential purposes prior to the zone change being initiated by the Council; and
  - c) the applicant ratepayer must have owned the rating unit prior to the zone change being initiated by the Council; and
  - d) the rating unit must be the applicant ratepayer's principal place of residence, and must have been the principal place of residence of the applicant ratepayer prior to the zone change being initiated by the Council.
- 1.5 The remission of all or any part of the rates on a rating unit may be for such period of time as the Council considers reasonable, commencing from the date upon which the Council determines that the land rezoning affected the land value of the rating unit and increased the rates payable in respect of the rating unit, provided that no rates shall be remitted that were due in a financial year (1 July to 30 June) prior to the one in which this Policy commenced.
- 1.6 The decision to remit all or any part of the rates on a rating unit shall be at the sole discretion of the Council.



- 1.7 The Council may refuse to remit rates even where the conditions set out in this Policy are met by a ratepayer.
- 1.8 Subject to clause 1.9 of this Policy the remission of rates on a rating unit will cease upon the happening of any of the following events:
- the death of the ratepayer; or
  - the ratepayer ceases to be the owner of the rating unit; or
  - the ratepayer ceases to use the rating unit as his/her principal place of residence; or
  - a date determined by the Council in any particular case; or
  - any earlier date determined by the ratepayer in any particular case.
- 1.9 The Council may at any time at its discretion grant the ratepayer an extension of the rates remission period previously agreed to by the Council.
- 1.10 The Council may consider and be guided by the following criteria in its decisions on applications for a rates remission under this Policy –
- those relevant matters set out in s101 of the Local Government Act relating to the determination of appropriate funding sources;
  - whether the applicant ratepayer actively sought rezoning or any deferred zone uplifting;
  - whether the applicant ratepayer has realised a financial benefit from the zone change;
  - the influence of market movements on land values;
  - the personal circumstances including the financial circumstances of the applicant ratepayer;
  - equity and fairness among ratepayers;
  - the precedent effect.

#### Definitions

- 1.11 In this Policy residential purposes means any land used for residential or residential/lifestyle purposes, including land not zoned for those purposes on which a dwelling is located and is occupied by the ratepayer as their principal place of residence.
- 1.12 In this Policy ratepayer means the registered proprietors of a rating unit at the time the Council decides to remit all or part of the rates on that rating unit in accordance with this Policy.
- 1.13 In this Policy rates means the general rate and other rates set by the Council that are calculated by utilising the rateable value of the rating unit.

#### 2. PROCEDURE

- 2.1 If the applicant has applied for a rates remission under the policy in the prior year, the application for rates remission must be made to Council on or before 15 September. If the applicant did not apply in the prior year, the application for rates remission must be made to Council on or before 31 May.
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Applications will not be accepted for prior years.
- 2.4 Each application for a rates remission will be considered on a case by case basis following receipt of an application by the ratepayer. The extent and duration of any remission shall be determined by the Council.



- 2.5 As part of the application process the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation. Ratepayers should note that the valuation service provider's decision is final as there are no statutory rights of objection or appeal, for valuations of this type. The extent of any remission will be based on valuations supplied by Council's valuation service provider.
- 2.6 Council may recover costs from applicant ratepayers in accordance with the Fees and Charges Policy.
- 2.7 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.

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## Policy on Remission of Rates for Sporting, Recreation or Community Organisations

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

### OBJECTIVES

To facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities by:

1. Recognising the public good contribution made by such organisations;
2. Assisting the survival of such organisations;
3. Making membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

### 1. CONDITIONS AND CRITERIA

- 1.1 This policy applies to a sporting, recreation or community organisation that is not otherwise covered by the Local Government Rating Act 2002, Schedule 1 Parts 1 and 2. Parts 1 and 2 specify categories of land that is 100% or 50% non-rateable. The applicant must be in the Tasman District and must facilitate the ongoing provision of non-commercial community services and/or non-commercial sporting and/or recreational opportunities.
- 1.2 Remission of rates may be made when both of the following criteria apply:
  - a) The land is owned by Council, the Crown, or a non-profit organisation and is occupied by that organisation.
  - b) The land is used exclusively or principally for sporting, recreation or community services under the following categories:
    - i. Hall or library
    - ii. Promotion of arts, health or education
    - iii. Recreational or sporting
    - iv. Free maintenance and relief of persons in need.
- 1.3 Remission of rates will not be made when any of the following exclusions apply:
  - a) The organisation (including a society, association or organisation, whether incorporated or not) exists for the purposes of profit or gain.
  - b) The organisation engages in sporting, recreational, or community services as a secondary purpose only.
  - c) The rate is any targeted rate for water supply, wastewater or refuse/recycling.

### 2. PROCEDURE

- 2.1 If the applicant has applied for a rates remission under the policy in the prior year, the application for rates remission must be made to Council on or before 31 December. If the applicant did not apply in the prior year, the application for rates remission must be made to Council on or before 31 May.
- 2.2 Applications for remission must be made on the prescribed form.



- 2.3 Applications will not be accepted for prior years.
- 2.4 Organisations making an application should include the following documents in support of their application:
  - a) Statement of objectives
  - b) Full financial accounts (balance sheet, income statement, cash flow statement)
  - c) Information on activities and programmes delivered
  - d) Details of membership.
- 2.5 Each application will be considered on its merits, and provision of a remission in any year does not set a precedent for similar remissions in any future year.
- 2.6 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.

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### Policy on Remission of Uniform Charges on Non-contiguous Rating Units Owned by the Same Ratepayer

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To provide relief from uniform charges for rural land which is non-contiguous, farmed as a single entity, and owned by the same ratepayer.

#### 1. CONDITIONS AND CRITERIA

- 1.1 The policy will be applicable to rural land which is non-contiguous, farmed as a single entity, and owned by the same ratepayer.
- 1.2 Rating units that meet the criteria under this policy may qualify for a remission of the uniform annual general charge and specified targeted rates set on the basis of a fixed dollar charge per rating unit.
- 1.3 The Ratepayer will remain liable for at least one of each type of charge.
- 1.4 Rate types affected by this policy are uniform fixed charges, i.e. those that would be impacted if the properties were treated as one unit for setting a rate. Any rate relating to water supply will not be eligible for remission under this policy.
- 1.5 Rating units that receive a remission must be held in identical ownership with each other and operated as a single farming or horticultural unit. For the avoidance of doubt, the definition of farming does not extend to forestry.

#### 2. PROCEDURE

- 2.1 The application for rates remission must be made to the Council on or before 31 May. This application will be enduring and annual applications are only required if requested by Council staff, however applicants must inform Council if their land use changes or if the rating units cease to be operated as a single farming or horticultural unit.
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Application will not be accepted for prior years.
- 2.4 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.



### Policy on Remission of Rates on Low Valued Properties

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To minimise administrative costs in the collection of rates on properties that are low-valued. The Local Government Rating Act 2002 requires each separate property title to have a separate valuation/rating assessment. This has resulted in some low land valued assessments being created, particularly where subdivisions of assessments have not covered the full area.

#### 1. CONDITIONS AND CRITERIA

- 1.1 This policy applies to properties in the Tasman District.
- 1.2 Despite the main provisions of the Local Government Rating Act 2002, Council may make a decision not to collect rates where it deems it uneconomical to do so. Under this Policy, the Council may make property assessments with a rating valuation of up to \$7,000 eligible for a 100% rates remission if they meet all of the following criteria:
  - a) The property is not part of a group of assessments that are classified or treated as Contiguous;
  - b) The property is not used, nor able to be effectively used, by the owner listed on the Certificate of Title.
  - c) The property is not an isolation strip.

#### 2. PROCEDURE

- 2.1 The application for rates remission must be made to the Council on or before 31 May. This application will be enduring and annual applications are only required if requested by Council staff, however applicants must inform Council if their property becomes used, or becomes contiguous to another property they own.
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Applications will not be accepted for prior years.
- 2.4 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.



### Policy on Remission of Rates for School Wastewater Charges

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To provide relief and assistance to educational establishments in paying wastewater charges.

#### 1. CONDITIONS AND CRITERIA

- 1.1 The policy will apply to educational establishments as defined in Schedule 1 Part 1 clause 6 (a-b) of the Local Government (Rating) Act 2002. The policy does not apply to school houses or parts of a school used for residential purposes.
- 1.2 The wastewater charge is the rate that would be levied using the same mechanism as applied to other rating units in the District divided by the number of toilets as determined in accordance with the clauses below.
- 1.3 Where the formula is applied and the wastewater charge is higher than the amount that would normally be levied if no formula was applied, the amount to pay would be whichever is the lesser of the two.
- 1.4 For the purpose of clause 1.2 the number of toilets for rating units occupied for the purposes of an educational establishment is one toilet for every 20 pupils and staff.
- 1.5 The number of pupils in an educational establishment is the number of pupils on its roll on 1 March in the year immediately before the year to which the charge relates.
- 1.6 For early childhood establishments the number of pupils is the maximum number of pupils licensed for each session.
- 1.7 The number of staff in an educational establishment is the number of full time equivalent teaching and administration staff employed by that educational establishment on 1 March immediately before the year to which the charge relates.

#### 2. PROCEDURE

- 2.1 The application for rates remission must be made to the Council on or before 15 June. Applications made before this deadline will be applicable for the next rating year commencing 1 July.
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Applications will not be accepted for prior years.
- 2.4 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.



**Policy on Remission of Rates for Land Occupied by a Dwelling that is affected by Natural Disaster**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

**OBJECTIVES**

To allow the Council, at its discretion, to remit rates charged on any rating unit used for residential purposes if the land has been detrimentally affected by natural disaster (erosion, falling debris, subsidence, slippage, inundation, or earthquake) rendering dwellings or buildings uninhabitable and requiring activities carried out on the land to cease. The aim of the Policy is to allow the Council to consider remitting rates for those ratepayers most adversely affected.

**1. CONDITIONS AND CRITERIA**

- 1.1 This policy applies to properties located in the Tasman District.
- 1.2 The Council may remit all or a part of any rate or user charge made and levied in respect of land, if the land is detrimentally affected by natural disaster (such as erosion, falling debris, subsidence, slippage, inundation, or earthquake) and:
  - a) as a result dwellings or buildings previously habitable were made uninhabitable; and
  - b) the activity for which the land and/or buildings were used prior to the disaster is unable to be undertaken or continued.

For the purposes of this policy, 'uninhabitable' shall mean –

  - i. a dwelling or building that cannot be used for the purpose it was intended due to a 's124 notice' being issued under the Building Act 2004 and the residents have been required to move out by the Council; or
  - ii. a dwelling or building that is a total loss; or
  - iii. as determined by Council after taking into account the matters specified in Clause 1.5 of this Policy.

'Land used for residential purposes' shall mean –

  - i. any land including land not zoned for residential purposes on which a dwelling is located and is occupied by the Ratepayer as a principal place of residence.
- 1.3 The remission may be for such period of time as the Council considers reasonable, commencing from the date upon which the Council determines that the dwelling, buildings, or land were made uninhabitable and unable to be used for the activity for which they were used prior to the disaster, which shall be no less than 30 days after the event affecting the land in terms of this policy up to and limited to the time that the land and/or buildings are deemed by Council to be able to become habitable and able to be used for the activity carried out prior to the disaster.
- 1.4 The decision to remit all or any part of a rate or user charge shall be at the sole discretion of the Council. The Council may refuse to grant a remission even where the conditions set out in clause 2 are met by a ratepayer. The Council is unlikely to grant a remission where the land affected is in a known hazard prime location.
- 1.5 In determining whether or not a property is uninhabitable and the period of time for which the rates remission is to apply Council may take into account:



- a) the extent to which essential services such as water, or sewerage to any dwelling or building were interrupted and could not be supplied;
- b) whether essential services such as water or sewerage to any dwelling or building are able to be provided; and
- c) whether any part of the building or land remains habitable or available for use
- d) any property revaluation undertaken by Council's valuation provider.

**2. PROCEDURE**

- 2.1 Rates remissions will only be considered following the receipt of an application by the ratepayer and the application must be received within six months of the event, or within such further time as Council in its sole discretion might allow.
- 2.2 Each application for a rates remission will be considered on a case by case basis following receipt of an application by the ratepayer. The extent and duration of any remission shall be determined on a case by case basis.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.

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### Policy of Remission of Penalties

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To enable the Council to act fairly and reasonably in its consideration of penalties charged on rates which have not been received by the Council by the due date.

#### 1. CONDITIONS AND CRITERIA

- 1.1 This Policy applies to ratepayers within the Tasman District.
- 1.2 Remission of penalties on late payment of rates may be made when it is considered just and equitable to do so. In determining justice and equity, one or more of the following criteria shall be applied.
  - a) Where there exists a history of regular, punctual payment over the last two years and payment is made within a short time following the ratepayer being made aware of the non-payment, a one-off reduction in penalties may be made.
  - b) Where an agreed payment plan is in place, penalties may be suppressed or reduced, where the ratepayer complies with the terms of the agreed payment plan.
  - c) Where the rates instalment was issued in the name of a previous property owner.
  - d) Where a ratepayer has been ill or in hospital or suffered a family bereavement or tragedy of some type and has been unable to attend to payment, on compassionate grounds.
  - e) Where an error has been made on the part of the Council staff or arising through error in the general processing which has subsequently resulted in a penalty charge being imposed.
  - f) Where the remission will facilitate the collection of overdue rates and it results in full payment of arrears.
  - g) Where the remission facilitates the future payment of rates by direct debit within a specified timeframe.
  - h) Where ratepayers can reasonably expect a rates remission for the rating year where their application has not yet been approved, or where the final date for lodging the remission application has not yet passed.

#### 2. PROCEDURE

- 2.1 A ratepayer may request that the penalty applied for late payment be remitted.
- 2.2 In implementing this policy the circumstances of each case will be taken into consideration on their individual merits and a remission will be conditional upon the full amount of such rates due having been paid.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.





### **Policy on Remission of Rates on Abandoned Land**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### **OBJECTIVES**

To minimise administration costs where it is unlikely that rates assessed on an abandoned rating unit will ever be collected.

#### **1. CONDITIONS AND CRITERIA**

- 1.1 The policy will apply to rating units that meet the definition of abandoned land as prescribed in Section 77(1) of the Local Government (Rating) Act 2002 and that land has either failed to be sold using the authority provided in sections 77-83 of the Local Government (Rating) Act 2002, or is unlikely to sell under that authority.

#### **2. PROCEDURE**

- 2.1 Rates will be remitted in full annually on rating units that meet the conditions and criteria specified above.
- 2.2 Any rates arrears owing on qualifying properties at the adoption of the policy, or in the first year a rating unit qualifies under the policy, will also be remitted.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.



### Policy on Remission of Excess Metered Water Rates

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To ensure the efficient use of water by ratepayers, and provide an incentive to ratepayers to promptly correct any leaks to their internal reticulation.

#### 1. CONDITIONS AND CRITERIA

- 1.1 This policy applies to residential ratepayers who have excess water rates due to a leak in the property's internal reticulation. Internal reticulation is defined as the water supply pipe that commences at the point of supply (generally at the water meter) and goes directly to the dwelling. Refer to Figure 1. For the avoidance of doubt, this policy does not apply to commercial, industrial, or other properties that are not dwellings as defined in this policy.
- 1.2 A remission will only be granted on the current account.
- 1.3 Where a remission is granted the ratepayer will be charged an amount equal to the maximum consumption at any one time charged for that rating unit in the past three years, provided it has been in the same ownership.
- 1.4 Where ownership of the property has been for less than six months, staff will monitor consumption for a period of three months following completion of all repairs, to establish a reasonable consumption figure to charge.
- 1.5 Where there is an application for remission following a second leak within five years of the first application, the ratepayer will pay an additional charge of 75 per cent of the difference between the consumption as calculated in clause 1.3 above and the actual metered consumption during the leak period.
- 1.6 Where there is an application for remission following a third or subsequent leak within five years of the first application, the application will be declined.
- 1.7 No remissions to the water account will be given in any of the following circumstances:
  - a) No remissions will be given for leaking fittings connected to the water supply connection to the dwelling.
  - b) No remissions will be granted for a water supply connection pipe to a dwelling that has been installed within the last five years.
- 1.8 Definition of Dwelling: Dwelling means a building or group of buildings, or part of a building or group of buildings that is:
  - a) Used or intended to be used, only or mainly for residential purposes; and
  - b) Occupied, or intended to be occupied, exclusively as the home or residence of not more than one household; but does not include a hostel, boarding house, or other specialised accommodation.



## 2. PROCEDURE

- 2.1 All applicants must submit their request in writing within six weeks of the date of the current water account, stating that there are no further leaks on the property and must provide proof of repair carried out by a registered plumber. (The only exemption to this requirement is that provided for Murchison as notified in the SR1978/340).
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.

### SANITARY PLUMBING (EXEMPTION) NOTICE 1978 SR 1978/340

PURSUANT to section 55 (1) of the Plumbers, Gasfitters and Drainlayers Act 1976, and after consultation with the Waimea County Council, the Minister of Health hereby gives the following notice:

#### Contents

##### Title and Commencement

1. This notice may be cited as the Sanitary Plumbing (Exemption) Notice 1978.
2. This notice shall come into force on the day after the date of its notification in the Gazette.

##### Exemption from provisions relating to sanitary plumbing

The area described in the Schedule to this notice is hereby designated as an area where sanitary plumbing may be done by any person.

#### Schedule

##### Area in which notice has effect

The Murchison Division of the County of Waimea (as shown on a plan number SPE 1 deposited with the Ministry of Health and thereon edged with a bold black line), excluding the area situated within a radius of 1.5 kilometres of the Nelson Lakes National Park Headquarters in the Township of St Arnaud.

#### Explanatory Note

This note is not part of the notice, but is intended to indicate its general effect.

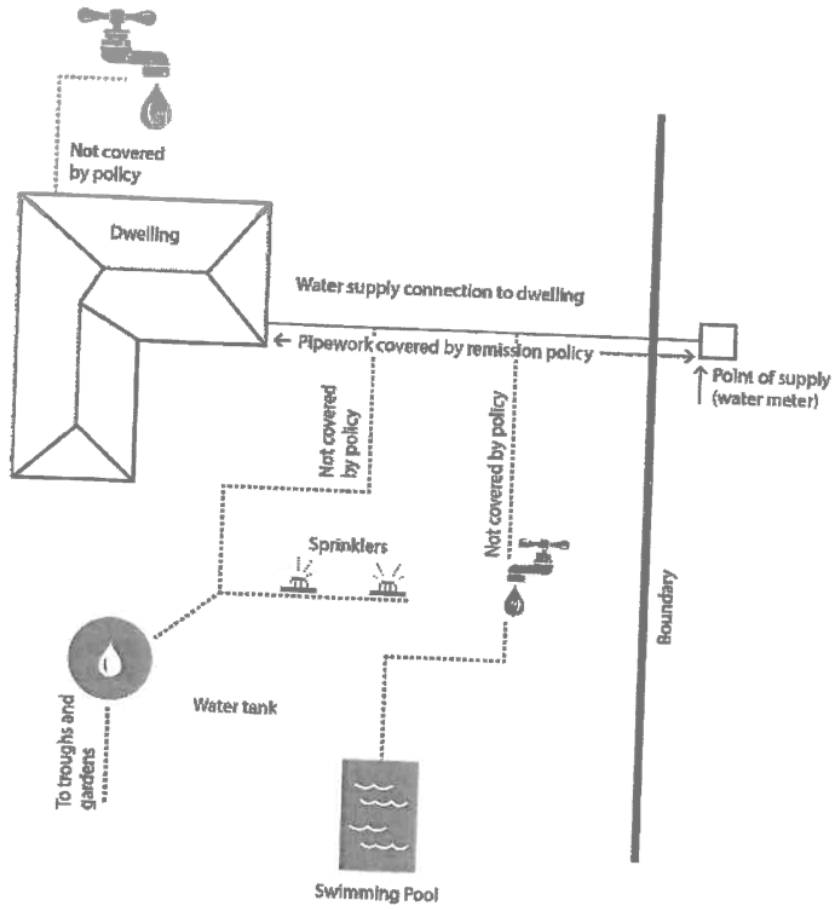
The effect of the notice is that, subject to the provisions of any enactment other than the Plumbers, Gasfitters, and Drainlayers Act 1976, any person may do sanitary plumbing within the area of the County of Waimea described in the Schedule to this notice. Except where an area is exempted in this way, only the holders of licences or certificates under the Act in respect of plumbing may do this work (subject to certain limited exemptions).

#### Promulgation

Issued under the authority of the Acts and Regulations Publication Act 1989

Date of notification in Gazette: 21 December 1978

This notice is administered by the Department of Health



..... Pipework shown dashed is not covered by the remission policy  
Figure 1



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**Policy on ~~Rate Relief for~~ the Remission and Postponement of Rates on Māori Freehold Land**

**POLICY REFERENCES**

• <b>Effective date:</b>	<u>1 July 2018</u>
• <b>Review due:</b>	<u>30 June 2021</u>
• <b>Legal compliance:</b>	<u>Local Government Act 2002- Section 102, 108 &amp; Schedule 11</u>
• <b>Approved by Council:</b>	<u>Draft policy approved by Council for consultation on [insert date]</u>

Council is required to adopt a policy on remission and postponement of rates on Māori freehold land under Sections 102, 108 and Schedule 11 of the Local Government Act 2002.

The matters to be considered in adopting a policy include:

- The desirability and importance within the District of each of the objectives listed in Schedule 11 of the Local Government Act 2002.
- Whether, and to what extent, the attainment of any of those objectives could be prejudicially affected if there is no remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- Whether, and to what extent, the attainment of any of those objectives is likely to be facilitated by the remission of rates or postponement of the requirement to pay rates on Māori freehold land.
- The extent to which different criteria and conditions for rates relief may contribute to different objectives.

• **Note:**

Part 1 of Schedule 1 of the Local Government (Rating) Act 2002, sets out those categories of non-rateable land. For clarity, those categories with direct reference to Māori and/or Māori freehold land, include:

Land owned or used by, and for the purposes of, —

a partnership school kura hourua (within the meaning of section 2(1) of the Education Act 1989), excluding any partnership school kura hourua that operates for profit,

Land that does not exceed 2 hectares and that is used as —  
a Māori burial ground,

Māori customary land,



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Land that is set apart under section 338 of Te Ture Whenua Maori Act 1993 or any corresponding former provision of that Act and —  
that is used for the purposes of a marae or meeting place and that does not exceed 2 hectares; or  
that is a Māori reservation under section 340 of that Act.  
Māori freehold land that does not exceed 2 hectares and on which a Māori meeting house is erected.

Māori freehold land that is, for the time being, non-rateable by virtue of an Order in Council made under section 116 of this Act, to the extent specified in the order.

For a complete list of fully non-rateable land please refer to Part 1 of Schedule 1 of the Local Government (Rating) Act 2002 available from [www.legislation.govt.nz](http://www.legislation.govt.nz)

Having considered the above matters Council's policy on remission and postponement of rates on Māori freehold land is:

**POLICY ON THE REMISSION AND POSTPONEMENT OF RATES ON RATE RELIEF FOR MĀORI FREEHOLD LAND**

~~This policy has an effective date of 1 July 2016.~~

**PURPOSE**

The objective of the Policy on ~~Rate Relief for the Remission and~~ Postponement of Rates on Māori Freehold Land is to enable the Council to act fairly and reasonably in its consideration of rate relief on Māori freehold land.

**APPLICATION**

This Policy applies to rates on Māori freehold land within the Tasman District.

**PRINCIPLES**

1. The Council has considered the matters set out in ~~S~~ection 108 and Schedule 11 of the Local Government Act 2002. The Council may remit all or part of the rates on Māori freehold land in accordance with any other rates remission policy that applies to the land if the Council is satisfied that the conditions and criteria for rates to be remitted under that other policy are met.
2. The Council will not postpone the requirement to pay rates on Māori freehold land, thereby treating Māori freehold land the same as general land in Tasman District.
3. In this Policy Māori freehold land means land whose beneficial ownership has been determined by the Māori Land Court by freehold order.



## Rates Remission Policy

### POLICY REFERENCES

• <u>Effective date:</u>	1 July 2018
• <u>Review due:</u>	30 June 2021
• <u>Legal compliance:</u>	Local Government Act 2002 Section 109 Local Government (Rating) Act 2002 sections 85 & 86
• <u>Approved by Council:</u>	Draft policy approved by Council for consultation on (insert date)

### Purpose

The rates remission policy contains a number of policies that each outline objectives sought to be achieved by the remission of rates and the conditions and criteria to be met in order for rates to be remitted.

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

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Policy on Remission of Penalties

Policy on Remission of Rates on Abandoned Land

Policy on Remission of Excess Metered Water Rates



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**Policy on Remission of Rates for Land Subject to Council Initiated Zone changes**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

**OBJECTIVES**

~~This Policy is to~~ allow Council, at its discretion, to remit rates charged on any rating unit used for residential purposes that is rezoned as a result of a Council initiated zone change. The aim of this Policy is to allow the Council to consider remitting rates for those ratepayers most adversely affected by an increase in rates when the land value of their rating unit increases as a result of a Council initiated zone change. The Council's preference is to allow a transition period before affected ratepayers are required to pay the increased rates in full. It is accepted that the rates remitted will be paid by other ratepayers.

**APPLICATION**

~~This policy applies to properties located in the Tasman District.~~

**POLICY**

**1. CONDITIONS AND CRITERIA**

1.1 This policy applies to rating units in the Tasman District.

1.2 The Council may, on the application of a ratepayer, remit all or part of the rates on a rating unit, if

- a) the rating unit is used for residential purposes, and
- b) the rating unit has been rezoned as a result of a Council initiated zone change made under Part 1 Schedule 1 of the Resource Management Act 1991, and
- c) the zone change was notified after 5 October 2007, and
- d) the effect of that zone change is that the land value of the rating unit increases, and
- e) consequently the rates payable in respect of the rating unit increase to an extent the Council considers to be inappropriate.

1.3 The amount of remitted rates on a rating unit will not exceed the amount by which the rates on the rating unit have increased as result of the zone change.

1.4 To be considered for a rates remission under this Policy:

- a) the rating unit must be situated within the area of land that has been rezoned; and
- b) the rating unit must be used for residential purposes, and must have been used for residential purposes prior to the zone change being initiated by the Council; and
- c) the applicant ratepayer must have owned the rating unit prior to the zone change being initiated by the Council; and
- d) the rating unit must be the applicant ratepayer's principal place of residence, and must have been the principal place of residence of the applicant ratepayer prior to the zone change being initiated by the Council.

1.5 The remission of all or any part of the rates on a rating unit may be for such period of time as the Council considers reasonable, commencing from the date upon which the Council determines that the land rezoning affected the land value of the rating unit and increased the rates payable in respect of the rating unit, provided that no rates shall be



remitted that were due in a financial year (1 July to 30 June) prior to the one in which this Policy commenced.

- 1.6 The decision to remit all or any part of the rates on a rating unit shall be at the sole discretion of the Council.
- 1.7 The Council may refuse to remit rates even where the conditions set out in this Policy are met by a ratepayer.
- 1.8 Subject to clause 1.9 of this Policy the remission of rates on a rating unit will cease upon the happening of any of the following events:
- the death of the ratepayer; or
  - the ratepayer ceases to be the owner of the rating unit; or
  - the ratepayer ceases to use the rating unit as his/her principal place of residence; or
  - a date determined by the Council in any particular case; or
  - any earlier date determined by the ratepayer in any particular case.
- 1.9 The Council may at any time at its discretion grant the ratepayer an extension of the rates remission period previously agreed to by the Council.
- 1.10 The Council may consider and be guided by the following criteria in its decisions on applications for a rates remission under this Policy –
- those relevant matters set out in s101 of the Local Government Act relating to the determination of appropriate funding sources;
  - whether the applicant ratepayer actively sought rezoning or any deferred zone uplifting;
  - whether the applicant ratepayer has realised a financial benefit from the zone change;
  - the influence of market movements on land values;
  - the personal circumstances including the financial circumstances of the applicant ratepayer;
  - equity and fairness among ratepayers;
  - the precedent effect.

#### Definitions

- 1.11 In this Policy residential purposes means any land used for residential or residential/lifestyle purposes, including land not zoned for those purposes on which a dwelling is located and is occupied by the ratepayer as their principal place of residence.
- 1.12 In this Policy ratepayer means the registered proprietors of a rating unit at the time the Council decides to remit all or part of the rates on that rating unit in accordance with this Policy.
- 1.13 In this Policy rates means the general rate and other rates set by the Council that are calculated by utilising the rateable value of the rating unit.

#### 2. PROCEDURE

- 2.1 If the applicant has applied for a rates remission under the policy in the prior year, the application for rates remission must be made to the Council on or before 15 September of a rating year. If the applicant wishes the remission to apply to rates payable in that year, the application must be made to Council on or before 31 May.
- 2.2 Applications for remission must be made on the prescribed form.



- 2.3 Applications will not be accepted for prior years.
- 2.4 Each application for a rates remission will be considered on a case by case basis following receipt of an application by the ratepayer. The extent and duration of any remission shall be determined by the Council.
- 2.5 As part of the application process the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation. Ratepayers should note that the valuation service provider's decision is final as there are no statutory rights of objection or appeal, for valuations of this type. The extent of any remission will be based on valuations supplied by Council's valuation service provider.
- 2.6 Council may recover costs from applicant ratepayers in accordance with the Fees and Charges Policy.
- 2.7 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the ~~Corporate Services Committee~~ Full Council or any committee it delegates to for a decision.

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## Policy on Remission of Rates for Sporting, Recreation or Community Organisations

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

### OBJECTIVES

The objective of the remission of rates for community, sporting and other organisations is to facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities by:

1. Recognising the public good contribution made by such organisations;
2. Assisting the survival of such organisations;
3. Making membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

### 1. APPLICATION

~~2. THIS POLICY IS APPLICABLE TO COMMUNITY, SPORTING AND OTHER ORGANISATIONS FACILITATING THE ONGOING PROVISION OF NON-COMMERCIAL COMMUNITY SERVICES AND NON-COMMERCIAL RECREATIONAL OPPORTUNITIES FROM PROPERTIES WITHIN THE TASMAN DISTRICT.~~

### 4. POLICY

#### 4.1. CONDITIONS AND CRITERIA

- 1.1 ~~The Council may grant a rates remission~~ This policy applies to a sporting, recreation or community organisation that is not otherwise covered by the Local Government Rating Act 2002, Schedule 1 Parts 1 and 2. Parts 1 and 2 specify categories of land that is 100% or 50% non-rateable. The applicant must be in the Tasman District and must facilitate the ongoing provision of non-commercial non-commercial community services and/or non-commercial non-commercial sporting and/or recreational opportunities.
- 1.2 Remission of rates may be made when both of the following criteria apply:
  - a) The land is owned by Council, the Crown, or a non-profit organisation and is occupied by that organisation.
  - b) The land is used exclusively or principally for sporting, recreation or community services under the following categories:
    - i. Hall or library
    - ii. Promotion of arts, health or education
    - iii. Recreational or sporting
    - iv. Free maintenance and relief of persons in need.
- 1.3 Remission of rates will not be made when any of the following exclusions apply:
  - a) The organisation (including a society, association or organisation, whether incorporated or not) exists for the purposes of profit or gain.



- b) The organisation engages in sporting, recreational, or community services as a secondary purpose only.
- c) The rate is any targeted rate for water supply, stormwater, wastewater/sewage disposal or refuse/recycling.

## 2. PROCEDURE

2.1 If the applicant has applied for a rates remission under the policy in the prior year, the application for rates remission must be made to Council on or before 31 December. If the applicant did not apply in the prior year, the application for rates remission must be made to Council on or before 31 May.

2.2 The application for rates remission must be made to the Council on or before 31 December each year. Applications made during the rating year will be applicable for that rating year.

Applications for remission must be made on the prescribed form.

2.3 Applications will not be accepted for prior years.

2.4 Organisations making an application should include the following documents in support of their application:

- a) Statement of objectives
- b) Full financial accounts (balance sheet, income statement, cash flow statement)
- c) Information on activities and programmes delivered
- d) Details of membership.

2.5 Each application will be considered on its merits, and provision of a remission in any year does not set a precedent for similar remissions in any future year.

2.6 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee, Full Council or any committee it delegates to for a decision.

Rate remissions will be made by passing a credit to the property owner's or the applicant's rates account.



**Policy on Remission of Uniform Charges on Non-contiguous Rating Units Owned by the Same Ratepayer**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

**OBJECTIVES**

~~This policy aims to~~ To provide relief from uniform charges for rural land which is non-contiguous, farmed as a single entity, and owned by the same ratepayer.

**APPLICATION**

~~The policy will be applicable to rural land which is non-contiguous, farmed as a single entity, and owned by the same ratepayer.~~

**1. CONDITIONS AND CRITERIA**

~~1.1~~ 1.1 The policy will be applicable to rural land which is non-contiguous, farmed as a single entity, and owned by the same ratepayer.

~~5.21.2~~ Rating units that meet the criteria under this policy may qualify for a remission of the uniform annual general charge and specified targeted rates set on the basis of a fixed dollar charge per rating unit.

~~5.31.3~~ The Ratepayer will remain liable for at least one of each type of charge.

~~5.41.4~~ Rate types affected by this policy are uniform fixed charges, i.e. those that would be impacted if the properties were treated as one unit for setting a rate. Any rate relating to water supply will not be eligible for remission under this policy.

~~5.51.5~~ Rating units that receive a remission must be held in identical ownership with each other and operated as a single farming or horticultural unit. ~~For the avoidance of doubt, the definition of farming does not extend to forestry.~~

**2. PROCEDURE**

~~2.1~~ 1. The application for rates remission must be made to the Council on or before 16 September/31 May. This application will be enduring and annual applications are only required if requested by Council staff, however applicants must inform Council if their land use changes or if the rating units cease to be operated as a single farming or horticultural unit. If the applicant wishes the remission to apply to rates payable in that year.

~~2.2~~ 2. Applications for remission must be made on the prescribed form.

~~2.3~~ 3. Application will not be accepted for prior years.

~~2.4~~ 4. Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee/Full Council or any committee it delegates to for a decision.



### Policy on Remission of Rates on Low Valued Properties

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

~~The objective of the policy on remission of rates on low valued properties is to~~ To minimise administrative costs in the collection of rates on properties that are low-valued. The Local Government Rating Act 2002 requires each separate property title to have a separate valuation/rating assessment. This has resulted in some low land valued assessments being created, particularly where subdivisions of assessments have not covered the full area.

#### APPLICATION

~~This policy applies to properties located in the Tasman District.~~

#### 1. CONDITIONS AND CRITERIA

1.1 This policy applies to properties in the Tasman District.

1.2 Despite the main provisions of the Local Government Rating Act 2002, Council may make a decision not to collect rates where it deems it uneconomical to do so. Under this Policy, the Council may make property assessments with a rating valuation of up to \$7,000.4-599 eligible for a 100% rates remission if they meet all of the following criteria:

- a) The property is not part of a group of assessments that are classified or treated as Contiguous,
- b) The property is not used, nor able to be effectively used, by the owner listed on the Certificate of Title.
- c) The property is not an isolation strip.

#### 2. PROCEDURE

2.1 The application for rates remission must be made to the Council on or before 31 May. This application will be enduring and annual applications are only required if requested by Council staff, however applicants must inform Council if their property becomes used, or becomes contiguous to another property they own.

2.2 The application for rates remission must be made to the Council on or before 15 September if the applicant wishes the remission to apply to rates payable in that year.

Applications for remission must be made on the prescribed form.

2.3 Applications will not be accepted for prior years.

2.4 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee Full Council or any committee it delegates to for a decision.



### Policy on Remission of Rates for School Wastewater Charges

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To provide relief and assistance to educational establishments in paying wastewater charges.

#### APPLICATION

The policy will apply to educational establishments as defined in Schedule 1 Part 1 clause 6 (a-b) of the Local Government (Rating) Act 2002. The policy does not apply to school houses or parts of a school used for residential purposes.

#### 1. CONDITIONS AND CRITERIA

The policy will apply to educational establishments as defined in Schedule 1 Part 1 clause 6 (a-b) of the Local Government (Rating) Act 2002. The policy does not apply to school houses or parts of a school used for residential purposes.

- 1.1 The policy will apply to educational establishments as defined in Schedule 1 Part 1 clause 6 (a-b) of the Local Government (Rating) Act 2002. The policy does not apply to school houses or parts of a school used for residential purposes.
  - 1.2 2-The wastewater charge is the rate that would be levied using the same mechanism as applied to other rating units in the District divided by the number of toilets as determined in accordance with the clauses 4 to 6 below.
  - 1.3 3-Where the formula is applied and the wastewater charge is higher than the amount that would normally be levied if no formula was applied, the amount to pay would be whichever is the lesser of the two.
  - 1.4 4-For the purpose of clause 1-12 the number of toilets for rating units occupied for the purposes of an educational establishment is one toilet for every 20 pupils and staff.
  - 1.5 6-The number of pupils in an educational establishment is the number of pupils on its roll on 1 March in the year immediately before the year to which the charge relates.
  - 1.6 6-For early childhood establishments the number of pupils is the maximum number of pupils licensed for each session.
  - 1.7 7-The number of staff in an educational establishment is the number of full time equivalent teaching and administration staff employed by that educational establishment on 1 March immediately before the year to which the charge relates.
- #### 2. PROCEDURE
- 2.1 The application for rates remission must be made to the Council on or before 31 May/16 June each year. Applications made before this deadline will be applicable for the next rating year commencing 1 July.
  - 2.2 Applications for remission must be made on the prescribed form.
  - 2.3 Applications will not be accepted for prior years.





- 2.4 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee Full Council or any committee it delegates to for a decision.

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**Policy on Remission of Rates for Land Occupied by a Dwelling that is affected by Natural Disaster**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

**OBJECTIVES**

~~This Policy is to~~ To allow the Council, at its discretion, to remit rates charged on any rating unit used for residential purposes if the land has been detrimentally affected by natural disaster (erosion, falling debris, subsidence, slippage, inundation, or earthquake) rendering dwellings or buildings uninhabitable and requiring activities carried out on the land to cease. The aim of the Policy is to allow the Council to consider remitting rates for those ratepayers most adversely affected.

**APPLICATION**

~~This policy applies to properties located in the Tasman District.~~

**1. CONDITIONS AND CRITERIA**

~~1.1 This policy applies to properties located in the Tasman District.~~

- 1.2** The Council may remit all or a part of any rate or user charge made and levied in respect of land, if the land is detrimentally affected by natural disaster (such as erosion, falling debris, subsidence, slippage, inundation, or earthquake) and:
- as a result dwellings or buildings previously habitable were made uninhabitable; and
  - the activity for which the land and/or buildings were used prior to the disaster is unable to be undertaken or continued.

For the purposes of this policy, 'uninhabitable' shall mean –

- a dwelling or building that cannot be used for the purpose it was intended due to a 's124 notice' being issued under the Building Act 2004 and the residents have been required to move out by the Council; or
- a dwelling or building that is a total loss; or
- as determined by Council after taking into account the matters specified in Clause 1.54 of this Policy.

'Land used for residential purposes' shall mean –

- any land including land not zoned for residential purposes on which a dwelling is located and is occupied by the Ratepayer as a principal place of residence.

- 1.3** The remission may be for such period of time as the Council considers reasonable, commencing from the date upon which the Council determines that the dwelling, buildings, or land were made uninhabitable and unable to be used for the activity for which they were used prior to the disaster, which shall be no less than 30 days after the event affecting the land in terms of this policy up to and limited to the time that the land and/or buildings are deemed by Council to be able to become habitable and able to be used for the activity carried out prior to the disaster.

- 1.4** The decision to remit all or any part of a rate or user charge shall be at the sole discretion of the Council. The Council may refuse to grant a remission even where the conditions set out in clause 2+ are met by a ratepayer. The Council is unlikely to grant a remission where the land affected is in a known hazard prime location.



- 1.5 In determining whether or not a property is uninhabitable and the period of time for which the rates remission is to apply Council may take into account:
- the extent to which essential services such as water, or sewerage to any dwelling or building were interrupted and could not be supplied;
  - whether essential services such as water or sewerage to any dwelling or building are able to be provided; and
  - whether any part of the building or land remains habitable or available for use
  - any property revaluation undertaken by Council's valuation provider.

#### 2. PROCEDURE

- 2.1 Rates remissions will only be considered following the receipt of an application by the ratepayer and the application must be received within six months of the event, or within such further time as Council in its sole discretion might allow.
- 2.2 Each application for a rates remission will be considered on a case by case basis following receipt of an application by the ratepayer. The extent and duration of any remission shall be determined on a case by case basis.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee Full Council or any committee it delegates to for a decision.



### Policy of Remission of Penalties

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

~~The objective of the Remission of Penalties is to~~ enable the Council to act fairly and reasonably in its consideration of penalties charged on rates which have not been received by the Council by the due date.

#### APPLICATION

This Policy applies to ratepayers within the Tasman District.

#### 1. CONDITIONS AND CRITERIA

1.1 This Policy applies to ratepayers within the Tasman District.

1.2 Remission of penalties on late payment of rates may be made when it is considered just and equitable to do so. In determining justice and equity, one or more of the following criteria shall be applied.

- a) Where there exists a history of regular, punctual payment over the last two years and payment is made within a short time following the ratepayer being made aware of the non-payment, a one-off reduction in penalties may be made.
- b) Where an agreed payment plan is in place, penalties may be suppressed or reduced, where the ratepayer complies with the terms of the agreed payment plan.
- c) Where the rates instalment was issued in the name of a previous property owner.
- d) Where a ratepayer has been ill or in hospital or suffered a family bereavement or tragedy of some type and has been unable to attend to payment, on compassionate grounds.
- e) Where an error has been made on the part of the Council staff or arising through error in the general processing which has subsequently resulted in a penalty charge being imposed.
- f) Where the remission will facilitate the collection of overdue rates and it results in full payment of arrears.
- g) Where the remission facilitates the future payment of rates by direct debit within a specified timeframe.
- h) Where ratepayers can reasonably expect a rates remission for the rating year where their application has not yet been approved, or where the final date for lodging the remission application has not yet passed.

#### 2. PROCEDURE

2.1 A ratepayer may request that the penalty applied for late payment be remitted.

2.2 In implementing this policy the circumstances of each case will be taken into consideration on their individual merits and a remission will be conditional upon the full amount of such rates due having been paid.

#### 2.3

Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the



~~Corporate Services Committee for Full Council or any committee it delegates to for a decision.~~

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**Policy on Remission of Rates on Abandoned Land**

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

**OBJECTIVES**

To minimise administration costs where it is unlikely that rates assessed on an abandoned rating unit will ever be collected.

**1. CONDITIONS AND CRITERIA**

1.1 The policy will apply to rating units that meet the definition of abandoned land as prescribed in Section 77(1) of the Local Government (Rating) Act 2002 and that land has either failed to be sold using the authority provided in sections 77-83 of the Local Government (Rating) Act 2002, or is unlikely to sell under that authority.

**2. PROCEDURE**

2.1 Rates will be remitted in full annually on rating units that meet the conditions and criteria specified above.

2.2 Any rates arrears owing on qualifying properties at the adoption of the policy, or in the first year a rating unit qualifies under the policy, will also be remitted.

2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Full Council or any committee it delegates to for a decision.



### Policy on Remission of Excess Metered Water Rates

This policy is made in accordance with section 109 of the Local Government Act 2002 and is applied as per sections 85 and 86 of the Local Government (Rating) Act 2002.

#### OBJECTIVES

To ensure the efficient use of water by ratepayers, and provide an incentive to ratepayers to promptly correct any leaks to their internal reticulation.

#### APPLICATION

The policy will apply to applications from ratepayers who have excess water rates due to a leak in the property's internal reticulation. Internal reticulation is defined as the water supply pipe that commences at the point of supply (generally at the water meter) and goes directly to the dwelling.

#### 1. CONDITIONS AND CRITERIA

1.1 This policy applies to residential ratepayers who have excess water rates due to a leak in the property's internal reticulation. Internal reticulation is defined as the water supply pipe that commences at the point of supply (generally at the water meter) and goes directly to the dwelling. Refer to Figure 1. For the avoidance of doubt, this policy does not apply to commercial, industrial, or other properties that are not dwellings as defined in this policy.

1.1.2 A remission will only be granted on the current account.

1.1.3 Where a remission is granted the ratepayer will be charged an amount equal to the maximum consumption at any one time charged for that rating unit in the past three years, provided it has been in the same ownership.

1.1.4 Where ownership of the property has been for less than six months, staff will monitor consumption for a period of three months following completion of all repairs, to establish a reasonable consumption figure to charge.

1.1.5 Where there is an application for remission following a second leak within five years of the first application, the ratepayer will pay an additional charge of 75 per cent of the difference between the consumption as calculated in clause 1.1.3 above and the actual metered consumption during the leak period.

1.1.6 Where there is an application for remission following a third or subsequent leak within five years of the first application, the application will be declined.

1.1.7 No remissions to the water account will be given in any of the following circumstances:

- a) No remissions will be given for leaking fittings connected to the water supply connection to the dwelling<sup>2</sup>.
- b) No remissions will be granted for a water supply connection pipe to a dwelling that has been installed within the last five years.

1.8 Definition of Dwelling: (as defined in the Building Act 2004): Dwelling means a building or group of buildings, or part of a building or group of buildings that is:

- a) Used or intended to be used, only or mainly for residential purposes; and





- b) Occupied, or intended to be occupied, exclusively as the home or residence of not more than one household; but does not include a hostel, boarding house, or other specialised accommodation.

2. PROCEDURE

- 2.1 All applicants must submit their request in writing within six weeks of the date of the current water account, stating that there are no further leaks on the property and must provide proof of repair carried out by a registered plumber. (The only exemption to this requirement is that provided for Murchison as notified in the SR1978/340).
- 2.2 Applications for remission must be made on the prescribed form.
- 2.3 Council may delegate authority to consider and approve applications to Council officers. In the event of any doubt or dispute arising, the application is to be referred to the Corporate Services Committee Full Council or any committee it delegates to for a decision.

SANITARY PLUMBING (EXEMPTION) NOTICE 1978 SR 1978/340

PURSUANT to section 55 (1) of the Plumbers, Gasfitters and Drainlayers Act 1976, and after consultation with the Waimea County Council, the Minister of Health hereby gives the following notice:

Contents

Title and Commencement

- 1. This notice may be cited as the Sanitary Plumbing (Exemption) Notice 1978.
- 2. This notice shall come into force on the day after the date of its notification in the Gazette.

Exemption from provisions relating to sanitary plumbing

The area described in the Schedule to this notice is hereby designated as an area where sanitary plumbing may be done by any person.

POLICY ON REMISSION OF EXCESS METERED WATER RATES (CONT.)

Schedule

Area in which notice has effect

The Murchison Division of the County of Waimea (as shown on a plan number SPE 1 deposited with the Department ~~Ministry~~ of Health and thereon edged with a bold black line), excluding the area situated within a radius of 1.5 kilometres of the Nelson Lakes National Park Headquarters in the Township of St Arnaud.

Explanatory Note

This note is not part of the notice, but is intended to indicate its general effect.

The effect of the notice is that, subject to the provisions of any enactment other than the Plumbers, Gasfitters, and Drainlayers Act 1976, any person may do sanitary plumbing within the area of the County of Waimea described in the Schedule to this notice. Except where an area is exempted in this way, only the holders of licences or certificates under the Act in respect of plumbing may do this work (subject to certain limited exemptions).

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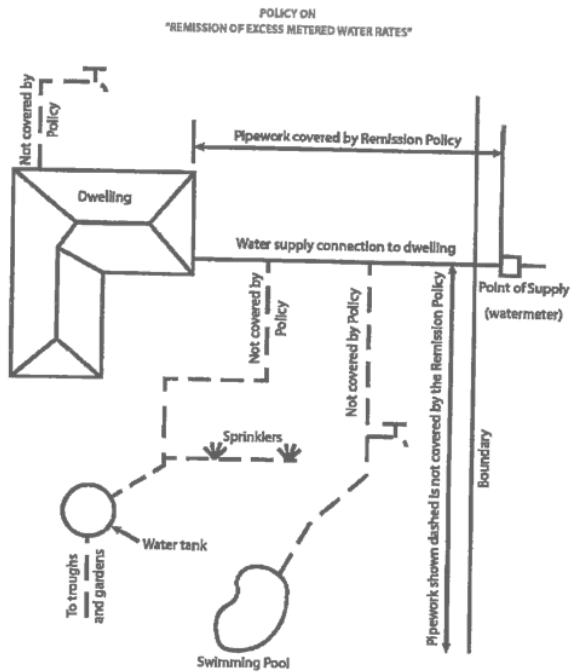
**Promulgation**

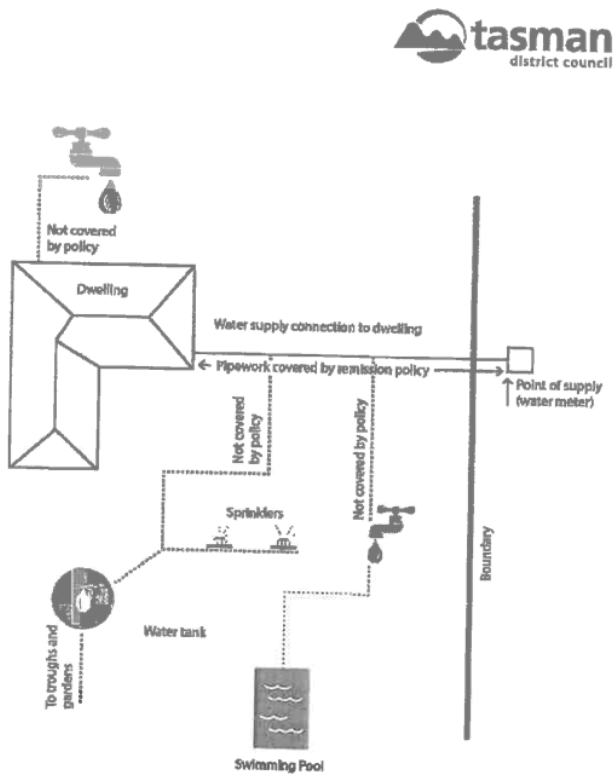
Issued under the authority of the Regulations Act 1936 and Regulations Publication Act 1988

Date of notification In Gazette: 21 December 1978

This notice is administered by the Department of Health

**POLICY ON REMISSION OF EXCESS METERED WATER RATES (CONT.)**





..... Pipework shown dashed is not covered by the remission policy

Figure 1

## ~~POLICY FOR EARLY PAYMENT OF RATES IN THE CURRENT FINANCIAL YEAR~~

~~This policy has an effective date of 1 July 2015.~~

### ~~PURPOSE~~

~~The purpose of this policy is to provide for the processing of rates paid in advance of their due date in the current financial year.~~

### ~~APPLICATION~~

~~This Policy applies to all ratepayers in the Tasman District.~~

### ~~POLICY~~

#### ~~1 PRINCIPLES~~

- ~~1. Ratepayers should be able to choose to pay their rates in advance.~~
- ~~2. The Council will accept payment of some, or all, rates for the current year before the due dates set out in the rates assessment.~~
- ~~3. Where rates are paid prior to the due dates set out in the rates assessment notice, no discount will be provided.~~

#### ~~2 PROCEDURE~~

~~The Council will process early payment of the current year's rates in accordance with this Policy.~~

**8.8 DIGITAL AND ONLINE SERVICES BUSINESS CASE****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Peter Darlington, Information Services Manager
<b>Report Number:</b>	RCN17-12-08

**1 Summary**

- 1.1 This is the Business Case for implementing Digital and Online Services at Tasman District Council. The case is made for Council to take advantage of the opportunities afforded by digital technology to improve internal work processes and the associated services to Council customers.
- 1.2 This case has grown out of the Digital Strategy work programme that received strong support from Councillors at previous Long Term Plan workshops. It also grew out of the Able Tasman 2 strategic improvement programme, focussing on high quality customer services and decisions that enable. It is based on the growing trend for customers to want to access our services digitally and the need to transform our internal process to meet this demand.
- 1.3 The business case recommends an iterative approach using small development steps based on customer feedback, that will create incremental improvements in our services, rather than a major investment in systems and development. This will lower risk and allow Council staff to learn as we go.
- 1.4 Funding of \$100,000 in year one of the Long Term Plan (2018-2028) (LTP) is followed by \$200,000 in years two and three to implement the first set of service improvements. A further \$100,000 per annum through the ten years of the LTP is requested to bring a total investment of \$1,200,000 over the ten-year period of the plan. The funding is already included in the draft LTP budgets which Council has been working through at recent workshops.

**2 Draft Resolution****That the Full Council**

- 1. receives the Digital and Online Services Business Case report RCN17-12-08; and**
- 2. approves the recommended approach of Option Three, a measured approach using iterative feedback; and**
- 3. approves the requested funding being included in the draft budgets for the Long Term Plan 2018-2028.**

### 3 Purpose of the Report

- 3.1 The purpose of this report is to present the business case for implementing digital and online services at Tasman District Council and to seek Council's agreement to inclusion of funding for the work into the draft budgets for the Long Term Plan 2018-2028. The recommendations are line with recent Digital Strategy work undertaken and Council's organisational values and improvement programmes such as Able Tasman 2.

### 4 Background and Discussion

- 4.1 Council indicated strong support for the implementation of digital and online services at a Long Term Plan workshop in May 2017, provided a business case could be made for a recommended approach.
- 4.2 The case is made for Council to take advantage of the opportunities afforded by digital technology to improve internal work processes and the associated services to Council customers.
- 4.3 The case considers customer survey feedback and service request data and what it tells us about the quality of our services. It looks at three different approaches and recommends an iterative one using small development steps based on customer feedback, that will create incremental improvements in our services, rather than a major investment in systems and development. This will lower risk and allow Council staff to learn as we go.
- 4.4 The business case has been completed and is attached to this report (see attachment 1).

### 5 Options

- 5.1 Three options were considered in the business case.

- 5.2 Option One. **Do nothing** – maintain the status quo.

While this approach means no extra service or systems development costs, it maintains the current ad-hoc and inconsistent service delivery currently in place. It also provides no future strategy for improvement and exposes us to ongoing growth and demand pressures.

- 5.3 Option Two. **Purchase a “quick fix” front end solution to start offering services.**

This approach will allow Council to implement some digital services relatively quickly, however it may be more expensive in the longer term; could cause inconsistency of services; and will not solve the challenges of integrating our internal data and processes.

- 5.4 Option Three. **A measured approach using iterative development processes.** This is the preferred option.

This will allow Council to make regular, small improvements to processes and associated services, based on customer feedback and metrics. While this may lead to a longer overall development cycle, any changes and improvements will be understood and owned by the organisation. Any learning from this approach can be used in future developments making process improvement part of our everyday activities.

### 6 Strategy and Risks

6.1 This work fits closely with Council's Able Tasman 2 strategic improvement programme, in particular the pillars of 'high quality customer services' and 'decisions that enable'. Improved services based on updated processes and a data driven approach will create transparency, learning, accountability and trust.

6.2 The following risks have been identified.

6.2.1 Financial risk of cost overruns

The iterative approach looks to regular, incremental improvements without the need for major investment. If the expected improvement is not accrued, the approach can be reviewed earlier rather than later once significant financial investment has been made.

6.2.2 Resource and operational risk

There is a risk that this work will create extra pressure on already busy staff. Our approach is to review which service changes will offer the best improvements with manageable pressure added to existing workloads. External resources to assist with analysing customer feedback and internal processes will assist staff to make changes within their existing workloads.

There is a risk of a lack of buy-in within the organisation. The initial review will target areas where improvements will make a tangible benefit to our customers; where supporting data is in reasonable shape; and where team capabilities support making the improvements. Seeing benefits realised from service changes should help to increase buy-in within Departments for this approach.

6.2.3 Risk that expected benefits will not be realised.

The iterative approach is a low risk one that will allow service metrics to be taken before and after any improvement work is done, and measured to see how effective any changes have been. Customer feedback will also be a primary indicator for changes, lowering the risk that development work will not be in line with customer needs.

## **7 Policy / Legal Requirements / Plan**

7.1 Any service changes will comply with Council policy and legislative requirements.

## **8 Consideration of Financial or Budgetary Implications**

8.1 This work is already included in the Community Development – Communications area of the draft Long Term Plan (2018-2028).

## **9 Significance and Engagement**

9.1 We consider that the funding and governance of this proposal is of low to moderate significance to most residents, businesses and ratepayers of the District. In terms of Council costs, \$1,200,000 over the term of the Long Term Plan 2018-28 is a moderate to low cost that will lead to improvements in overall service delivery to our customers.

9.2 The funding for this work will be included in the draft budgets for the Long Term Plan 2018 – 2028 and will be consulted on during the preparation of the final Plan.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Moderate	There is a moderate level of public interest and general support for taking up the opportunity presented by digital technology. Not proceeding would eventually have the adverse effect of making Council's services and processes look outdated in comparison to our peers.
Is there a significant impact arising from duration of the effects from the decision?	Low	There is a low impact due to the iterative approach and moderate investment recommended.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	The decision does not relate to any of Council's listed strategic assets.
Does the decision create a substantial change in the level of service provided by Council?	Low	Over time, the expected improvements may lead to changes in overall Council levels of service but all changes initially will be within current levels.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low to Moderate	The activity cost of \$1,200,000 for the ten years of the Long Term Plan will create a small increase in Council costs that will affect both rates and fees & charges.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No N/A	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No N/A	The decision does not involve entry into a private sector partnership or contract to carry out the delivery on any Council group of activities.
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No N/A	The decision does not affect any current Council group of activities.

## 10 Conclusion

10.1 As referenced in the attached business case, our recommendation is to proceed with option three, an iterative development approach. This approach is a low risk one that places customer feedback at the centre of our improvement work and aligns internal changes to service development, fostering ownership and trust.



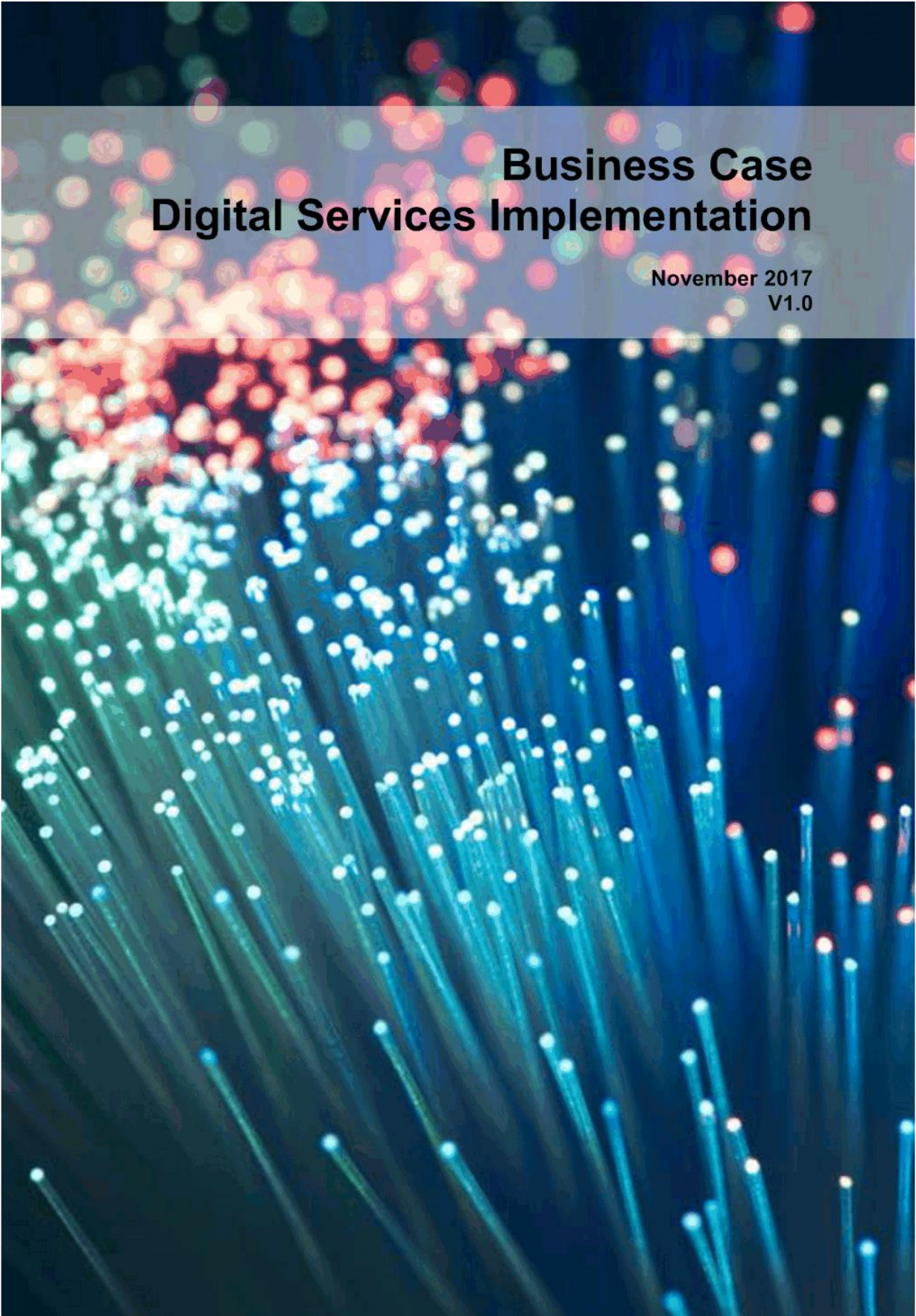
**11 Next Steps / Timeline**

11.1 Following adoption by Council, the business case will be considered completed and work on the service review stage set down for year one of the Long Term Plan (Financial Year 2018-19) will begin. The initial digital projects currently underway will continue.

**12 Attachments**

- |    |   |     |
|----|---|-----|
| 1. | Business Case - Digital Services Implementation | 347 |
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**Document History**

Version	Date	Authors	Notes
1.1	17/11/2017	Peter Darlington, Richard Liddicoat, Liz Hegarty	Initial draft presented to SMT

## Executive Summary

This is the Business Case for implementing Digital and Online Services at Tasman District Council.

The proposed work programme grows out of both customer demand and the increased opportunities that digital technology brings. This resulted in Council undertaking a Digital Strategy review in 2016 which pointed to an approach of putting our customers at the centre of changes to our services. This work programme involves a cultural change in our approach through improving processes, capabilities and information to support future digital service offerings. Strong support for this approach was indicated at a workshop with Councillors in May 2017.

Our Communitrak customer and Web surveys show that the demand to access online services is increasing despite a low level of investment to date. Website visits remain high showing us that demand to access our services outside normal work hours exists as well. Existing and planned improvements to broadband infrastructure mean that more Tasman residents will have access to better quality Internet which will also fuel further demand.

This means that we cannot continue with the option to do nothing. While transition to digital services and improving user experience is new for this council, it is not new elsewhere. We are not on the leading edge of this change – quite the opposite.

Part of the rationale for this business case is to ensure our residents and ratepayers are not hindered by obsolete processes or ways of operating when more efficient methods can be created. Other similar sized councils have invested for many years in this transition and we risk falling behind if we do not make this part of our ongoing long term planning.

Out of the options available, an iterative approach that targets specific services to transform and use the learnings from any changes to build further transformation on, would be the best approach. This is because it will allow us to learn (including from our mistakes) and will mean investment will be at a moderate level and within current internal staff resources, rather than going for a "big bang" approach.

The return on our investment in digital services will come in the form of quantifiable benefits such as saving on staff (and customer) hours taken up working through manual processes. These savings can be quantified both prior to and after a service has been changed to analyse how much benefit has been accrued. Non quantifiable benefits such as managing peaks and troughs in demand and allowing our customers to work with us where and how they want, will also be accrued.

Digital services activities will sit within Community Development /Communications and have been included in LTP activity budgets already in place. The estimated costs over the three years of the 2018 LTP are:

Year	Annual cost	Cumulative cost
One – 2018/19	\$100,000	\$100,000
Two – 2019/20	\$200,000	\$300,000
Three – 2020/21	\$200,000	\$500,000
Thereafter	\$100,000	

| 3

This is an opportunity to develop a new way of delivering services that are improved through the digital transformation model and involving our customers, that will benefit both online and face to face offerings that will be more transparent and that will build trust.

#### Document overview

This business case **looks back** to explain why we need to make the move to digital services. It **looks around** to see what work is currently being done to support this move; and it **looks forward** to the ways in which we could approach this work, and the probable costs, benefits (quantifiable and non-quantifiable), and risks.

Finally, it will provide a recommendation for how we should proceed, including funding the work as part of the 2018-2028 LTP.

## 1. Looking Back

### The Digital Strategy

The Digital Strategy (developed with staff and Councillors in 2016) considered digital transformation as an organisational culture challenge. It concluded that we should focus on improving skills, processes, data and systems with customer needs at the centre of the strategy. Considering digital as an organisation and service improvement strategy closely aligns with Council's Able Tasman 2 vision and values, particularly in the areas of providing high quality customer services, decisions that enable, and better engagement and storytelling. This was reviewed by Councillors in June 2017 and strong support was given provided a viable business case approach could be confirmed.



From this high level strategic view we created a **transformation model** of the work streams to be considered when transitioning to digital:



This is the Digital Strategy that we will be following.



## 2. Looking Around

### What work is being done to support the Digital Strategy?

Since the Digital Strategy was formulated, programme work has begun under two of the strategic areas, and one external work stream:



#### 1. Strategy: Maturing our Digital Environment

The upgrade of the Council Website to the government's digital Common Web Platform (CWP) will move our digital environment to latest generation technology, able to take advantage of the latest digital and mobile opportunities.

This significant project has been through initial definition, a robust RFP process, and is currently in the contract phase. Work is expected to begin before the end of the year, with delivery in Q2 2018. This will deliver a completely new website, on a new platform. While there will be improvements, it won't change the services or content we offer, however. That work is part of this business case.



#### 2. Strategy: Becoming Change Capable.

Secondly, there is improved higher level business systems training within Council teams as part of our Able Tasman 2 Culture work, to ensure staff are equipped with the digital confidence required to implement and support the transition to digital and online services. Our wider aim is to become an organisation with a change culture open to improvement and innovation. Digital confidence and capability within our teams will be essential to deliver the improvements our customers are seeking.

These two work streams are budgeted for in existing Council budgets and provide useful initial steps for gearing up for change to begin our journey of Digital Transformation. The next stage will be to identify the services that will provide the greatest opportunity for improvements for the greatest number of Council customers.

#### 3. External work stream: Supporting and leveraging the Government's Broadband Extension programme.

Throughout 2015 and 2016 and alongside the development of the digital strategy, we worked with Crown Fibre Holdings to bid for funding for the extension of broadband internet and cell phone coverage across the district. We were successful - the Government's total investment in Tasman and West Coast UFB connectivity is \$31.9 million.

The entire UFB build in Tasman will be complete by the end of 2022, providing more than 8,000 Tasman households and businesses with faster internet.

It is worth noting here that with the increasing availability of both mobile and fixed broadband services, there will also be an increasing expectation that we can deliver services via digital channels.

**How do we know that Digital Transformation is the right thing to do?**

We don't believe it's enough just to say that technological shift has meant that the whole world is moving to digital delivery. If we are taking a truly customer focussed approach, we need to be sure that this work is what our customers want. And if we are taking a pragmatic approach ensuring that we are delivering value for ratepayers' money, we need to be sure that this work will have internal benefits also.

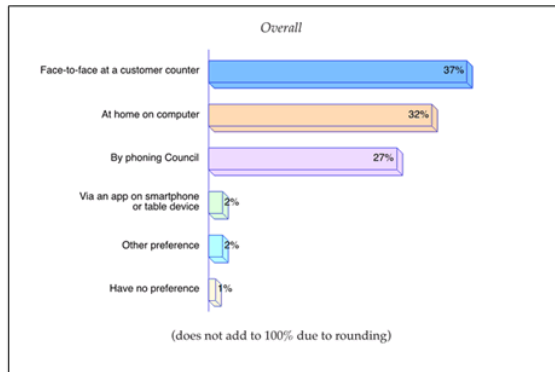
Several pieces of research have provided good evidence to answer the question of whether this is the right thing to do: the Communitrak Survey, a specific website survey, our site's usage analytics, and an internal analysis of our Service Request data.

**1. What did Communitrak tell us?**

The most relevant question was: **"What is your preferred means of access to council services and information?"**

A total of 34% of respondents would prefer to deal with us digitally. That figure was an increase of 2% on 2016 – and that 2% came from "Face to Face at a customer counter". Although the question has only been asked for two years, 34% is a very significant portion of our customers.

If 37% of customers prefer the customer service counter, and 34% prefer a digital interface, can we honestly say that we have been giving those two channels equal resource and priority? Our customer service team is invaluable, and delivers excellent service that we put considerable funding and effort into. Can we say the same about our digital channel? Digital will enable our front-facing people to focus on advising and assisting for quality outcomes for our customers rather than repetitive transactions. The information and processes associated will be the same but the customer will have the choice of how they access the service, via our people or online channels.



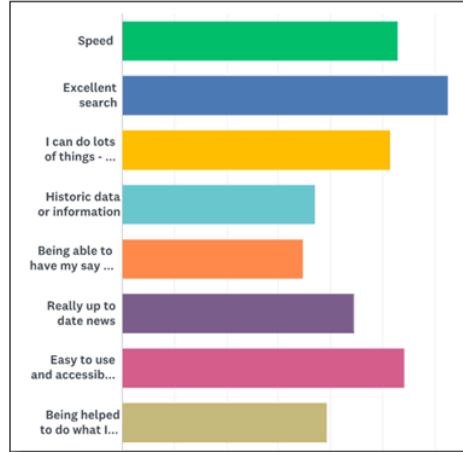
Communitrak also breaks down the respondents by age. The people who prefer face to face/phone are heavily weighted to 65+, whereas a solid 43% of those aged 18-44 prefer digital interactions. This, of course, is the age group that is the best indication of future needs. (Interestingly they really dislike the phone – only 18% prefer it). It is also worth noting that the digital channel does not replace the face-to-face channel but could be argued that it increases the quality of the face to face transaction. By displacing the people who

have no preference for face-to-face-contact to a digital channel, we have more time to serve people who do prefer that personal contact.

Another relevant question was “**What is your main source of information about the Council?**” Not surprisingly, Newline is the big winner here, but the trend for the website as a preferred source of information was clear: 2% in 2015 up to 3% in 2016 up to 4% in 2017, a 100% increase over two years.

**2. What did our website survey tell us?**

In October, we ran a survey of both internal and external website users to see what they like and need. The full survey results are available in Appendix 1. A key finding of the survey was that people would like to do more online, but can't currently. We know this because of the disparity in the answers to two questions: firstly, there was a question about what is most important to people in the council's website. After the basics (fast, searchable, easy to use) the most important issue was “I can do lots of things – pay bills, complete forms, etc.”



However, when asked about the reasons why they currently come to our website, only 7.14% said that they come to “get something done”:

ANSWER CHOICES	RESPONSES
Learn about a topic	9.52%
Find specific, more detailed information	71.43%
Get something done	7.14%
Other (please specify)	11.90%

That disparity shows us that the current website is not delivering all the services that people want.

**3. What do our website analytics tell us?**

Looking at our website's traffic, we can see that the average number of customers visiting on weekend days is slightly higher than 80% of the average level on weekdays.

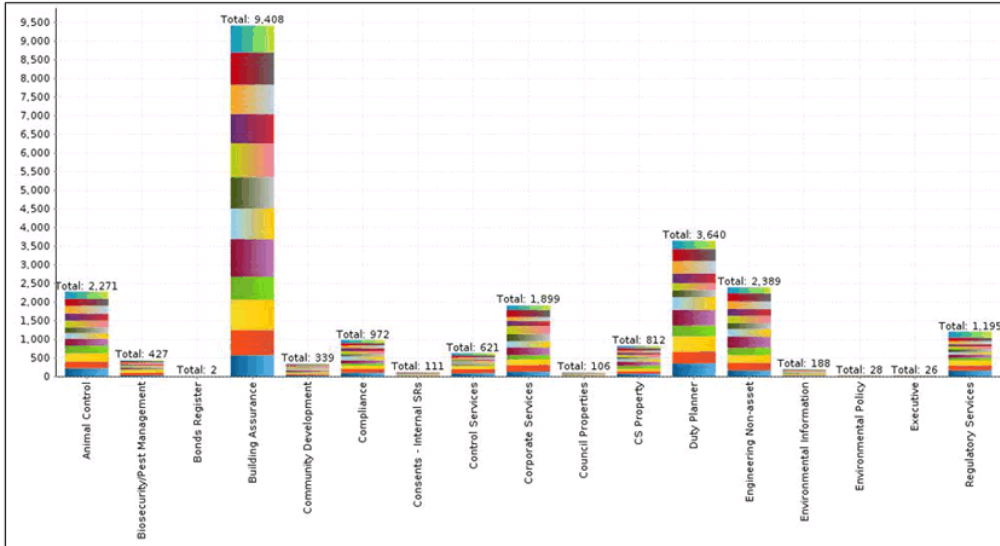
This indicates that there is a high demand for services that can be accessed 24/7.

Thursday	47,457
Monday	46,650
Friday	42,418
Wednesday	41,801
Tuesday	41,663
Sunday	36,366
Saturday	35,298

**So the answer to the question “Do our customers want this?” is clearly yes.**

**4. What do our Service Requests tell us?**

An analysis of the 2016-2017 financial year's service request data identified several points of "heavy traffic" which could potentially be improved by a digital transformation programme.



- Building Inspections**  
7400 building inspection requests a year are necessary transactions, but the current booking process includes multiple steps, team members and systems. An improvement here of as little as three minutes per transaction could save nine and a quarter weeks of full time resource every year.
- TRMP queries**  
Requests for information about the TRMP are typically service requests that get recorded against the Duty Consent Planner. The planner will review the request, take a look at the property and its TRMP Areas and Zones, and return the customer's call. This is very time consuming. There is, however, a project on the IS work programme to digitise the TRMP as an "ePlan". This would enable a customer to view a property and its associated TRMP rules spatially. It would be reasonable to assume that we could reduce Duty Planner queries in this way, or at least reduce the time required by the planner to research a property. A reduction here of even 20% of queries would save 12 weeks of planner effort every year.
- Non-critical fix requests**  
In Engineering, a detailed review was done of the nature of calls in the high volume categories (Roading and footpaths). An estimated 60% of these calls are non time-critical; so an online service for reporting issues (such as Snap, Send, Solve) would be appropriate. This would both reduce staff phone time and allow the customer to provide better information (imagery, GPS location) to the contractor.
- Updating customer contact details**  
In Corporate services, the bulk of service requests are around changing address details. Once we have established a method of authentication (sign on, to make sure

the user is the right person) this type of self-service could improve our data accuracy as well as saving staff time.

**So the answer to the question “Will this work have internal benefits?” is also yes.**

We are confident that the evidence confirms that this is the right path to take.

### 3. Looking Forward

Having reviewed the work done in the past and the work currently underway, and confirmed that there is real world evidence that this programme is necessary, we can now look forward to assess what needs to be done.

This section will include possible approaches to the programme; a summary of benefits and costs; and a proposed timeline with a high level project plan.

#### How should we approach this programme?

This is a large and undefined piece of work, so we need to think carefully about how we can best approach it. While implementing an online application service may be reasonably trivial, getting the backend data, processes and resources in place is more complex and will dictate the ongoing viability of any digital service. We need to embed digital improvements into our organisation and make it part of our DNA.

We have reviewed three different approaches, and considered their pros and cons.

<p><b>Option One – Maintain Status Quo</b>                  This option would keep the status with a mix of online and offline services. Emphasis is on Council staff processing transactions and answering questions from the public to assist with the completion of their requests.</p>	
<p><i>Pros</i></p> <ul style="list-style-type: none"> <li>No extra costs for digital service development</li> </ul>	<p><i>Cons</i></p> <ul style="list-style-type: none"> <li>Inconsistent service delivery</li> <li>Complex and inconsistent processes, including interpretation and advice to customers</li> <li>Does not provide any strategy in the face of the broader pressures associated with District growth</li> <li>Exposes Council to peaks in demand, requiring additional processing staff to manage higher workload</li> <li>Exposes Council to drops in demand leaving extra staff with fewer requests to process</li> <li>By not modernising service delivery, we create (or reinforce) the perception that the Council is stuck in the past.</li> </ul>

<p><b>Option Two – Quick Fix Approach</b>                  Purchase an existing online services gateway, focussing on digital transactions. Only integrate with backend information if required.</p>	
<p><i>Pros</i></p> <ul style="list-style-type: none"> <li>Reasonably quick to set up and get initial services underway</li> <li>Transfer risk and support overhead to a dedicated provider</li> <li>Potential ability to pick up existing integrations and modules</li> <li>Potential for services to be regional rather than purely Tasman District ones</li> <li>Attain enhancements and improvements as the vendor develops them</li> </ul>	<p><i>Cons</i></p> <ul style="list-style-type: none"> <li>Adds a digital front-end but does not solve any of the internal process improvement challenges</li> <li>Does not help to reduce either organisational risk or costs</li> <li>"Strait-jacketed" to a particular system and vendor</li> <li>Not tailored to our customer requirements, our data, or our processes</li> <li>Could potentially lead to multiple customer logins if more than one vendor is required to design different service solutions</li> </ul>

	<ul style="list-style-type: none"> <li>• May limit the amount of process improvement that can be achieved when migrating services to online</li> <li>• Not a holistic/multi-channel approach, so does not fit our transformation model or digital strategy</li> <li>• Limits our ability to iterate and learn</li> <li>• Initial integration with internal systems such as MagiQ Enterprise, Confirm Enterprise and Microsoft SQL Server as well as ongoing support will be the responsibility of the Council</li> <li>• May leave the Council as the 'piggy in the middle" between different vendors</li> <li>• Unlikely to be a cheap option.</li> </ul>
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<p><b>Option Three – A Measured Approach Using Iterative Feedback</b>                  Redesign services as digital, incorporating process and data simplification and improvement. Follow Council digital transformation model to ensure customer is at the centre of any new service development and that service are regionally based wherever possible.</p>	
<p><i>Pros</i></p> <ul style="list-style-type: none"> <li>• Services are tailored to our customer requirements, data sets and processes</li> <li>• We can address each service solution with a multi-channel review</li> <li>• Services are developed and owned by Council staff – learnings are retained in-house</li> <li>• Customer will have one login into the Council digital environment and services</li> <li>• Changes our organisational culture to one that accepts change, innovation and improvement</li> <li>• Building with an eye to internal data structures will assist with richer level of integration</li> <li>• Ongoing knowledge and learning can be applied across the business</li> <li>• Does not preclude using an Option Two approach for specific solutions, where applicable</li> <li>• Provides best opportunity for re-use of systems and processes</li> <li>• Best fit to transformation model and digital strategy</li> </ul>	<p><i>Cons</i></p> <ul style="list-style-type: none"> <li>• Culturally more challenging to an organisation wedded to traditional and risk averse business processes</li> <li>• Longer overall development cycle (though may be shorter individual service solutions)</li> <li>• End result is not clear at the beginning of the process</li> <li>• Hard to estimate final costs</li> <li>• Most internally resource-intensive option, with heaviest load on internal resource to manage a changing programme and carry out development.</li> </ul>

We believe that **Option Three is the best approach**. Option Three will allow us to cherry pick key services and transactions and tailor solutions to them; release changes regularly; involve customers in design and assessment; and learn as we go. It will take advantage of our inhouse skillsets, but bolster them with external specialties as required. It reflects the nature of this programme – that we don't know what the final outcome will be, until we start the work and start the learning. If we truly want to be delivering the best level of customer service we can, this option will best achieve that goal.

### What will the benefits be?

As with any business case, there are likely to be a combination of quantifiable and non-quantifiable benefits. The benefits of digital services implementation fit closely with Council's strategic aims of improving reputation, leadership and trust.

#### 1. Non-quantifiable benefits

##### Customer Service Improvement

- The digital transformation model adds value and builds trust by putting our customers at the centre of what we do and aims to improve their experience when dealing with Council
- Trends show that for the majority of our customers, the first place they look to access services is via online search tools such as Google and Bing.
- Customers require access to services where they want, when they want, in the way that they want
- Creating online services will allow Council to connect and engage with our more digital savvy community members

##### Improving skills and standardising processes and data

- Transactions are completed in the same way, accessing the same information providing a more standardised process for our customers
- Processes are reviewed and simplified where possible, with the customer experience in mind
- Improving and standardising our processes builds trust in our services and increases our ability to provide standardised feedback and a single source of truth for our customers, rather than mixed messages and differing perspectives
- Allowing data to drive insights and decision-making will open up opportunities for further improvements
- Digital processes expose our data directly, and support good data management.
- Council is seen as a leader and an attractive, forward thinking workplace that can attract the right sort of skills in a highly competitive skills. Particularly, digital, IT and business improvement skills
- Increasing organisational digital maturity in response to increase in demand for digital services

##### Growth Pressures

- Tasman has been a high growth district and further growth is projected.
- We need to be able to manage peaks and troughs in demand more smartly, rather than just growing our workforce or bringing on extra contractors. Automation of processes will smooth out the highs and lows of demand peaks; by displacing transactions into digital channels and non-business days we can reduce the impact on staff.

##### Sharing costs and innovative change

- With an emphasis on regional services, particularly with Nelson City Council, we can ensure any investment maximises the benefits for customers across our whole region
- Sharing the costs of analysis, development and ongoing support and maintenance ensures we get the greatest benefit for the investments that we make.

#### 2. Quantifiable benefits

For each service that we transition to digital, there will be a specific set of quantifiable benefits. We would expect to assess those benefits as part of prioritising the services to be digitised.



A simple template assessing current state against future state, in terms of both customer time savings and internal time savings, would be completed by the project team.

We have already identified some high frequency items and/or high intensity (i.e. time consuming) transactions that could result in meaningful effort savings. This template (example below) would be used during the investigation of a service to determine prioritisation; and it would be used again once a service had gone live, to assess the actual impact.

### Service Benefits Analysis Example

<b>Assumptions</b>					
Transactions per annum		1500			
<b>Labour Costs</b>					
Labour cost per hour		\$30			
Labour cost per minute		\$0.50			
<b>Average transaction time</b>		<b>\$ per txn</b>		<b>Average customer time:</b>	
In person	20	\$10.00		30	
Over the phone	10	\$5.00		10	
Digital	0	\$0.00		5	
<b>Current transaction patterns</b>	<b>% txns</b>	<b># txns pa</b>	<b>Estimated cost p.a.</b>	<b>Hours of effort p.a.</b>	<b>Hours of Customer time p.a.</b>
In person	80%	1200	\$12,000.00	400	600
Over the phone	20%	300	\$1,500.00	50	50
Digital	0.00%	0	\$0.00	0	0
<b>TOTAL CURRENT COSTS</b>			<b>\$13,500.00</b>	<b>450</b>	<b>650</b>
<b>Predicted transaction patterns</b>	<b>% txns</b>	<b># txns pa</b>	<b>Estimated cost p.a.</b>	<b>Hours of effort p.a.</b>	<b>Hours of Customer time p.a.</b>
In person	20%	300	\$3,000.00	100	150
Over the phone	20%	300	\$1,500.00	50	50
Digital	60%	900	\$0.00	0	75
<b>TOTAL PREDICTED COST</b>			<b>\$4,500.00</b>	<b>150</b>	<b>275</b>
<b>Benefits:</b>		<b>\$9,000.00 p.a.</b>			
		<b>300 Staff hours</b>			
		<b>375 Customer hours</b>			

### 3. Assessing outcomes and benefits

We propose that for each service identified in the programme, we would:

- Develop a cost/benefit expectation, with some SMART objectives
- Review the service's performance against these objectives six months and 12 months after go live, including customer feedback
- Report six monthly to SMT on the progress of each service against its objectives
- Use learnings from the services that have and have not performed as expected, to inform future service developments.

**What will the costs be?**

Firstly, we should discuss what type of costs will be incurred in this programme.

As part of the recommended approach (Option Three – Measured and Iterative) we will not be looking for extra permanent staff. Nor will we be looking for a turnkey, delivered solution.

We will be looking for:

- Additional specialist support in understanding customer drivers and needs
- Additional specialist support in designing a 'service transformation methodology' that we can then apply to each service we tackle
- Additional specialist support for specific technical challenges, specifically data improvements and online delivery ones that we may encounter.

This support will be engaged on an as-required, service by service basis.

Our estimated costs over the three years of the LTP are:

Year	Annual cost	Cumulative cost
One – 2018/19	\$100,000	\$100,000
Two – 2019/20	\$200,000	\$300,000
Three – 2020/21	\$200,000	\$500,000
Thereafter	\$100,000	

These costs have been included in the LTP as part of the Community Development/ Communications budget.

**Timeline**

As the recommended approach is for an iterative development programme, this means that we will not follow a traditional, one hit, "waterfall" approach to the development. Instead, we will cycle through multiple iterations of service development using a framework called "Agile". This framework allows us to:

- focus on one solution at a time
- prioritise for biggest benefit
- start delivering solutions quickly
- iterate and learn from our experiences and our customers' feedback.



One implication of this approach is that it becomes more difficult to plan out a specific programme timeline beyond the first year. However, our expectations for the first three years are as follows:

#### Resourcing

This Digital work programme will be resourced internally initially with the initial projects managed as part of the IS Work Programme, although there may be a requirement to adjust other IS projects as a result. The IS Manager will manage the work programme and liaise with the Communications team as required.

Some extra resourcing, providing skills such as data and service analysis may be required as part of the implementation phase and should be considered as part of any future skills and capability review.

#### Year One – 2018-2019

Following a review to confirm the desired approach, initial testing and the first of our online services will be developed in the 2018-19 financial year. The likely stages involved will be as follows.

- Test services identification, prioritisation and selection
- Service analysis and customer feedback
- Internal business process review and adaptation
- Data audit and any associated digitisation to support identified services
- First cut of at least one service
- Identification and exploration of “foundational issues” such as how we will approach identity authentication and what our data sets will and won’t allow us to do
- Development of a service review methodology that we can apply to upcoming service development

- Development of a customer review panel and establishment of feedback loops and relationships
- At the same time, we will be finalising the website upgrade
- At the same time, we will be developing a data strategy for managing key datasets – this will be highly relevant to the digital transformation work.
- Three monthly reports on progress

**Year Two – 2019-2020**

- Next round of service developments, releases, and feedback
- Three monthly reports on progress

**Year Three – 2020-2021**

- Next round of service developments, releases, and feedback
- Three monthly reports on progress
- Review progress and set LTP 2021-2024 budgets as required.

**Risk Analysis**

<b>Risk</b>	<b>Probability</b>	<b>Impact</b>	<b>Mitigation</b>
Legal risks around privacy and identity	Low	High	Solve identity authentication problem early
Financial risk of wasted money	Low	Medium	The agile approach means exit and failure costs are minimised; internal learning provides value for money even on a failed service
Iterative approach takes too long	Medium	Low	There is no deadline for this work. Also, smaller delivery projects will be simpler to yield results in a shorter timespan
Benefits not realised	Medium	Low	As part of the iterative approach we will get better at estimating benefits and setting SMART goals
Resources not available for specialist work due to expense and/or rarity	Medium	High	Start identifying and investigating possible resources early
Internal resources not available due to other project pressures	High	High	Incorporate this work with the general IS work programme and prioritise accordingly; flag resource requirements early; outsource sandboxed development work where possible; allocate a percentage of resource effort to this programme.
If we don't get permission to proceed, we will be left behind and suffer reputational risk	Medium	High	Ensure that key leaders are fully informed and consulted, and will support the programme
Internal teams not supportive of service development	Medium	High	Ensure tier 1 and 2 support; involve business users early and treat concerns with respect; give business users opportunity for input in solution design

Programme meanders without form or structure	High	Medium	Ensure there is resource available for programme management and that the steering committee requires structure and regular feedback.
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#### 4. Conclusions and Recommendation

This business case is founded on a fundamental shift in the way we deliver projects – a shift that will mean our entire organisation commits to principles that will not only be customer-focused, but also improve engagement and participation in council projects and decision making processes.

When building an online service it is often based on what we think may solve a problem.

An iterative approach for service delivery – building small, testing with real users, improving and then starting a new cycle of improvement – starts from the customer end of the equation. It asks "What does the customer need to achieve?"

At the same time, iterative design examines the business processes behind customer interactions and scrutinises the process to see if anything can be removed. The overall aim is to simplify the process as much as possible and align customer experience with business requirement.

Further, it poses the question "How can we help the customer achieve what they need to do in the simplest possible way?" This simple question forces us to examine how and why we make the customer do things, and encourages us to remove unnecessary steps or artificial barriers along the way.

The beauty of Option 3 - a measured and iterative approach – is that it improves the business and the customer experience simultaneously. In addition, we start a new way of working with customers: involve them in the process. They test for us, and they see us making changes based on their feedback. We demonstrate that we listen, and that we are serious about making improvements now and in the future.

This will help our online service delivery to be transparent and trusted.

### Appendix 1: Website Survey Results

Full Website Survey Results are available from the Communications team if required.

**8.9 PUBLIC TRANSPORT SERVICE REVIEW****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Drew Bryant, Activity Planning Advisor - Engineering Services
<b>Report Number:</b>	RCN17-12-09

**1 Summary**

- 1.1 Earlier this year the Council received a public petition seeking a Wakefield-Nelson public transport express service. The Council delegated responsibility for considering this matter to the Tasman Regional Transport Committee. The committee have now concluded their consideration of the feasibility of several potential services. The staff report to the committee and the minutes of that meeting are attached (**Attachments 1 and 2**).
- 1.2 The committee concluded that none of the following services would be feasible, and have agreed that staff cease further work:
- **Wakefield-Nelson express service.** Discounted primarily because of low expected patronage and, consequently a very high fare cost per passenger.
  - **Motueka-Nelson express service.** Discounted primarily because of low expected patronage and, consequently a very high fare cost per passenger.
  - **Full Richmond South bus extension.** Discounted primarily on the basis that it would require significant investment in new buses as the existing service has little to no available slack in the timetable to accommodate a route extension. Nelson City Council intends to complete a fundamental review of their bus service in 2020/21 and this may change this situation. In the interim, a reduced extension may be viable and can be included within the scope of the business case proposed below.
- 1.3 The committee agreed that a loop service in Richmond has potential and recommends to the Council that this service should proceed to a business case, and potentially to a trial. Staff recommend exploring several options within the scope of the business case, not just the loop route used to assess feasibility in the study.
- 1.4 The gross cost of the proposed service is estimated to be around \$200,000 per annum, although the net cost to the Council after fare revenue and subsidy from the New Zealand Transport Agency, would be approximately \$50,000. There would also be a one-off cost of approximately \$50,000 in establishing new bus stops and shelters. The cost estimates will be refined through the business case process once a preferred service and route have been identified. These costs have been included in the draft Long Term Plan process to date.
- 1.5 The committee also supports establishing a formal car-pooling scheme to help provide transport alternatives for Wakefield, Brightwater, Motueka and Mapua residents.

**2 Draft Resolution****That the Full Council**

1. receives the **Public Transport Service Review report RCN17-12-09**; and
2. agrees that a new Richmond bus service be included in the draft Long Term Plan 2018-2028 and Regional Land Transport Plan 2018 for consultation, as recommended by the Tasman Regional Transport Committee.

**3 Attachments**

- |    |  |     |
|----|--|-----|
| 1. | Report to Tasman Regional Transport Committee - Public Transport Services Review | 369 |
| 2. | Tasman Regional Transport Committee Minutes 2017-11-27                           | 379 |





## 7.1 PUBLIC TRANSPORT SERVICES REVIEW

Decision Required

<b>Report To:</b>	Tasman Regional Transport Committee
<b>Meeting Date:</b>	26 October 2017
<b>Report Author:</b>	Dwayne Fletcher, Activity Planning Manager
<b>Report Number:</b>	TRTC17-10-01

### 1 Summary

- 1.1 Earlier this year, the Council received a public petition seeking a Wakefield-Nelson public transport express service. Following this, staff commissioned a feasibility assessment of several possible public transport services. This assessment is enclosed as **Attachment 1**.
- 1.2 The assessment indicates that none of the following services would be feasible:
  - **Wakefield-Nelson express service.** Discounted primarily because of low expected patronage and, consequently, a very high fare cost per passenger.
  - **Motueka-Nelson express service.** Discounted primarily because of low expected patronage and, consequently, a very high fare cost per passenger.
  - **Full Richmond South bus extension.** Discounted primarily on the basis that it would require significant investment in new buses as the existing service has little to no available slack in the timetable to accommodate a route extension. Nelson City Council intends to complete a fundamental review of their service in 2020/21, and this may change this situation. In the interim, a reduced extension may be viable and can be included within the scope of the business case proposed below.
- 1.3 The study indicated that a loop service in Richmond has potential and should proceed to a business case, and potentially to a trial. Staff recommend exploring several options within the scope of the business case, not just the loop route used to assess feasibility in the study.
- 1.4 The gross cost of the proposed service is estimated to be around \$200,000 per annum, although the net cost to the Council, after fare revenue and subsidy from the New Zealand Transport Agency, would be approximately \$50,000. There would also be a one-off cost of approximately \$50,000 in establishing new bus stops and shelters. The cost estimates will be refined through the business case process once a preferred service and route have been identified.
- 1.5 Staff have reviewed the feasibility study and tested the results to changes in patronage assumptions and operating costs, and agree with the conclusions drawn in the study. Staff also recommend establishing a formal car-pooling scheme to help provide transport alternatives for Wakefield, Brightwater, Motueka and Mapua.
- 1.6 Staff seek the Regional Transport Committee's:
  - approval to cease further work on the services discussed in paragraph 1.2 above; and

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**PUBLIC TRANSPORT SERVICES REVIEW**

- support for inclusion of a carpooling scheme and a new Richmond bus service in the draft Long Term Plan 2018-2028 and Tasman Regional Land Transport Plan 2018.

<b>2 Draft Resolution</b>
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**That the Tasman Regional Transport Committee:**

1. receives the Public Transport Services Review report, TRTC17-10-01; and
2. agrees that work cease on proposals for a Motueka or Wakefield public transport express service; and
3. agrees that work cease on a proposal for full extension of the existing Richmond - Nelson service until Nelson City Council completes a fundamental review of their service, expected in 2020/21; and
4. agrees that a new Richmond bus service proceed to a business case; and
5. recommends to the Full Council that a new Richmond bus service be included in the draft Long Term Plan 2018-2028 and Regional Land Transport Plan 2018 for consultation.




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**PUBLIC TRANSPORT SERVICES REVIEW**

<b>3 Purpose of the Report</b>
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- 3.1 The purpose of this report is to brief the Tasman Regional Transport Committee on the feasibility of several possible public transport services in the District, and to seek the Committee's decisions on each service assessed in the review.

<b>4 Background and Discussion</b>
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- 4.1 Earlier this year, the Council received a public petition seeking a Wakefield-Nelson public transport express service. The Council delegated consideration of this matter to the Tasman Regional Transport Committee (RTC). The RTC approved a process for investigating the potential for the service. Also included within the scope of proposals for investigations were a Motueka-Nelson service, a Richmond loop service and an extension of the current Nelson-Richmond service to Bateup Road.
- 4.2 The investigation and assessment process included three key steps that need to be completed before a permanent service would be established:
- Feasibility study
  - Business case
  - Trial
- 4.3 Proposals step through the process only if the previous step concluded there is potential for a viable service.
- 4.4 Staff have completed the first step - feasibility - and are now seeking the Tasman Regional Transport Committee's decision on whether to proceed to a business case for each of the possible services.
- 4.5 The feasibility study was completed by Rhys Palmer of Indicate, and is enclosed as **Attachment 1**. The study indicates that none of the following services would be feasible:
- **Wakefield-Nelson express service.** Discounted primarily because of low expected patronage and, consequently, a very high fare cost per passenger.
  - **Motueka-Nelson express service.** Discounted primarily because of low expected patronage and, consequently, a very high fare cost per passenger.
  - **Richmond South route extension.** Discounted primarily on the basis that it would require significant investment in new buses as the existing service has little to no available slack in the timetable to accommodate a route extension. Nelson City Council intends to complete a fundamental review of their service in 2020/21, and this may change the situation. In the interim, a reduced extension may be viable and can be included within the scope of the business case proposed below.
- 4.6 The table below outlines the likely patronage numbers and fares for the different potential services. Estimated patronage is based on the patronage rates for similar services elsewhere, including the Richmond-Nelson service. They provide an estimate of potential patronage that staff consider is likely to be sustained in the long-run.



## PUBLIC TRANSPORT SERVICES REVIEW

Service	Average Daily Patronage	Fare
Wakefield - Nelson	12	\$52
Motueka - Nelson	13	\$78
Richmond Loop	367	\$1.20

Table 1 – Likely patronage numbers and fares

- 4.7 Staff tested the sensitivity of the results to increases in patronage and reductions in operating costs (using smaller coaches). The sensitivity testing concluded that the services would remain unfeasible with any reasonable changes in patronage and/or operating costs compared to those rates used above.
- 4.8 To be feasible, the services would have to have patronage rates for their communities that significantly exceed those achieved for existing services within Nelson or in similar communities in New Zealand. For example, patronage on the Wakefield-Nelson line would need to be eight times higher than the patronage rates for the existing Nelson-Richmond service.
- 4.9 The study did indicate that a loop service in Richmond has potential and should proceed to a business case, and potentially to a trial. Should the Committee support proceeding to a business case, staff recommend exploring several options within the scope of the business case, and not just the option considered in the feasibility study. This could include a minor extension to the existing Nelson-Richmond service.
- 4.10 There is insufficient time to conclude the business case process before the Council consults on its Long Term Plan 2018-2028. Staff have included this service in the draft Long Term Plan 2018-2028 and Regional Land Transport Plan 2018 starting in year 2 (2019/2020) - pending the decisions sought in this report, support from Full Council, and the outcomes of the business case.
- 4.11 The gross cost of the proposed loop service is around \$200,000 per annum. Fare revenue is forecast at approximately \$100,000 and NZTA subsidy around \$50,000, leaving a net cost of approximately \$50,000 per annum. There would also be a one-off cost of approximately \$50,000 in establishing new bus stops and shelters. The cost estimates will be refined through the business case process once a preferred service and route have been identified.
- 4.12 The feasibility study recommended that to provide transport alternatives for Wakefield, Brightwater, Motueka and Mapua a formal car-pooling scheme could be established. Partnering with Nelson City Council would be efficient and likely to be the most effective given that a proportion of potential users will reside in Tasman but work in Nelson and vice-versa.
- 4.13 Nelson City Council's scheme is currently dated but they are in the process of implementing a national platform for ride sharing with other councils. The key incentive that Nelson City Council offers to users of the scheme is dedicated all-day car parks in locations close or within the CBD that are free of charge and this could also be explored in Richmond.

<b>5 Options</b>
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**PUBLIC TRANSPORT SERVICES REVIEW**

5.1 The Committee has four broad options available, described below along with an assessment of pros and cons.

Option	Description	Pros	Cons
a) Proposed package (staff recommendation)	<ul style="list-style-type: none"> <li>Don't proceed with:               <ul style="list-style-type: none"> <li>Wakefield – Nelson express service</li> <li>Motueka – Nelson express service</li> <li>Extension of existing service to Richmond South</li> </ul> </li> <li>Proceed to business case for a new Richmond service and indicative LTP/RLTP funding starting in 2019/2020 (year 2)</li> <li>Partner with Nelson City Council and deliver technology-based platform to encourage Ride Sharing and car-pooling parking incentives.</li> </ul>	<ul style="list-style-type: none"> <li>Do not spend further resources investigating services that are highly unlikely to be feasible</li> <li>Strong strategic alignment - help meet transport needs of aging and highly-urban population, and large new growth areas in Richmond.</li> <li>Richmond service appears feasible at early stage</li> <li>NZTA subsidy likely if business case is positive</li> <li>Help alleviate growing demand for parking in Richmond town centre.</li> <li>The trial which would operate during year 2 and 3 will enable robust decisions to be made with the major NCC review of services to ensure the optimal mix of services in the future.</li> <li>Ride share low cost to implement</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely to meet expectations of petitioners</li> <li>Net cost (after fare revenue and NZTA subsidy) of approximately \$0.5m cost over 10 years. This cost could be higher if patronage is lower than forecast.</li> <li>To be successful, Ride Share needs regular promotional activities and incentives such as high value central car parks</li> </ul>
b) Business case for all possible services	<ul style="list-style-type: none"> <li>Proceed to business case for all possible services and indicative LTP/RLTP funding starting in 2019/2020 (year 2)</li> </ul>	<ul style="list-style-type: none"> <li>As above for Richmond service</li> <li>Will thoroughly investigate all potential services</li> </ul>	<ul style="list-style-type: none"> <li>Spending additional resources on investigating services that are highly unlikely to be feasible</li> <li>Gross costs of approximately \$0.5-0.6 million per annum. Net costs are difficult to determine, but are likely to be in the order of \$0.5m per annum.</li> <li>Indicative funding included in the</li> </ul>



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Option	Description	Pros	Cons
			LTP/RLTP, putting needless pressure on the Council's financial strategy and crowding out other possible works
c) Cease all further work	<ul style="list-style-type: none"> <li>• Cease all further work on all possible services</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately \$0.5m in net operational costs saved over 10 years compared to the draft LTP/RLTP 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Potentially not meeting the transport needs of aging and highly-urban population, and large new growth areas in Richmond.</li> </ul>
d) Pick 'n' mix	Change the mix of services included in the scope of the business case investigation, with indicative LTP/RLTP funding starting in 2019/2020 (year 2)	N/A - Cannot assess without knowing the mix proposed	<ul style="list-style-type: none"> <li>• Rationale for inclusion/exclusion unclear</li> <li>• Spending additional resources on investigating services that are highly unlikely to be feasible</li> <li>• Indicative funding included in the LTP/RLTP, putting needless pressure on the Council's financial strategy and crowding out other possible works</li> </ul>

- 5.2 Staff recommend option a) – support the proposed package. A new Richmond service and support for ride sharing both have high strategic alignment, and further investigation through a business case is supported by the feasibility study.

<b>6 Strategy and Risks</b>
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**Strategic alignment**

- 6.1 The proposed Richmond service and focus on ride sharing have very high strategic alignment.
- 6.2 The Council is developing its strategy and programme business cases for transport for the Top of the South through the Regional Land Transport Plan, the District through the Activity Management Plan and for Richmond through the Richmond Network Operating Framework. Work to date and the direction from the Council through workshops indicates that the strategic issues focus heavily on providing additional network capacity at congested and growing parts of the network (such as Richmond), providing transport choice and meeting the needs of the aging population.
- 6.3 The objectives for public transport in the 2015 Tasman Regional Passenger Transport Plan are to reduce congestion between Nelson and Richmond and meet the basic transport needs of the community, particularly those without access to private transport. These objectives link to two of the four key problems in the draft 2018 Regional Land Transport Plan:

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- Constraints on the transport network are leading to delays affecting freight, tourism, business and residential growth.
  - Roads and footpaths inadequately support our aging population and increasing active travel demands creating barriers to utilise alternative modes of transport.
- 6.4 They also link to two of the four problem statements in the draft 2018 Transport Activity Management Plan:
- Population growth has increased traffic leading to increasing delays on arterial routes in Richmond and Motueka.
  - An aging population is creating demand for diversification of transport types.
- 6.5 The Council is also in the process of developing its car-parking strategy for Richmond and Motueka. Despite forecast growth in parking demand, this strategy does not propose significantly increasing car parking resources within Richmond town centre. Instead, the proposed strategy focuses on managing demand better and using existing resources more efficiently. The proposed Richmond service could make a significant contribution to this strategy, reducing the number of trips taken by private vehicles which require car parking.

#### Risks

- 6.6 The feasibility study undertaken to date was intended to give an early and approximate indication of possible patronage numbers to make a coarse assessment of feasibility. There is a risk that the forecast patronage numbers are too high. Consequently, expected fare revenue would also be too high and mean the overall net costs to the Council would rise to cover the revenue gap. The business case process should provide more confidence about the forecast, and needs to be completed before the Council decides to commence with a trial.

#### 7 Policy / Legal Requirements / Plan

- 7.1 Assuming the RTC approves the recommendation, staff will also retain the proposed Richmond service in the draft LTP and RLTP for consultation. The Tasman Regional Passenger Transport Plan, required under the Land Transport Management Act 2003, will also be updated.

#### 8 Consideration of Financial or Budgetary Implications

- 8.1 The gross cost of the proposed loop service is around \$200,000 per annum. Fare revenue is forecast at approximately \$100,000 and NZTA subsidy around \$50,000, leaving a net cost of approximately \$50,000 per annum. These estimates have been included in the draft LTP 2018 and RLTP 2018 to date.
- 8.2 Bus shelters cost \$10,000 each including concrete pads. Until the business case is completed and a route finalised, it is difficult to determine the number of bus shelters required but for the purposes of this report, four bus shelters have been assumed. This will cost \$50,000 inclusive of design and administration costs.



#### **PUBLIC TRANSPORT SERVICES REVIEW**

- 8.3 Promotion will generally use existing media portals (Newline, website, Facebook etc) as well as targeted advertising and creation of brochures and time-tables. The proposed cost is believed to be \$15,000 per annum, with marketing starting one year prior to the service starting.
- 8.4 These costs assume the patronage numbers in the feasibility study are achieved. Further work is required in the business case to refine these numbers, including taking into account different possible services and the impact that Goldcard users and the capped funding model recently introduced by the Ministry of Transport may have on patronage and revenue.
- 8.5 The cost of supporting ride sharing will be able to be accommodated within existing budgets.

<b>9 Significance and Engagement</b>
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- 9.1 The decisions in this report are likely to be of high interest to a portion of the community, and low interest to most people in Tasman. The significance assessment is below.
- 9.2 Staff have met and briefed the group that presented the public petition for the Wakefield express service and other interested parties on the outcomes of the feasibility assessment. Staff are keen to work with this group to help develop and promote the ride sharing alternatives proposed in this report.
- 9.3 Assuming the RTC approves the recommendation, staff will also retain the proposed Richmond service in the draft LTP and RLTP for consultation.



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Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	M	The decisions in this report are likely to be of high interest to a portion of the community, and low interest to most people in Tasman District.
Is there a significant impact arising from duration of the effects from the decision?	L-M	The proposed Richmond service will have an enduring impact on transport options within Richmond, but the overall impact on traffic is likely to be moderate. The cost of the proposed service is not significant in the context of the Council's Significance and Engagement Policy.
Does the decision create a substantial change in the level of service provided by Council?	L-M	The proposed Richmond service would substantially change the range of public transport services available within Richmond, but not affect the rest of the District.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	L	The net impact of the proposed Richmond service on the Council's finances are minor.

**10 Conclusion**

- 10.1 Express public transport services from Wakefield or Motueka are not yet feasible and are not likely to be feasible without major changes in population or travel patterns. Instead, establishing a formal car-pooling scheme could help provide transport alternatives for Wakefield, Brightwater, Motueka and Mapua.
- 10.2 A full extension to the existing Nelson-Richmond service is not feasible at present. It will require significant investment in new buses as the existing service has little to no available slack in the timetable to accommodate a route extension. However, this may be possible in the future.
- 10.3 A new service in Richmond appears feasible and staff recommend developing a business case for possible services and, subject to the outcome of the business case, starting a trial in 2019/2020.

**11 Next Steps / Timeline**

- 11.1 Assuming the Committee supports the proposed resolutions; staff will start the business case process to investigate a viable service for Richmond. As noted above, this may include assessment of a reduced extension of the Nelson - Richmond service than that which was



Tasman Regional Transport Committee - 26 October 2017

**PUBLIC TRANSPORT SERVICES REVIEW**

proposed by Nelson City Council. Staff will retain the indicative funding in the draft LTP and RLTP which will undergo consultation.

**12 Attachments**

1. Bus Service Feasibility Report



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**MINUTES**  
of the  
**TASMAN REGIONAL TRANSPORT COMMITTEE MEETING**  
held  
**1.30 pm, Thursday, 26 October 2017**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillors S G Bryant (Chair), C M Maling, D E McNamara, D J Ogilvie and P F Sangster and Mr J Harland

Mr W Findlater, Inspector I McKenzie, Ms J Murray and Dr K Thompson

**In Attendance:** Activity Planning Manager (D L Fletcher), Transportation Manager (J McPherson), Activity Planning Adviser (D Bryant), Consultant (R Palmer), NZTA representative (A James) and Executive Assistant (R L Scherer)

**1 OPENING, WELCOME**

Cr Bryant welcomed everyone to the meeting.

**2 APOLOGIES AND LEAVE OF ABSENCE**

Moved Cr Maling/Cr Ogilvie  
TRTC17-10-1

That apologies from Mr Frank Hippolite and Ms D Smith be accepted.  
**CARRIED**

**3 PUBLIC FORUM**

Zackary Domike spoke in support of the proposed Wakefield/Brightwater bus service and noted that the provision of bus services improves community health and supports people who are home bound.

**4 DECLARATIONS OF INTEREST**

Nil

---

**5 CONFIRMATION OF MINUTES**

**Moved Cr McNamara/Cr Ogilvie**  
**TRTC17-10-2**

**That the minutes of the Tasman Regional Transport Committee meeting held on Monday, 27 March 2017, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 PRESENTATIONS**

**Ms Kate Malcolm** circulated a presentation on behalf of Nelsust regarding the Wakefield express bus service feasibility study. She noted that over 1000 petitioners had requested a trial bus service and that Nelsust are disappointed with the outcomes of the feasibility study. Ms Malcolm spoke about comparable bus fares in other centres within the country and ways to reduce costs for bus services. She urged the Council to trial a bus service so that real data can be used for a business case.

**7 REPORTS****7.1 Public Transport Services Review**

Drew Bryant and Rhys Palmer spoke to the report contained in the agenda which was taken as read. Mr Bryant summarised the key points of the review and noted that public transport was a high priority issue in the 2015 Activity Management Plans. However, he also noted that the recent feasibility study had determined that fares for the proposed bus service would be exorbitant and are unlikely to attract passengers.

In response to a question, Mr Bryant said that staff had looked at linking a service from Wakefield with the existing bus services provided between Richmond and Nelson.

Dr Thompson suggested that a smaller bus may be more cost-effective, eg a shuttle bus. In response, Mr Bryant noted that smaller shuttle buses had been included in the review.

In response to a question, Mr Bryant said staff had looked at Ms Malcolm's presentation earlier and he had contacted staff at New Plymouth District Council who are quoted in the Nelsust presentation. He noted that the New Plymouth service only runs one day a week and is heavily subsidised by the Council.

Mr Palmer suggested that gains in mode shift would be best made in the greater Richmond area.

In response to a question regarding ride-sharing, it was noted that not everyone is comfortable about using ride-share options. Mr Bryant noted that Nelson City Council is currently working on a ride-sharing initiative and Tasman District Council is able to tap into that service. It is open to Nelson and Richmond residents and will be more widely promoted in the future. He noted that ride-sharing is managed through a website and is relatively easy to use.

Mr Fletcher spoke about the bus service from a strategic perspective and agreed that the

Council also wanted mode shift in how people use transport to get to and from their destinations. He cautioned the committee about committing significant staff time to look at every available option. For example, he noted that the option of using a local person to drive a bus would require a lot of staff time to investigate and that in the end, it may not be feasible.

Cr Ogilvie suggested that he could present the findings of the report and the outcome of today's meeting to both the Motueka Community Board and the Wakefield Community Council so that they can promote a service and save staff time while the communities investigate options. In response, Mr Fletcher agreed that there is the opportunity for the community to look at options and then come back to the Council with a proposal. He also spoke about the "stated intentions" of people who said they would use the bus versus the reality for a long-term bus service.

Cr Sangster spoke about a previous Golden Bay to Nelson bus service which had operated for over 50 years. Over time the service dwindled down to two passengers and was not cost effective. He urged the Council to promote ride-sharing as a solution.

Mr Harland spoke about the numbers of people who would use any service at an economic scale.

In response, Mr Palmer noted that in the last census of the total population of Brightwater (1749 residents), 900 were employed and of those 132 worked in Richmond with 84 driving to Richmond. In Wakefield (2106 residents), 1050 people were employed and 150 of those worked in Richmond; 84 people drove to Richmond. These figures suggest that there is already a high proportion of people who already use the ride-share option.

Cr McNamara noted that the proposed service would not meet everyone's needs as the petition included requests for a range of different timelines for a bus service.

Jane Murray suggested that the committee also needs to consider bus services in the longer term. She said that people need regular, reliable and easy to use bus services.

In response to a question, Mr Bryant confirmed that staff had spoken to two bus companies about the costs for the proposed services. Both had said that they would not run a commercial service on their own.

**Moved Cr Sangster/Cr McNamara  
TRTC17-10-3**

**That the Tasman Regional Transport Committee:**

- 1. receives the Public Transport Services Review report, TRTC17-10-01; and**
- 2. agrees that work cease on proposals for a Motueka or Wakefield public transport express service; and**
- 3. agrees that work cease on a proposal for a full extension of the existing Richmond - Nelson service until Nelson City Council completes a fundamental review of their service, expected in 2020/21; and**
- 4. agrees that a new Richmond bus service proceed to a business case; and**
- 5. recommends to the Full Council that a new Richmond bus service be included in the draft Long Term Plan 2018-2028 and Regional Land Transport Plan 2018 for consultation.**

**CARRIED**

**8 CONFIDENTIAL SESSION**  
Nil

The meeting concluded at 2.25 pm.

Date Confirmed:

Chair:

Unconfirmed

**8.10 NELSON-TAMSAN REGIONAL LANDFILL BUSINESS UNIT - DRAFT BUSINESS PLAN**

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	David Stephenson, Asset Engineer - Waste Management and Minimisation
<b>Report Number:</b>	RCN17-12-10

**1 Summary**

- 1.1 On 8 December 2017 the Joint Committee governing the Nelson-Tasman Regional Landfill Business Unit (RLBU) will consider a draft business plan for the 2018-19 year (**Attachment 1** is the full agenda and report to the RLBU Committee). This business plan includes operating and capital budgets for the period 2018-2028 and proposed landfill fees for the 2018/19 year.
- 1.2 The purpose of this report is to formally receive the draft business plan so that the proposed budgets can be included in the Long Term Plan 2018-2028.
- 1.3 The key items in the budgets for Tasman District Council are the Local Disposal Levy (currently proposed at \$1,915,625 each year, before inflation) and the proposed disposal fee at the York Valley landfill (\$138 per tonne for residual waste). The accounts for the business unit will also be incorporated as joint venture budgets in our Long Term Plan.
- 1.4 We are expecting to include the proposed disposal fee at the York Valley landfill in our consultation on fees and charges which we will report to you on 22 February 2018. It is likely that we will receive submissions on York Valley charges on behalf of the business unit and pass them to the joint landfill committee for consideration as part of the Long Term Plan process.
- 1.5 We will update the Council of any changes to the draft business plan at this meeting.

**2 Draft Resolution**

**That the Full Council receives the report Nelson-Tasman Regional Landfill Business Unit – Draft Business Plan, RCN17-12-10.**

<b>3 Attachments</b>
----------------------

- |  |     |
|--|-----|
| 1. Nelson Tasman Regional Landfill Business Unit Agenda and Reports 2017-12-08 | 385 |
|--|-----|





Notice is given that an ordinary meeting of the Nelson-Tasman Regional Landfill Business Unit will be held on:

**Date:** Friday 8 December 2017  
**Time:** 9.30 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Nelson-Tasman Regional Landfill Business Unit

### AGENDA

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#### MEMBERSHIP

**Members** Cr S Walker  
Cr I Barker  
Cr S Bryant  
Cr K Maling

(Quorum 2 members)

Contact Telephone: 03 543 8524  
Email: [robyn.scherer@tasman.govt.nz](mailto:robyn.scherer@tasman.govt.nz)  
Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

**Item 8.10**

**Attachment 1**

## AGENDA

- 1 OPENING, WELCOME
- 2 APOLOGIES AND LEAVE OF ABSENCE

### Recommendation

That apologies be accepted.

- 3 DECLARATIONS OF INTEREST
- 4 PUBLIC FORUM
- 5 CONFIRMATION OF MINUTES

That the minutes of the Nelson-Tasman Regional Landfill Business Unit meeting held on Friday, 15 September 2017, be confirmed as a true and correct record of the meeting.

- 6 PRESENTATIONS

Nil

- 7 REPORTS

7.1 Nelson Tasman Regional Landfill Business Unit General Manager's Report..... 5

**Item 8.10**

**Attachment 1**

**7 REPORTS****7.1 NELSON TASMAN REGIONAL LANDFILL BUSINESS UNIT GENERAL MANAGER'S REPORT****Decision Required**

<b>Report To:</b>	Nelson-Tasman Regional Landfill Business Unit
<b>Meeting Date:</b>	8 December 2017
<b>Report Author:</b>	Jeff Robinson, General Manager
<b>Report Number:</b>	NTRLBU17-12-01

**1 Summary**

1.1 This is the three monthly General Manager's Update report.

**2 Draft Resolution**

**That the Nelson-Tasman Regional Landfill Business Unit**

- 1. receives the Nelson Tasman Regional Landfill Business Unit General Manager's Report; and**
- 2. approves the Draft Business Plan 2018/2019, which will be forwarded to each Council to be used in their community consultation process.**

Item 7.1

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

**3 Purpose of the Report**

3.1 This report provides the three-monthly update on activity for the NTRLBU.

**4 Health and Safety**

4.1 There have been no Health and safety incidents to date.

**5 Operations Report**

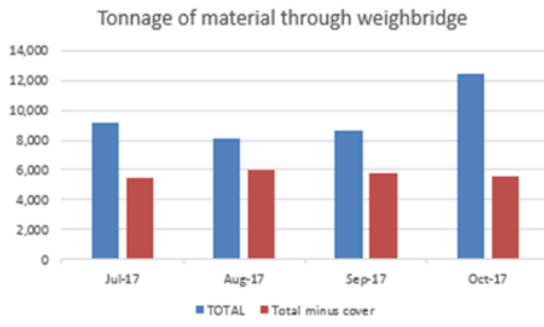
**Finance report on trading to date**

5.1 Attachment A is a set of financial reports up to the end of October 2017 including:

- Financial Report for the period to 31st October 2017
- Balance Sheet as at 31st October 2017
- Notes on the Financial Report
- Post closure cost provision report

**Landfill O&M**

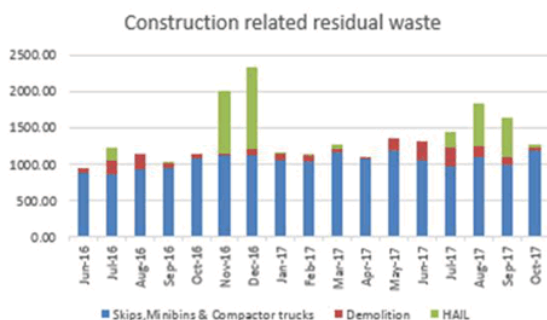
5.2 Record of landfill disposal tonnages [York Valley]



5.3 Residual waste tonnages are tracking well ahead of budget projections. Analysis of waste trends suggests that this is a structural change associated with increased activity in the construction industry.

5.4 Significant tonnages of cover material were brought into the landfill to facilitate the construction of the toe embankment. (The toe embankment is constructed once a three meter lift has been completed).

5.5 The landfill policy allows the RLBU to accept material suitable for landfill construction at no charge if such material is required and available.



- 5.6 Unfortunately, this graph does not show construction waste that is disposed of at the transfer stations, but it does provide a general idea of the waste trends associated with construction activity in our region. The only other class of residual waste that shows an increase is sawdust that has more than doubled since 1 July 2017.
- 5.7 There is significant volatility in the tonnages of residual waste being disposed of at York Valley and the major "growth" categories are construction related and sawdust. Other categories appear to remain reasonably consistent. We think that this change in waste trends may be "seasonal" and linked to the current regional level of building and construction.
- 5.8 All indications are that the dewatered sludge from the Nelson Wastewater Treatment Plant will start coming into York Valley during December.
- 5.9 These two waste streams will result in a significant increase in revenue.

**York Valley**

- 5.10 Landfill costs are currently tracking well ahead of budget. This is an effect of the scheduled contractor rates. This results in increased cash flow for the contractor during the first half of the year, a drop during the next few months and then an acceleration once the total tonnage received exceeds 60,000 tons.
- 5.11 The most recent landfill survey has shown that there is airspace available until at least 2029. (However, there are caveats to this. Growth, policy, waste minimisation intervention, improved compaction and other diversions such as development of special waste landfills).
- 5.12 The exposed faces and benches have been hydro seeded to help reduce the amount of sediment entering York Valley stream. The slip on the east side bench has been cleared and vehicle access improved. Tonkin & Taylor believe that the water that was found to be present is due to the level of rain we received earlier this year. We are waiting on the CCTV footage to confirm the status of the storm water pipes.
- 5.13 The lay flat hoses used to direct storm water along the eastern side of the landfill have been damaged and will probably need to be replaced. Investigations show that the pipes are damaged due to high flow velocities and the inability to keep gravel out of the system. The cost to replace these pipes is estimated at approximately \$18,000.00.
- 5.14 Pioneer energy are finding significant increase in condensation collected at their blower. We undertook investigation and believe the issue is due to increased demand from the hospital.

## Item 7.1

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

**Eves Valley**

- 5.15 The access road to the borrow pit and forestry block has been constructed. The forestry loggers have cleared approximately 60% of their trees.
- 5.16 The landfill cap design completed by Stantec was approved and forwarded to FH to price for this work. Following an evaluation of the FH proposal, a decision will be made if this work is approved as a variation to their current contract.
- 5.17 The capacity of the leachate pipeline has decrease significantly. A condition assessment of the pipeline is underway and a local supplier of bio-remediation organisms has been requested to assist with the condition assessment. His calculations suggest that the problem in the pipeline is a result of growing organisms inside the pipeline rather than a deposit of silt.
- 5.18 A leachate break out that occurred on the front face of stage two has been remediated. It is considered that the capping of the landfill will improve this situation in future, as the leakage outbreaks are associated with rainfall events.

**Resource Consents and Monitoring**

- 5.19 The York Valley landfill Annual Monitoring Report was received from Tonkin & Taylor and has been forwarded for a peer reviewed by Stantec. Our initial reading is that the landfill complies with all consent conditions.
- 5.20 Tasman District Council applied for replacement resource consents for the Eves Valley landfill for landfill operations in March 2015. This application was put on hold as the regional landfill proposal was considered by the Councils. Stantec were engaged earlier this year to update the Eves Valley Resource consent application to reflect the changed status of the landfill. Stantec have prepared an addendum to the consent application and an updated Landfill Management Plan. Staff are reviewing these documents and plan to meet with Stantec and Tasman District Council resource consent staff in December and submit the documents in January 2018.

<b>6 Joint Landfill Asset Management Plan (AMP)</b>
---

**Update on the development of the AMP**

- 6.1 Stantec has been engaged to assist us develop our first joint AMP.
- 6.2 The following is a draft layout of the AMP contents page – for information.

## Draft Table of Contents

## Executive Summary

- 1. Introduction (why we need a Plan)
- 2. Levels of Service (What we provide)
- 3. Future Demand (Planning for the future)
- 4. Lifecycle Management (How we provide the service)
- 5. Risk management Plan (Dealing with uncertainty)
- 6. Focus Areas
  - Optimise procurement of landfill operation and management services



- Optimise landfill cover
  - Long Term Strategy for Stormwater Management
  - Optimise Landfill Gas Harvesting
7. Financial Summary (What it will cost and how we pay for it)
  8. Asset Management Practices
  9. Plan Improvement and Monitoring (what we're doing to improve)
  10. Appendices
    - Appendix A - Site Plans
    - Appendix B - Legislative Requirements
    - Appendix C - Risk Register
    - Appendix D - Opex and Capex Details
    - Appendix E - Resource consents conditions

#### **The role of the NTRLBU in the Joint Waste Minimisation & Management Plan [JWMMP]**

- 6.4 Our core business is to ensure that the region has continual access to a landfill that is well managed and operates within its' resource consent conditions. We are a key stakeholder in the regional management of the regional solid waste stream and we should have a view on what input (if any) we wish to consider forwarding to the special sub-committee that has been tasked to review and present the JWMMP to both Councils for ratification. Discussion required.

#### **Our Operating Account**

- 6.5 Our Deed of Agreement requires us to operate a closed business account. We are required to pay any operating surplus as a 'solid waste rebate' (or to apportion any operating deficit) at the conclusion of each operating year in the proportions 50% to Nelson and 50% to Tasman.
- 6.6 For discussion – our preference will be to set landfill disposal charges that remain relatively stable and if possible only increase with inflation when required – as opposed to going up or down each year depending on the next year's budget forecast. A mechanism to achieve this is to set aside a provision in the annual budget to provide better price certainty in the market. We propose something like this:
- 6.7 A waste stabilisation fund may be used at the end of a financial year if required to allow for annual budget fluctuations when setting the annual schedule of charges. The fund will have a limit that will be agreed between the Councils and the NTRLBU and will be funded by any available operating surplus.
- 6.8 Our future Joint Landfills long term Operations and Maintenance contract is due to be tendered to commence in July 2019. Having a contract in place that incentivises all parties to do the right thing is important. Some early thoughts will be shared at this meeting.

## Item 7.1

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

<b>7</b>	<b>NTRLBU Business Plan</b>
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- 7.1 Attachment 4 is a copy of a Draft Business Plan. We would have preferred to have been further ahead with the development of our AMP therefore this draft is presented with an option to amend it if required when we finalise the first AMP.
- 7.2 There are two key financial amounts in the draft Business Plan which both Councils need to include in their LTPs which will be open to community consultation namely:
- The 2018/2019 Landfill Schedule of Charges
  - The 2018/2019 Local Disposal Levy to each Council
- 7.3 The background to the financial summary is provided in Attachment 5, which is a Draft 30 year financial forecast.
- 7.4 Supporting Information for the Long Term Plan 2017 is provided in Attachment 6.
- 7.5 We wish to discuss holding a workshop early in 2018, before our next scheduled meeting, to work through all of the sections in the AMP. This will set the strategic direction for the joint landfills.

<b>8</b>	<b>Attachments</b>
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1.	NTRLBU October Financial Reports	11
2.	NTRLBU October 17 Notes	13
3.	NTRLBU Post Closure Cost Commentary	15
4.	NTRLBU Business Plan Final Draft	17
5.	NTRLBU AMP Budget Estimate 2017	29
6.	NTRLBU Long Term Plan Revised 2017	31

## Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

Nelson Tasman Regional Landfill Business Unit								
Financial Report								
Income Account for the period to 31st October 2017								
	Actual	Budget	Actual	%	%	2017/18 Budget		
	Month	Month	YTD	YTD	Year	YTD	Annual	YTD Variation
<b>Income</b>								
Landfill Fees	681,857	605,878	2,614,816	108%	36%	2,423,512	7,270,535	191,304
Other recoveries	4,394	4,757	15,973	84%	28%	19,030	57,090	(3,057)
Interest	6,864	7,702	27,456	89%	30%	30,806	92,418	(3,350)
<b>Total Income</b>	<b>693,115</b>	<b>618,337</b>	<b>2,658,244</b>	<b>107%</b>	<b>36%</b>	<b>2,473,348</b>	<b>7,420,043</b>	<b>184,896</b>
<b>Less Expenses</b>								
Staff time	20,100	19,586	77,782	99%	33%	78,338	235,015	(556)
York Valley Expenses	206,648	209,998	878,729	102%	34%	861,338	2,584,013	17,391
Eves Valley Expenses	22,543	20,947	129,652	155%	52%	83,790	251,371	45,862
Aftercare provision	6,759	5,337	27,036	127%	42%	21,349	64,046	5,687
Aftercare Value adjustment	-	-	700,893			700,893	700,893	0
Eves Valley Aftercare	93,165	51,203	108,608	53%	18%	204,813	614,439	(96,205)
Interest	-	774	-	0%	0%	3,098	9,293	(3,098)
Aftercare cost funding	(93,165)	(64,042)	(108,608)	42%	14%	(256,166)	(768,499)	147,558
<b>Total Expenses</b>	<b>256,050</b>	<b>243,803</b>	<b>1,814,092</b>	<b>107%</b>	<b>49%</b>	<b>1,697,453</b>	<b>3,690,571</b>	<b>116,639</b>
<b>Net Surplus before levy</b>	<b>437,065</b>	<b>374,534</b>	<b>844,152</b>	<b>109%</b>	<b>23%</b>	<b>775,895</b>	<b>3,729,472</b>	<b>68,257</b>
Local Disposal Levy	319,271	319,270	1,277,083	100%	33%	1,277,084	3,831,250	(1)
<b>Net Surplus after Levy</b>	<b>117,795</b>	<b>55,264</b>	<b>(432,931)</b>			<b>(501,189)</b>	<b>(101,778)</b>	<b>68,258</b>

Item 7.1

Attachment 1

Item 8.10

Attachment 1

## Item 7.1

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

<b>Nelson Tasman Regional Landfill Business Unit</b>			
<b>Balance Sheet as at 31st October 2017</b>			
	<b>Current</b>	<b>Last Month</b>	<b>1 July 2017</b>
<b>Equity</b>			
Contributed Equity 1 July	8,805,257	8,805,257	8,805,257
Plus Net Income	(432,931)	(550,725)	
<b>Closing Equity</b>	<b>8,372,326</b>	<b>8,254,531</b>	<b>8,805,257</b>
<b>Which was invested as follows -</b>			
<b>Current Assets</b>			
NCC Current Account	922,981	854,006	-
Debtors	4,394	4,514	-
NZETS units	692,000	692,000	692,000
<b>Total Current Assets</b>	<b>1,619,375</b>	<b>1,550,520</b>	<b>692,000</b>
<b>Fixed Assets</b>	<b>8,027,005</b>	<b>8,048,567</b>	<b>8,113,257</b>
<b>Investments</b>	<b>3,263,947</b>	<b>3,257,083</b>	<b>3,236,491</b>
<b>Total Assets</b>	<b>12,910,327</b>	<b>12,856,171</b>	<b>12,041,748</b>
<b>Less Liabilities</b>			
<b>Current Liabilities</b>			
Sundry Creditors	682,188	659,420	-
NCC Current Account			
<b>Total Current Liabilities</b>	<b>682,188</b>	<b>659,420</b>	<b>-</b>
<b>Term Liabilities</b>	<b>3,855,813</b>	<b>3,942,219</b>	<b>3,236,491</b>
<b>Net Assets</b>	<b>8,372,326</b>	<b>8,254,531</b>	<b>8,805,257</b>

Nelson Tasman Regional Landfill Business Unit

## Notes on October 2017 Financial Report

Summary

The year to date deficit of \$433,000 is largely due to the \$700,000 Aftercare Provision adjustment on 1 July. Since then the landfill has made operating surplus's totalling \$267,000 due to higher than budgeted volumes being received.

Income

Landfill fees - running \$191,000 ahead of budget due to increased volumes being received (22,953t compared to budget of 20,500t for 4 months).

Other recoveries – Gas sales and Electricity recoveries.

Interest – This is interest on the post closure funds invested with the two Councils.

Expenses

York Valley Expenses – YTD actual of \$879,000 is \$50,000 ahead of YTD budget and includes –

- Operational contract which at \$232,000 is \$18,000 ahead of budget due to the schedule rates for the increased volumes being above budget. These rates will decrease during the second half of the year until 60,000 tonnes is reached. Also there has been additional charges for handling contaminated and hazardous waste.
- Waste minimisation Levy to MoE at \$229,000 is \$24,000 ahead of budget due to the increased volumes.
- Toe bank maintenance not commenced yet \$30,000 budget for 4 months
- ETS levy provision at \$315,000 is below budget by \$30,000 as the first six months of the year are at a lower Emissions factor rate than the second half of the year.
- Depreciation
- Resource Consent compliance, Electricity and other minor expenses

Eves Valley Expenses – Actual of \$130,000 is \$46,000 ahead of YTD budget due to unbudgeted operational costs for receiving waste in July and dealing with the July weather event.

Aftercare provision – This is a provision for the cost of aftercare allocated to the current waste received.

Aftercare Value Adjustment – This is the adjustment necessary as a result of the two landfill's being combined on 1 July and the time till closure is reduced as outline separately.

Eves Valley Aftercare – These are post closure costs that have been incurred to date and are funded from the provision account.

Interest – This is the cost of working capital funding which was budgeted for but has not been necessary.

Local Disposal Levy – This is the agreed amount paid to the two Councils to fund their waste activities.

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

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Balance Sheet

Item 7.1

NCC current account – This represents the landfill’s net transactions to date. It’s mostly made up of October sales. It also includes cash surplus to date less creditors owing in NCC’s books.

Debtors – This is an accrual for Gas sales and Electricity recoveries for October.

NZETS units – This is 40,000 units inherited from the two Councils towards meeting our emissions liability.

Fixed Assets – This is Land, improvements and Infrastructure and other long term Assets of the Business unit.

Investment – This is the investment of the Post Closure Cost provision. The investment two equal interest bearing loan to the two Councils.

Sundry Creditors – This is largely a provision for ETS Levy of \$315,000 for the 4 months to October which will be payable by surrendering NZETS units in April 2018 and accounts owing to MoE and TDC which hadn’t been processed by NCC in October.

Attachment 2

Nelson Tasman Regional Landfill Business Unit

## Post Closure Cost commentary

- 1.1 Landfills are different from most service delivery assets in that significant costs are incurred to close and maintain the landfill after they have reached the end of their economic life. To ensure intergenerational equity these costs need to be recovered from the users of the landfill over its operational life.
- 1.2 This is achieved by estimating the post closure costs at current costs, then inflating those costs by the inflation over the estimated period when the costs will be incurred. This liability is then valued at Net Present value (NPV). Net present value is the amount needed to be invested at the current time that will deliver the required amount when it is to be spent. This is a requirement of the current accounting standards. The significant estimations are –
  - 1.2.1 The cost of closure
  - 1.2.2 The cost of aftercare
  - 1.2.3 Time of closure
  - 1.2.4 Length of time aftercare required
  - 1.2.5 Inflation rate
- 1.3 The liability is recognized at the start of a Landfill's life and written off during the useful life of the landfill based on the Volume of the landfill consumed in each year.
- 1.4 Each year the liability is revalued as a result of changes to the estimates in 4.2 above especially the time to the closure of the landfill. This change is recognized as an expense during the year.
- 1.5 At 30 June 2017 the two councils valued the estimated post closure cost liability of Eves Valley stage 2 (EV) and York Valley Gully 1 (YV) based on their standalone operational life.
- 1.6 No liability is recognized for Eves Valley Stage 3. This will commence when the landfill is opened
- 1.7 On 1 July 2017 the post closure costs liability for these two landfills was assumed by the Regional Landfill Business Unit and revalued based on EV not accepting any more waste and YV taking all the regional waste. This reduced the estimated period to the expected post closure costs by 1 year for EV and 12 years for YV. As a result the estimated amount needed to be provided at 1 July to meet the costs in the reduced time period increased by \$700,893.
- 1.8 At 30 June 2018 all the assumptions in 4.2 above will be reviewed particularly in light of the costs incurred in closing Eves Valley, a recalculation of the time available as a result of recalculating the airspace available and annual volumes expected to be received. This will result in an adjustment in the total provision movement for the year.
- 1.9 The main risk in post closure cost liability valuation is the significant reliance on estimates in calculating the valuation (see 4.2 above) and the length of time over which costs will be incurred. Ultimately this risk is born by the owner(s) of the landfill.

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Attachment 3

Item 8.10

Attachment 1

**Item 8.10**

**Attachment 1**



Draft:  
Nelson Tasman Regional Landfill Business  
Unit

BUSINESS PLAN

2018/19



## NTRLBU BUSINESS PLAN 2018/19

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## APPENDICES

- A Joint committee Planning/Meeting Timetable
- B Business Improvement Plan

Prepared by: Johan Thiar  
Senior Asset  
Engineer – Solid  
Waste

Approved by: Jeff Robinson  
General Manager

NRLBU Approved:

**Cover photograph:** Toe Embankment York Valley

**1. PURPOSE**

The purpose of the Nelson Tasman Regional Landfill Business Unit Business Plan 2018/19 is to detail management goals and objectives to ensure that there is a sanitary landfill available in the Nelson Tasman region.

**2. TERMS OF REFERENCE REQUIREMENTS**

The Terms of Reference states that the Nelson Tasman Regional Landfill Business Unit (NTRLBU) Joint committee shall by 31<sup>st</sup> October each year supply to the Councils (Nelson City and Tasman District Councils) a copy of its draft Business Plan for the management of the NTRLBU and the assets for the ensuing year (This requirement was waived for the first year by agreement with the Chief Executives of Nelson City and Tasman District Council). The final plan Business Plan must be presented by the 31 of May.

The Terms of Reference was signed on 28 April 2017 and shall be reviewed if and when required.

**3. INTRODUCTION**

This Business Plan 2018/19 outlines the projects and initiatives to be implemented during the year. It also outlines the associated funding required and the details on the performance targets and measures.

The Business Plan is aligned with the NTRLBU Strategic Plan and the NTRLBU Landfill Asset Management Plan 2018. It incorporates the business objectives and performance targets (Section 7) and the 3 year financial forecasts (Section 9).

The Joint committee activity schedule and levels of service are appended.

Appendix A – Joint committee Activity Schedule;

Appendix B - Targeted service levels established by the Landfill Asset Management Plan.

**4. MISSION STATEMENT**

The NTRLBU's mission statement is:

"To plan for the future needs of the community in a cost efficient and environmentally sustainable manner in accordance with the objectives of the Joint Waste Plan."

**5. STRATEGIC GOALS**

The NTRLBU aspire to achieve the following goals:

- Provide sanitary landfill capacity for the needs of the Nelson Tasman region.
- The costs of disposal of residual solid waste are affordable.
- Risks associated with the activity are identified and mitigated to a level agreed with the owners.
- We engage the right people with the right skills and experience.
- NTRLBU operates sustainably and endeavours to remedy or mitigate any identified adverse environmental, social and cultural impact.
- Good relationships are maintained with all stakeholders.
- All statutory obligations are met.

The NTRLBU functional activities are managed by the Nelson City Council and therefore the NTRLBU functional activities shall comply with the requirements of the Nelson City

## Item 7.1

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Council Health and Safety Policy, and fully subscribe to the vision for a Zero Harm Culture.

All strategic goals are important and no one goal will be pursued at the expense of another.

#### 6. NTRLBU BACKGROUND

The NTRLBU was established in April 2017 and started operating on 1 July 2017.

The Landfill Asset Management Plan was adopted on \_\_\_ April 2018. A draft of the long term financial plan was adopted on 8 December 2017 and will enable council officers to integrate this into their own long term plans at their discretion.

The Deed of Agreement determines that the NTRLBU will annually agree on the value to be distributed 50:50 to the two councils to fund waste management and minimisation activities in twelve equal monthly instalments and recover this amount from landfill charges.

At the end of each financial year the operating surplus/deficit will be shared equally between the two councils and used exclusively for waste management and minimisation initiatives.

## Attachment 4

#### 7. BUSINESS OBJECTIVES AND PERFORMANCE MEASURES

The objectives outlined below describe the long term aims of the business unit. Performance measure targets and dates (where they are not specified below) are set annually in the Business Plan along with performance measures for projects identified in the Asset Management Plan. Performance will be reported quarterly to the Joint committee and annually or six monthly, as appropriate, to the shareholding Councils.

Long Term Objectives	Key Performance Measures
<i>Landfill Capacity is available to receive solid waste generated within the Nelson Tasman Region.</i>	
The development of a new sanitary landfill agreed on by the time that the estimated remaining useful life of the current active landfill is five years.	Reporting the available landfill airspace annually.
Levels of service are defined in all contracts and are met.	100% compliance with service level agreements by all major contractors.
<i>The costs of disposal to landfill are affordable</i>	
The cost of disposal to landfill is minimised.	That sum of the landfill surplus/deficit as measured over a five year period does not exceed the value set by the joint committee. (Proposed by officers: \$200,000)
The economic lives of all assets are optimised.	Three yearly internal audit of asset management practices confirms this.

Long Term Objectives	Key Performance Measures
The available airspace at the landfill is used efficiently.	Airspace consumption of 1.23m <sup>3</sup> per tonne of residual waste received is maintained or improved.
New technology choices are well understood and are proven to be reliable, sustainable and cost effective.	All significant technology choices are supported by cost benefit analysis, independent peer review, energy efficiency analysis, risk analysis and, where appropriate, by other users of those technologies.
<i>Risks associated with the services provided are identified and mitigated to a level agreed with owners.</i>	
Risk management plans include all significant health and safety, environmental, cultural, social, economic and contractual risks.	No event, which impacts on agreed levels of service, occurs that has not been identified in the NTRLBU risk management plans.
Contingency plans adequately address emergency events.	Effectiveness of York Valley Landfill Management Plan is reviewed and confirmed following incidents which require activation of the plan.
<i>We engage the right people, with the right skills and experience.</i>	
Those engaged with the NTRLBU have the right skills, experience, and support to perform well.	Annual staff performance reviews include assessment of the skills and experience required in their role in NTRLBU and their development needs are identified and met. The Joint committee reviews its performance at least annually.
Operation and maintenance manuals reflect best practice for the activity are followed consistently.	An internal audit every three years confirms this.
<i>NTRLBU operates sustainably and endeavours to remedy or mitigate any identified adverse environmental, social or cultural impact</i>	
NTRLBU minimises adverse environmental, social and cultural impacts where this is economically viable.	Environmental, social and cultural impacts are considered in all decision making.
<i>Good relationships are maintained with all stakeholders</i>	
Shareholders are satisfied with the strategic direction and the economic performance of the business unit.	All strategic and business plans are approved by shareholders. Budget projections are met.
Good relationships are maintained with all stakeholders including owners, iwi, customers, contractors, neighbours, and the wider community.	All complaints or objections are addressed promptly. All applications for resource consents are approved. Up to date information on activities and achievements are publically available.

Long Term Objectives	Key Performance Measures
<i>All statutory obligations are met</i>	
All statutory obligations are identified and met and are included in contracts with suppliers.	100% compliance with all statutory obligations.
All resource consent requirements are met.	100% compliance with all resource consents.

**8. LANDFILL CHARGES**

It is projected that a moderate surplus will be achieved during the 2018/19 financial year if expenditure is maintained within the projected budget at the proposed landfill charges.

The proposed landfill charges per tonne (subject to the effect of increase of Local Disposal Levy) are:

Residual waste:	\$138
HAIL > 17,000 tonne:	\$103
HAIL <17,000 tonne:	\$108
HAIL Residential/tested:	\$72
Polystyrene:	\$1,800

The budget includes operation and management discretionary contingencies as follows;

Professional advice:	\$50,000 (Joint committee discretion)
Re-active Maintenance:	\$35,000 (General Manager)
Operational:	\$28,000 (Engineer to the Contract)

**9. THREE YEAR RENEWAL AND UPGRADE EXPENDITURE FORECAST (\$'000)**

Renewal Plan (\$,000)	2018/19	2019/20	2020/21
Piezo monitoring well	18		18
Moveable debris fences	14		
Upgrade vehicle wash	10		
Planting		13	

Storm control	water	65		65
<b>Total =</b>		<b>107</b>	<b>13</b>	<b>83</b>

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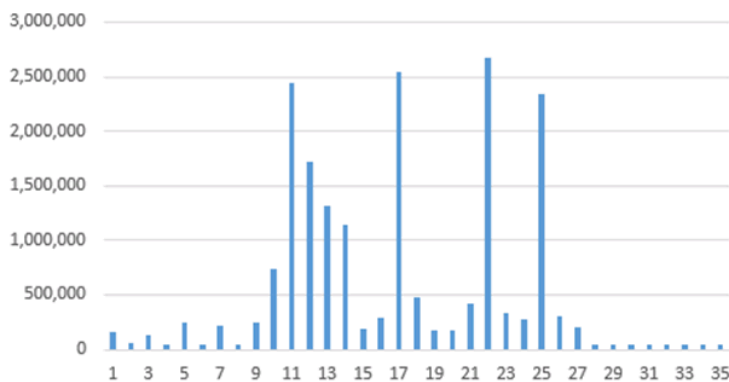
Item 8.10

The renewal programme of NTRLBU assets is developed around lifecycle and condition assessment. Condition assessment reports are commissioned where additional information is required to ensure optimal spend on renewals.

A contingency amount of \$50,000 is included in the budget for allocation by the Joint committee if required.

**10. Long term capital programme**

Capital Expenditure 2018/19 to 2052/53



Attachment 4

Attachment 1

Tasman District Council Nelson-Tasman Regional Landfill Business Unit Agenda – 08 December 2017

**11. FINANCIAL PLAN****Nelson Tasman Regional Landfill Business Unit  
Budget Summary for 2018 to 2021**

	Projection	Budget		
	17/18	18/19	19/20	20/21
<b>Income</b>				
Landfill income	7,822	8,005	8,025	7,833
Interest	46	108	108	108
Other Recoveries	83	59	59	59
<b>Total Income</b>	<b>7,951</b>	<b>8,172</b>	<b>8,192</b>	<b>8,000</b>
<b>Expenditure</b>				
Operations & Maintenance		1,229	1,229	1,303
Emissions Trading Scheme		1,947	2,129	2,050
Waste Levy (MfE)		676	677	652
Local Disposal Levy		3,831	3,831	3,831
Interest		1	1	1
Insurance		14	14	14
Depreciation		146	146	146
<b>Total Operating Cost</b>	<b>7,491</b>	<b>7,843</b>	<b>8,027</b>	<b>7,977</b>
<b>Surplus/Deficit</b>	<b>460</b>	<b>329</b>	<b>165</b>	<b>3</b>



**BUSINESS IMPROVEMENT PLAN**

This section describes initiatives to improve the efficiency and effectiveness of the Business Unit and is based on the Nelson Tasman Regional Landfill Business Unit Strategic Plan and referenced to the 2018 NTRLBU Asset Management Plan.

IP	Description	Resource Requirements	Progress
1	Optimise procurement of landfill operation and management services	Internal and consultant	
2	Optimise landfill cover	Internal and consultant	
3	Develop long term strategy for storm water management	Internal and consultant	
4	Optimise landfill gas harvesting	Internal and consultant	

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**APPENDIX A**

NELSON TASMAN REGIONAL LANDFILL BUSINESS UNIT JOINT COMMITTEE ACTIVITY SCHEDULE 2018-19

## Attachment 4

Date	Activity	Papers required
By 31 August 2018	Review draft Annual Report and Financial Statement.	Draft annual report and financial statement.
By 30 September 2018	Deliver annual financial statement to Councils.	Financial Statement.
By 31 October 2018	Review joint committee planning/meeting timetable.  Adopt draft business plan for presentation to Tasman District Council and Nelson City Council.  Review and update Interests Register.	Planning/meeting timetable.  Draft Business Plan.  Interests Register.
By 31 May 2019	Present Annual Report and Business Plan to Tasman District Council and Nelson City Council.	Annual Report and Business Plan.
By 30 June 2019	Review joint committee performance  Receive report on Contingency Plan review by customer representatives.  Review customer satisfaction survey results  Annual review of Strategic Plan  Review Audit Management Report	Checklist for joint committee effectiveness.  Report on Contingency Plan review by customer representatives.  Customer survey report.  Strategic plan.  Audit Management Report

**Appendix B: Landfill Levels of Service Targets**

Related Community Outcomes	Strategic Themes	Levels Of Service	Performance Indicators	Method of Measurement	Target
<b>SOLID WASTE DISPOSAL - Council will provide a landfill for waste disposal</b>					
Health Environment Education	Impacts	All landfill activities, facilities and services comply with resource consent conditions, site management plans and appropriate legislative requirements.	Compliance with resource consents	Number of non-compliances	0
		Diversion options are available for all types of solid waste identified by NTRLBU for disposal and diversion.	All requests responded to in compliance with Councils' customer service policies	CRM analyses	3 Days
			Availability of diversion options for identified solid waste types	Percentage of treatment options available for solid waste disposal.	100%
	Adequate landfill airspace available to ensure future sustainability of solid waste disposal.	Available landfill space that has been consented	Years of available consented landfill space	6 Years	
		Available landfill space that has been developed	Years of available developed landfill space	2 Years	
Costs	Cost effective and sustainable landfill services available to all the community.	No rates required to support landfill activities	User Pays %	100%	
		Costs of managing fly-tipping does not increase more than rate of inflation	Annual increase in costs for managing fly-tipping	Less than annual inflation rate	

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	Demand	Council provides consumer education and support which leads to behaviour which minimises quantity of waste to landfill.  Landfills are open at convenient times.	Decrease in per capita tonnage of waste disposed of at landfill. (Excluding contaminated soil)  Hours and days that the landfill is available for disposal	The quantity (kg) of waste per capita to landfill.  Opening hours specified	Decrease compared to previous year  100%
	Health and Safety	Landfill activity provided in a safe manner and pose no health and safety risks to nearby residents.	No reported incidences of injury or illness attributable to use of facilities.	Complaints and incident forms.	0
	Quality	Good quality customer service  Inquiries received through the Councils' service request system addressed within 24 hours	Customers are content with the services offered.  All requests responded to in compliance with Council customer service policy	Customer satisfaction survey  Service request response time	85%  90% in 24 hours

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	1	2	3	4	5	6	7	8	9	10
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Est	AMP	AMP	AMP	AMP	AMP	AMP	AMP	AMP	AMP
Projected surplus/deficit	-375,524	-312,585	-131,672	-208,312	-285,207	-402,416	-617,341	-636,111	-756,753	-879,296
<b>Income</b>										
804500100278. Landfill Fees	-8,051,850	-8,172,821	-7,861,744	-8,024,315	-8,087,257	-8,209,650	-8,332,676	-8,458,163	-8,586,540	-8,714,834
80450530. Sundry Income	-6,700	-6,700	-6,700	-6,700	-6,700	-6,700	-6,700	-6,700	-6,700	-6,700
80450560. Sales Gas	-25,137	-25,137	-25,137	-25,137	-25,137	-25,137	-25,137	-25,137	-25,137	-25,137
80450630. Recoveries Electricity	-27,084	-27,084	-27,084	-27,084	-27,084	-27,084	-27,084	-27,084	-27,084	-27,084
80450710. Interest	-107,879	-107,879	-107,879	-107,879	-107,879	-107,879	-107,879	-107,879	-107,879	-107,879
	-8,218,650	-8,339,621	-8,128,544	-8,191,115	-8,254,057	-8,375,850	-8,499,476	-8,624,963	-8,752,340	-8,881,634
<b>Expenses</b>										
80451808015. TDC Staff time and GM	23,368	23,368	23,368	23,368	23,368	23,368	23,368	23,368	23,368	23,368
80451871. NCC Utilities Staff	121,543	121,543	121,543	121,543	121,543	121,543	121,543	121,543	121,543	121,543
80451831. NCC Finance Staff	24,320	24,320	24,320	24,320	24,320	24,320	24,320	24,320	24,320	24,320
80451864. NCC BLT	33,171	33,171	33,171	33,171	33,171	33,171	33,171	33,171	33,171	33,171
80451868. NCC Admin Staff	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
80451835. NCC IT Services	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
80452010. York Valley Landfill Operation	556,290	556,290	611,508	611,508	611,508	611,508	611,508	611,508	611,508	611,508
804520100418. LFG Operation	23,197	23,197	23,429	23,429	23,429	23,429	23,429	23,429	23,429	23,429
804520100419. Leachate Control	26,510	26,510	26,775	26,775	26,775	26,775	26,775	26,775	26,775	26,775
804520100420. Resource Consent Conditions	66,561	66,561	66,247	66,247	66,247	66,247	66,247	66,247	66,247	66,247
804520100422. Toe Embankment Maintenance	90,000	90,000	108,000	108,000	108,000	108,000	108,000	108,000	108,000	108,000
80452210. ETS levy	1,947,163	2,129,410	2,046,767	2,029,093	2,028,431	2,033,502	2,038,586	2,043,683	2,048,792	2,053,914
804523100467. Waste Levy Mln for Environment	675,829	677,293	651,362	642,566	640,175	646,788	648,405	650,026	651,651	653,280
804523100726. Local Disposal Levy TDC	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625
804523030730. Local Disposal Levy NCC	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625	1,815,625
80452627. Telephones	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
80452617. Electricity	25,939	25,939	25,939	25,939	25,939	25,939	25,939	25,939	25,939	25,939
804526178014. EV Electricity	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200
80452621. Rates	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684	8,684
804526218014. EV Rates	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446
80452625. Water by meter charges	4,456	4,456	4,456	4,456	4,456	4,456	4,456	4,456	4,456	4,456
80452626. Trade Waste Charges	3,028	3,028	3,028	3,028	3,028	3,028	3,028	3,028	3,028	3,028
80452627. Insurance	5,931	5,931	5,931	5,931	5,931	5,931	5,931	5,931	5,931	5,931
804526278014. EV LAPP Insurance	7,048	7,048	7,048	7,048	7,048	7,048	7,048	7,048	7,048	7,048
80452693. Levy for Closure Costs	66,669	66,669	66,669	66,669	66,669	66,669	66,669	66,669	66,669	66,669
80452720. Valuations / Surveys	19,356	19,356	19,356	19,356	19,356	19,356	19,356	19,356	19,356	19,356
80455503. Aftercare Amortisation	9,828	9,828	9,828	9,828	9,828	9,828	9,828	9,828	9,828	9,828
80452760. Professional Advice (Board discretion)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
New Item Contingency GM discretion	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
80455505. Depreciation	4,174	4,174	4,174	4,174	4,174	4,174	4,174	4,174	4,174	4,174
80455507. Loss of Service potential YV	141,344	141,344	141,344	141,344	141,344	141,344	141,344	141,344	141,344	141,344
	7,843,125	8,027,030	7,996,872	7,982,803	7,968,750	7,975,434	7,982,135	7,988,852	7,995,586	8,002,338
<b>Capital Expenditure</b>										
804573502025. Capital: Prawn monitor well	18,282		18,277		34,502			18,277		
804573502031. Confaction Network/Pipe/Gas							19,458			
80457470. Planting		12,972			12,972					
804576551533. Road extension					43,240					
804576902627. Horizontal drilling for drains					43,240					
804576902774. Stormwater control	55,000		54,880							
804576902775. Weigh bridge Improvements							125,389			
804576902624. Access Rd Stormwater					67,293					
Mosseson debris catch fence at York Valley	14,000									
Upgrade vehicle wash	10,000									
Construction of Stage 3									0	192,768
Access road sealing and development										
Investigations & Consent for Stage 3 as regional site									200,000	500,000
Contingency Board discretion (renewals and minor upgrades)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total</b>	<b>157,282</b>	<b>62,972</b>	<b>133,237</b>	<b>50,000</b>	<b>241,307</b>	<b>50,000</b>	<b>219,231</b>	<b>50,000</b>	<b>250,000</b>	<b>742,798</b>



**NTRLBU – SUPPORTING INFORMATION FOR THE LONG TERM PLAN 2017**

**1. Purpose of Report**

1.1. To consider the RLBU Long Term Strategy which informs the development of the Asset Management Plan.

**2. Recommendation**

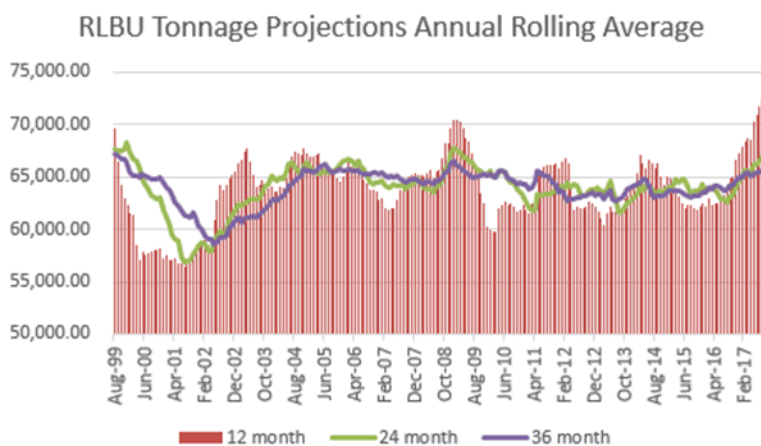
***THAT RLBU officers continue to develop the Long Term Plan based on the information reported.***

**3. Background**

- 3.1. The RLBU is constituted by the Deed of Agreement.
- 3.2. The Terms of Reference provides the primary philosophy that drives the RLBU management activities.
- 3.3. The RLBU is managing two landfills, York Valley and Eves Valley.

**4. Growth and Demand**

- 4.1. The RLBU considers historical trends, growth projections, policy development and changes in technology to forecast future demand.
- 4.2. The combined tonnages of residual waste received at the two RLBU landfills are presented figure 4.1.

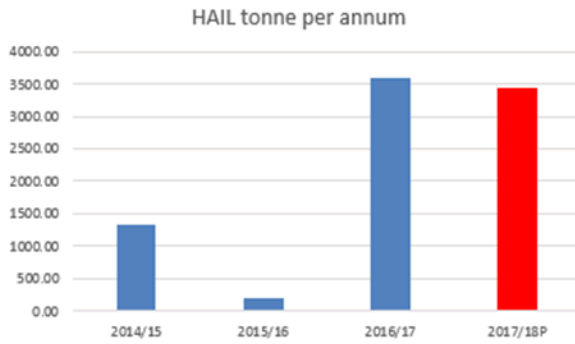


**Figure 4.1 Tonnage of residual waste received at RLBU landfills**

4.3. The graph above shows that there is significant variance over time in tonnage received at the landfills. It is well recognised that solid waste is linked to GDP/economic growth.

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- 4.4. Many of the peaks are associated with one-off type developments in the region. These peaks complicate projections.
- 4.5. It should also be noted that JWMMP initiatives affect the generation of residual waste that needs to be landfilled.
- 4.6. It is important to note that a step-change in residual waste is likely associated with the implementation of the HAIL (Hazardous Activities and Industrial List) strategy in Nelson. In 2012 Nelson embarked on the development of a strategy to manage land that was subjected to HAIL activities. Rules have been developed around the management of such land and this has resulted in increased tonnages of waste coming into the landfill. One can expect that a similar step change will occur once Tasman District Council implement a similar policy in response to the National Environmental Standards for Assessing and Managing Contaminants in Soil to protect human health (NESCS).



**Figure 4.5 HAIL material received at York Valley**

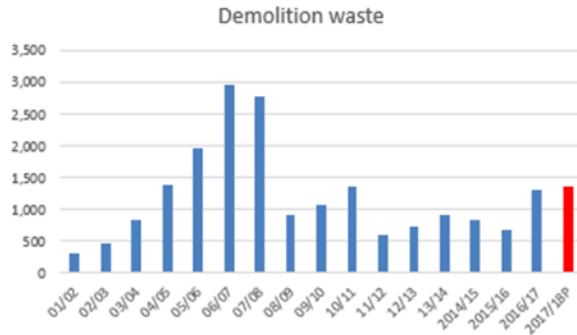
- 4.7. The waste associated with the management of HAIL sites can be considered unreliable and it is therefore important to follow a conservative approach when projecting future demand. (Processes to deal with this type of waste is developing right across New Zealand and in fact internationally)
- 4.8. Most of the 20 categories of waste tracked at York Valley have stayed relatively stable in spite of population growth. Four categories of waste have shown significant increases over the last few years.



**Figure 4.5 Skip waste = Construction waste**

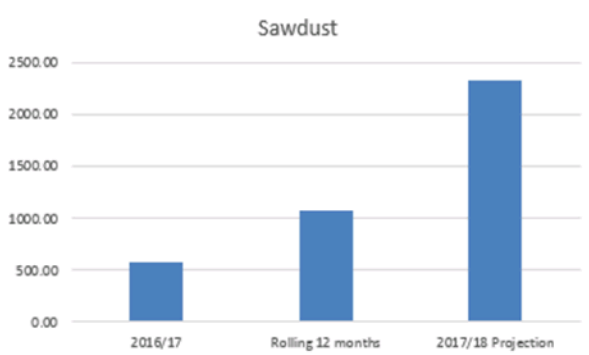


- 4.9. Skip waste generally represents waste that is coming into the landfill from smaller construction projects. The increasing trend in this waste is likely to reflect increase in building activities by out of town contractors.

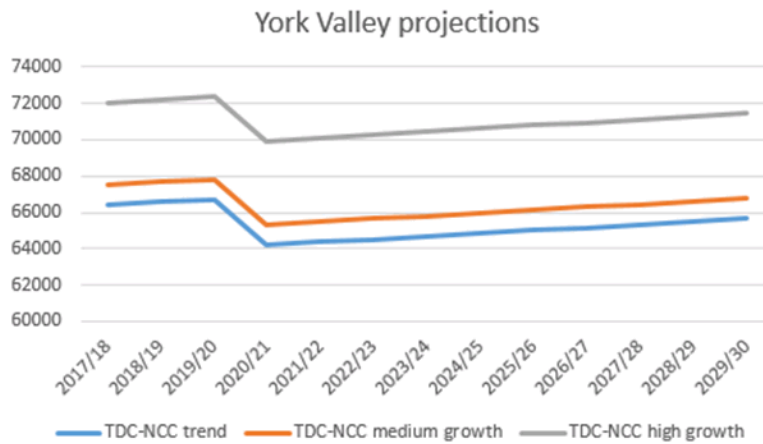


**Figure 4.9 Demolition Waste**

- 4.10. With increased construction activity one can expect an increase in the tonnage of demolition waste. The previous peak and then the sudden drop reflect the impact of the Global Financial Crises 2008 (GFC). Rapid growth followed by a very sudden contraction.
- 4.11. The slow-down in economic activity appears to have incentivised local contractors to look at recycling waste products. It is considered that the recycling of building waste materials by local contractors are diverting significant tonnages of waste material away from the landfill. It is therefore considered likely that once out of town contractors are well established that they will probably follow suit in order to stay competitive once the current growth spurt slows down.



- 4.12. The increase in sawdust reflects the additional tonnage of contaminated residual waste that used to be received at Eves Valley as special waste.
- 4.13. An analysis of the categories of residual waste that are showing growth suggests that the 2017/18 budget under-estimated tonnage of waste received at York Valley by something between 5,000 and 10,000 tonne for the year. A relatively small sample makes it difficult to predict trends accurately.



4.14. It is therefore considered prudent to budget income for projected landfill tonnages based using the current trend rather than the higher growth projections.

4.15. The approach is conservative and may result in a surplus however landfills are a dynamic asset and we are not able to fully predict the impact of severe weather events that could result in an over expenditure.

**5. What do the customers want**

- Price stability.
- Affordability.
- Equitable distribution of benefits.

5.1. We are probably still in a declining trend in terms of overall waste production within the Nelson Tasman region and it is considered that once the construction activities start flattening out the decrease may continue in line with the waste minimisation initiatives rolled out within the region.

5.2. We consider that a good target will be to keep the annual schedule of charges at no more than the consumer price index.

**6. Available Airspace**

6.1. Available airspace is based on the final landfill profile as depicted in figure 6.1.

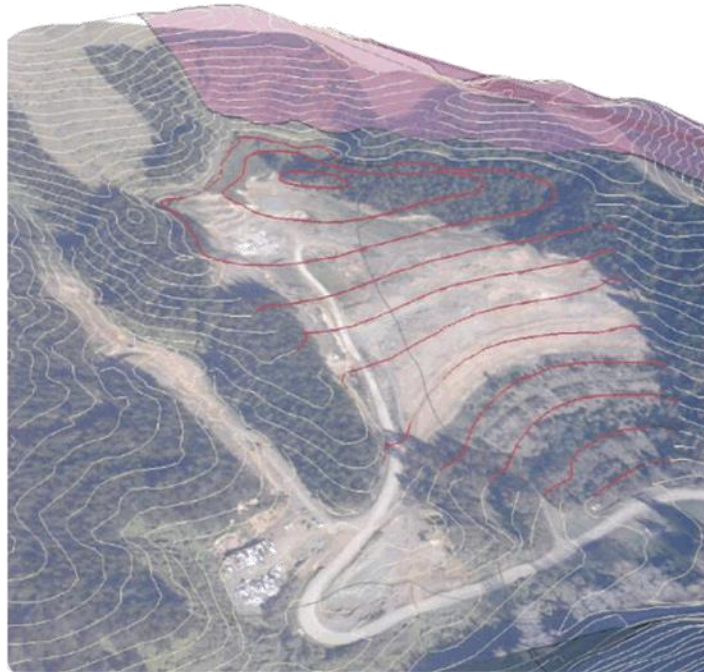


Figure 6.1: Final contour plan showing the closure profile for York Valley. A1078008

- 6.2. Based on the "TDC-NCC trend" York Valley has 15.3 years airspace available (projected closure 2032) and at the "TDC-NCC high growth" scenario there is 13.7 years airspace available.

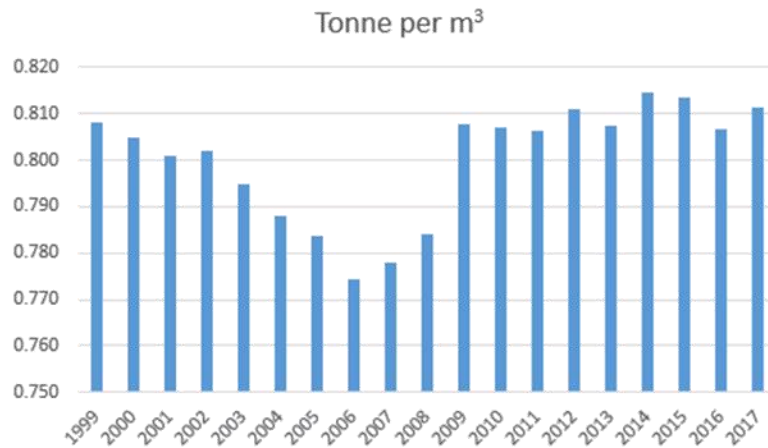


Figure 6.2: Shows how the density of the landfill changes over time

- 6.3. The future life of the landfill is calculated based on the current density of the landfill.
- 6.4. Improvements in compaction and using alternative landfill daily cover can affect the useful life of the landfill.

**7. York Valley Constraints**

- 7.1. Through the development of the Landfill Asset Management Plan it is hoped that the RLBU can refine the landfill acceptance criteria and create some productivity improvements within the region.
- 7.2. The cost of testing material to show that material conform to the landfill acceptance criteria is considered a financial burden that provides little benefit for the RLBU or customers.

**8. Operational observations.**

- 8.1. Water quality discharged from the storm water detention ponds appear low but does conform to the conditions of consent.
- 8.2. Increasing the capacity of these ponds could allow the RLBU to remove some silt from the York stream.
- 8.3. However, investigations into these issues in the past suggest that it is considered important that the RLBU develop an integrated storm water strategy that will create best benefit for the stream and community.
- 8.4. Improving the quality of the storm water discharged from these ponds appears to be the right thing to do until one realises that the water quality issues are affected by silt entering the stream upstream of the York Valley storm water detention ponds.
- 8.5. It is therefore advisable to treat surface areas that have been affected by earth movements over time outside the landfill so that benefits can be maximised.



Figure 8.5 York Valley Storm water detention ponds

- 8.6. Storm water collected from the surface of the landfill (west side) piped to a to the storm water detention ponds to settle sediment before the storm water is discharged to the York stream.
- 8.7. The existing ponds do not comply with the current LDM requirements and would need to be increased by approximately 100% to meet the current standard. Due to the amount of suspended solids in the water discharged to York Valley stream the NTRLBU is investigating the option of increasing the number and type of ponds.
- 8.8. Landfills are from time to time affected by the outbreaks of leachate.
- 8.9. These events can be caused by storm water infiltration, blockages of leachate pipes or the use of incorrect cover material.



Figure 8.9 Leachate observed during site inspection conducted by Tonkin and Taylor

- 8.10. These events are unexpected and often require significant investment to attenuate and deal with. It is considered best practice to provide contingency funding in annual budgets that will allow the landfill operator to deal with these without delay. Contingency amounts are allowed in the budget that can be allocated to fund this type of work at the discretion of the General Manager or Board.

Item 7.1

Attachment 6

Attachment 1

Item 8.10



Figure 8.10 Men at work dealing with a leachate outbreak in 2014

- 8.11. York Valley is a well managed landfill and these events are not common. However they do occur and need to be investigated and dealt with. It is considered best practice to allow a discretionary contingency budget to fund this type of unexpected work.
- 8.12. Storm water management: With the surface area of an active landfill continuously changing it is important to manage the storm water runoff. At York Valley
  - 8.12.1. A small allowance is made on the renewal programme to investigate improvements to the landfill storm water management.
  - 8.12.2. The landfill storm water management consist of two components. The final profile cut off drain and the landfill face drainage.



**Figure 8.13.2 Showing landfill final profile cut off drain**

- 8.12.3. The final landfill profile cut off drain will eventually form a drainage channel (artificial valley) along which the storm water that falls within the landfill catchment area will be managed.
- 8.12.4. The management of the run off from the landfill operating face is a bit of a challenge. The drainage areas are changing quite often and needs to be extended from time to time. Elevation changes present problems.

Item 7.1

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Figure 8.13.4 Side channel of new landfill working area showing sediment fence.

8.12.5. Conditions assessment following investigations into issues such as destabilised front face areas etc. has shown that permanent drainage installed to drain the landfill working face areas are in a seriously compromised condition.



Figure 8.13.4a Condition assessment of storm water main east side of landfill



8.12.6. Operations and landfill operators generally use lay flat hoses connected to drop sumps and flow stilling chambers to bypass the compromised pipelines. (Unfortunately the pipes used cannot be reinstated economically) The replacement structure are generally installed on the surface and can be effectively managed to provide the required level of the service. Drop structure allow for the settling of silt upstream of the landfill storm water discharge to the York Stream.



Figure 8.13.6: Shows how the abandoned storm water system is bypassed

8.12.7. Asset failures do occur and it is considered a reasonable response to include discretionary capital, operational and maintenance budgets in the business plan to allow the NTRLBU to manage these. It is considered best practice to carry unspent contingency funding forward and topping these up to the approved levels annually before distributing landfill surpluses to the owners.

8.12.8. From time to time the landfill operations are effected by situation that result from the deposal of material that are not mandated for acceptance at the landfill.



Figure 8.13.8 Detonation coil found embedded in a load of waste disposed at York

8.12.9. Electronic waste received at the landfill can cause issues.



Figure 8.13.9 A fire at the landfill (probably caused by a lithium type battery)

8.12.10. Once again it is difficult to predict these events and a contingency budget approach is considered the appropriate response. These events can be mitigated through the implementation of the appropriate waste minimisation initiatives. (Such as the electronic subsidy system recently implemented in Nelson)

8.13. Development of the toe embankment.



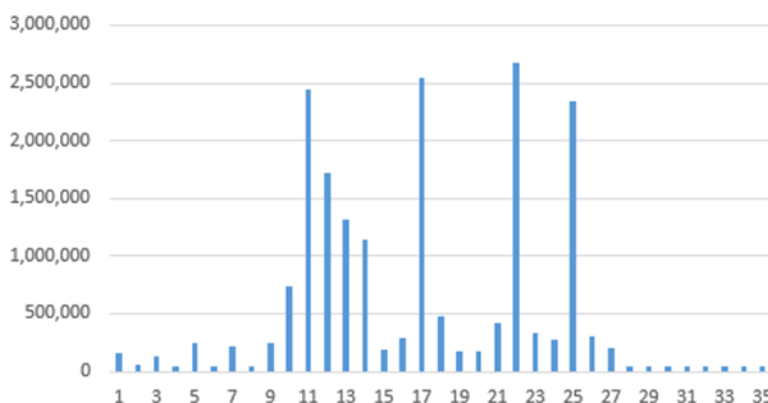
Figure 8.13: Front face development

- 8.13.1. The phasing of the development is mainly dictated by the filling of the landfill and is clearly not linear. The landfill is constructed in three metre lifts. Once a lift is completed the toe embankment will be finished off.
- 8.13.2. Experience has shown that there will always be some differential settlement within a landfill that will require the modifications to the front face to ensure the cross falls required to manage storm water drainage are maintained.

**9. Landfill gas management.**

- 9.1. The most recent gas efficiency review indicated that we are harvesting the gas harvesting efficiency in 2015 was 33% (Report A1400120) compared to 44% estimated in 2008.
- 9.2. The Landfill gas at York Valley has been sold to Pioneer. Through this agreement the NRLBU receives a payment of around \$25,000 per annum for the gas recovered plus a third share of value of the carbon credits received by Pioneer when the value of an NZU is more than \$15 per tonne of carbon.
- 9.3. This arrangement complicated the allocation of additional capital and operational funding to improve landfill gas capture as the economic benefits will mainly accrue to the owner of the landfill gas.
- 9.4. There is always the possibility to apply for a Unique Emissions Factor and there could financial benefits that could accrue to the NTRLBU. However, the costs associated with this process is very high and benefits are likely to be marginal.
- 9.5. This matter is under consideration as part of the AMP development process.
- 9.6. **Renewal Programme.**
- 9.6.1. The long term capital plan forms part of the Asset Management and Business Plan development.

Capital Expenditure 2018/19 to 2052/53



- 9.6.2. The increase in capital costs shows the effects of the development of a new landfill.

Renewal Plan (\$,000)	2018/19	2019/20	2020/21
Piezo monitoring well	18		18
Moveable debris fences	14		
Upgrade vehicle wash	10		
Planting		13	
Storm water control	65		65
<b>Total =</b>	<b>107</b>	<b>13</b>	<b>83</b>

1.

Figure 9.6.2 Three year upgrade and renewal plan

9.7. The plan includes the procurement of debris fences to better manage the effects of wind-blown debris on the landfill working face.



Figure 9.6.1 Debris catch fences to improve mitigation of wind-blown debris

- 9.8. Small upgrades are also planned for the vehicle wash bay and improvements to storm water control.
- 10. Where does the NTRLBU go once the current landfill at York Valley is full?
- 10.1. In terms of the Deed of Agreement the residual waste activity will move to Eves Valley once the current landfill at York Valley has reached the end of its useful life. (This is addressed in the AMP)
- 10.2. It is useful to note that the development of a future landfill will need to be well investigated in order to optimise the activity.



Figure 8.16 Nasty surprise: Picture shows evidence of major fault rupture through an area that is currently identified for the extension of York Valley.

- 10.3. The planning for a new landfill needs to be signalled early so that all viable options are investigated in order to find the most appropriate site. Old worked out quarry areas should also be considered for this purpose.

**11. Conclusion**

- 11.1. The plan provides flexibility and moderate contingency allowance that will allow the NTRLBU to respond quickly while maintaining the appropriate level of authority to ensure that funds are spent wisely to ensure that benefits accrue to the users of the landfill, the community and the owners of the landfill.

**Contact officer:** Johan Thiart, Senior Asset Engineer: Solid Waste Engineering Adviser

Item 7.1

Attachment 6

Attachment 1

Item 8.10



**8.11 DOVEDALE WATER SUPPLY - RENEWALS FUNDING**

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Mike Schruer, Utilities Manager
<b>Report Number:</b>	RCN17-12-11

**1 Summary**

- 1.1 In 2016 the Silcocks reservoir in the Dovedale water supply scheme, was inspected by a structural engineer in response to concerns raised by staff about the structural integrity of the reservoir and the roof in particular. Council staff and our contractor have since been advised by the consultant who undertook the structural assessment not to walk on the roof nor enter the reservoir due to the extreme risk of collapse.
- 1.2 Due to the health and safety, public health and animal welfare risks associated with a collapse of the Silcocks reservoir, is recommended that funding be approved to replace this reservoir.
- 1.3 Since May 2016 there have been 15 pipe failures on a section of pipe along Kelling Road in the Dovedale scheme. The total length under investigation is approximately 450m and is a 20mm LDPE pipe installed in 1977.
- 1.4 Due to the unacceptably high rate of failure of the Kelling Road water supply pipeline, it is recommended that this pipeline be replaced with urgency before incurring significant additional maintenance expenditure.

**2 Draft Resolution****That the Full Council**

- 1. receives the Dovedale Water Supply - Renewals Funding report, RCN17-12-11; and**
- 2. approves funding of \$75,000 to replace the Silcocks Reservoir in the Dovedale Water Supply Scheme; and**
- 3. approves bringing forward \$20,000 from the 2018/19 Dovedale pipe renewal budget to renew the Kelling Road, Dovedale water supply pipeline.**

### 3 Purpose of the Report

- 3.1 To obtain the Council's approval to:
- 3.1.1 Fund the renewal of the Silcock reservoir in the Dovedale Water Supply Scheme.
  - 3.1.2 To bring forward funding from the Dovedale Renewals budget 2018/19 to replace the pipeline in Kelling Road.

### 4 Background and Discussion

#### Silcocks Reservoir

- 4.1 In 2016 the Silcocks reservoir in the Dovedale water supply scheme, was inspected by a structural engineer in response to concerns raised by staff about the structural integrity of the reservoir and the roof in particular (refer **Attachment 1**). It was reported that the column supporting the roof was in danger of punching through leading to a collapse of the roof into the tank. There is a large bulge and cracking occurring in the middle of the roof and there is a crack around the tank at the top of the walls (see photo below).



- 4.2 Council staff and our contractor have been advised by the consultant who undertook the structural assessment not to walk on the roof nor enter the reservoir due to the extreme risk of collapse. Staff generally need to access the structure for maintenance of the reservoir and the SCADA/telemetry equipment. It is not possible to access this site in wet weather or for several days following a rain event, therefore this work has been delayed through the winter and early spring.
- 4.3 Staff have since taken steps to replace the reservoir with a tank farm of plastic tanks to mitigate the H&S risk imposed by the condition of the reservoir. Equally important is the replacement of this critical asset, which is a key storage facility for most of the Dovedale water supply scheme. If it failed there is, at most, only seven days storage available to most customers after which it could take weeks to replace the reservoir with no feasible options to continue to supply water to the scheme for a prolonged period of time.
- 4.4 There is no renewals budget allocated to the Dovedale scheme this year and as an interim measure, costs are being allocated to a cost code without a budget.

#### Kelling Road Water Supply Pipeline



- 4.5 Since May 2016 there have been 15 pipe failures on this section of pipe in the Dovedale scheme (refer **Attachment 2**). The total length under investigation is approximately 450m and is a 20mm LDPE pipe installed in 1977. A significant portion of the pipe failures in the Dovedale scheme are LDPE pipes installed in the 1970s. Due to the number of failures in this section of pipe the customers are losing patience with the regular interruptions to service which have cost an estimated \$22,000 to \$30,000 to repair to date.
- 4.6 There is a much wider issue with the age and condition of pipes in the Dovedale scheme and staff are reviewing the budgets for the next LTP to ensure that there is an appropriate renewals programme in place to reduce the number of failures and mitigate the public health risk introduced by pipe failures.

## 5 Options

### Silcocks Reservoir

#### 5.1 Option 1: Do nothing

5.1.1 Doing nothing is not an option and we do not believe this project can be delayed due to health and safety risks and the threat to continuity of service should the tank fail catastrophically. Without a water supply to much of the scheme there are likely to be both public health and animal welfare issues.

#### 5.2 Option 2: Bring forward \$75,000 of funding from the 2018/19 Dovedale pipeline renewals budget which currently has an allowance of \$100,000 for pipe renewals.

5.2.1 Bringing forward the \$75,000 will adversely impact on programmed pipeline renewal projects, which were first proposed in 2010 and were significantly deferred in the 2015-2025 LTP. There is a need to progressively renew the older pipelines in the Dovedale scheme as there are already a large number of pipe failures and interruptions to supply on a regular basis.

#### 5.3 Option 3 – preferred option: Provide \$70,000 of unbudgeted funding to be recovered from customers of the Dovedale Water Supply Scheme through water charges.

5.3.1 This will be loan funded and costs recovered through water charges for the Dovedale scheme.

5.3.2 These costs will increase rates by approximately \$7,500/year for the 20 year term of the loan, which is not considered a significant impact.

### Kelling Road Pipeline

#### 5.4 Option 1: Delay replacing the pipelines until 2018/19 and prioritise at that stage against programmed works.

5.4.1 This option is not recommended due to the poor condition of the pipe and the frequency of failures leading to service interruptions.

#### 5.5 Option 2 – preferred option: Bring forward \$20,000 of funding from the 2018/19 Dovedale budget which currently has an allowance of \$100,000 for pipe renewals.

5.5.1 This is the preferred option and this project has already been identified as a priority in the pipe renewal programme for which this funding has been approved. The impact on water charges to bring this forward a year is insignificant.

**6 Strategy and Risks**

- 6.1 The reservoir in its current state is a significant health and safety risk to contractors if they are required to undertake any work on the roof or inside the tank.
- 6.2 Should the reservoir collapse there is a risk that there will be no water supply from this critical storage unit for a number of weeks while new tanks are installed. The customers are required to have seven days storage but this cannot be guaranteed and it would be impossible to meet the water demands of the scheme using water tanker trucks.

**7 Policy / Legal Requirements / Plan**

- 7.1 The Long Term Plan 2015/25 does not include funding for the reservoir but has funding for the renewal of the pipeline albeit a year out.
- 7.2 The Health and Safety at Work Act 2015 is New Zealand's workplace health and safety law and sets out the principles, duties and rights in relation to workplace health and safety. The Act defines accountability and responsibility of duty holders; there is enhanced involvement for workers in the management of workplace health and safety, more clearly defined duties for employers and new duties for those at the top of the organisational hierarchy.
- 7.3 The Water Supply Asset Management Plan 2015 includes levels of service for continuity of supply.
- 7.4 Water supply is an essential element of public health and as such is covered by the Health Act.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 Using an interest rate of 5% and loan repayments over 20 years the \$75,000 interest and loan payments would total \$7,500 per year for 20 years.
- 8.2 Bringing forward \$20,000 by a year for the pipeline would cost \$2,000 in interest and loan payments, however, as this is likely to happen half way through the financial year the costs would be approximately half of this.
- 8.3 The Dovedale water supply scheme is a closed account and is not part of the Water Club, therefore, these costs will be covered by the users on the scheme.

**9 Significance and Engagement**

- 9.1 This decision is of low significance as indicated in the table below.
- 9.2 The implications of a reservoir failure are significant to the users of the scheme, both in terms of public health and animal welfare but this is limited to the users of this water supply scheme only.
- 9.3 There is limited financial impact on the user charges for the Dovedale scheme from the renewal of this pipeline but the number of failures currently occurring is significantly impacting on water supply service to the residents of Kelling Road.
- 9.4 Staff do not intend to consult with the community.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	No	
Is there a significant impact arising from duration of the effects from the decision?	No	
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
Does the decision create a substantial change in the level of service provided by Council?	No	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	

## 10 Conclusion

- 10.1 Due to the health and safety, public health and animal welfare risks associated with a collapse of the Silcocks reservoir, it is recommended that funding be approved to replace this reservoir with a tank farm at a cost of \$75,000 to be funded by loan and to be recovered through water charges to the Dovedale water supply scheme account.
- 10.2 Due to the unacceptably high rate of failure of the Kelling Road water supply pipeline, it is recommended that this pipeline be replaced with urgency before incurring significant additional maintenance expenditure, at a cost of \$20,000 to be funded by bringing forward the money from the 2018/19 Dovedale pipe renewal budget.

## 11 Next Steps / Timeline

- 11.1 Complete the installation of a tank farm to replace the Silcocks reservoir before Christmas 2018.
- 11.2 Once funding approval is obtained from the Council undertake the renewal of the Kelling Road water supply pipeline.

## 12 Attachments

1. Extract from MWH Report - Seismic Risk Assessment

437

2. Customer Service Request record of failures on Kelling Road 439



**Geological Performance:** Geological risk is considered to be low at this site during a seismic event. There is however some undermining occurring under the main pump station building. The type of foundation for this building is not clear so the undermining issue is recommended to be repaired.

**Silcocks Concrete Tank**

**Description:** The Silcocks Concrete tank is located on the top of a hill off the Dovedale end of Neudorf Road. There were no drawings provided showing the construction of this tank but it looks to be of *in-situ* reinforced concrete. The foundations are not visible but the floor slab is concrete and poured *in-situ* with the walls and roof. The roof is only 100mm thick and is sloped up to a central support post in the middle of the tank. The middle of the roof is starting to fail in punching shear which is where the support post is punching through the top of the roof slab. There is a large bulge and cracking occurring to the middle of the roof. There is also a crack around the tank at the top of the walls.



**Photo 3-27: View of Silcock’s concrete tank at Dovedale.**

**Structural Performance:** The tank is a small round *in-situ* concrete tank which normally would be expected to perform well in an earthquake. Due to the poor condition of aspects of the tank there may be some damage during a seismic event. It should be noted that the roof of the tank has limited capacity and has been overloaded. Signage should be installed recommending people do not walk on the roof of the tank.



**Photo 3-28: Close-up view of damage to roof slab at Silcocks concrete tank – Dovedale.**



	Date	job_notes
1	31/05/2016 14:12	While mowing lawn today discovered the lawn is very wet and boggy in one spot. Possibly leaking from water pipe connected to Dovedale water scheme. Please investigate.
2	4/07/2016 6:55	Leak directly outside 84 Kelling Rd, at water connection. Coming out at a fairly steady flow. Also a leak outside Jennifer Klines property, one property up, also a steady stream, is vey obvious. Phoned Downers, no answer
3	11/07/2016 11:31	Water leak next to next door property where the cone is. pool of water. looks like contractors been out to repair twice before but still leaking. There is a lot of water around the house. Urgent. Contacted downers.
4	2/08/2016 8:44	Called Council beginning and mid July about a leaking pipe from one of our schemes on the property. Owner of property has also called. She was told it would be fixed 25 July, and nothing has been done. Water is now dripping into the shed. Please call ASAPO to let her know why this hasn't been fixed and when it will be
5	14/12/2016 7:10	Leak - water pipe - Water leak in grass verge outside this property there two puddles. There has been contractors scraping the sides of the roads and she thinks that they have gone through the pipes possibly at two locations here as it is very wet at the neighbours also. Contacted Aiden. (Enquiry 67324)
6	6/01/2017 11:37	There is at least 2 leaks here possibly 3. (200-Leak) Leak - water pipe - Water leak - same place that had problems within the last couple of weeks. (Enquiry 67657) (200-Leak)
7	6/01/2017 12:11	Leak on 20mm hdpe line (200-Leak)
8	17/01/2017 11:50	20mm hdpe main (200-Leak)
9	20/02/2017 12:29	Leak - water pipe - CallCare 'JN: 2455098, Drive way of 84 Kelling Road, Upper Moutere, water is bubbling out of the ground**txt Mark McDonald**Confirmed **' (Enquiry 68338) (200-Leak)
10	27/04/2017 13:24	Leak - water pipe - Water is running out on the side of the road & on the road. Please fix. Not sure how much water she has got in her tank. Just happened today. Miriam advised (Enquiry 69289) (200-Leak)
11	16/05/2017 15:04	Leak on 20mm hd line running along edge of road (200-Leak)

12	15/09/2017 11:19	Leak - water pipe - Relating to previous confirm service request 70669. Jennifer has phoned this afternoon regarding Water leaking on verge between ashfelt., has leaked before in same location, was repaired and is still not sorted. She is going to be calling back around 4pm but if you could please make contact with her as soon as possible this would be appreciated. Thank you (Enquiry 70882) (200-Leak)
13	30/10/2017 14:14	Leaking main on road edge (200-Leak)
14	8/11/2017 15:45	Leak on edge of road in berm (200-Leak)
15	13/11/2017	Leak - water pipe - Report a fault on Dovedale Water Scheme Leak on water scheme. 90 Kelling Road, running across driveway, has been since Wed/Thursday. Fixed a point to east of driveway and now their is a leak, water is running. Eroding driveway concrete pad. Please call caller to advise of what work is going to be done to correct issue. (Enquiry 71801) (200-Leak)



job_location
Michelle NacNeil 56 Kelling Road, Upper Moutere 0212343990
Doty Directly outside 84 Kelling Road, Upper Moutere, also another one outside Jennifer Klines property, one property up from 84 Kelling Road 035432773
Wendy Cullingworth Out 80 kelling Road, Upper Moutere 021911599
Margaret Ewers 80 Kelling Rd 035403836
104 Kelling Road, Upper Moutere
90 Kelling Road, bottom side of the road
Opposite 93 kelling road driveway
Outside the shed at 104 opposite 95 kelling road
84 Kelling Road, Upper Moutere
104 Kelling Road, Moutere
90 kelling road moutere

104 Kelling Road, Upper Moutere
90 kelling rd
90 kelling road moutere
90 Kelling Road, Upper Moutere

**8.12 POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES**

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Russell Holden, Finance Manager
<b>Report Number:</b>	RCN17-12-12

**1 Summary**

- 1.1 The Remuneration Authority (Authority) is the statutory body that sets Councillor's remuneration and sets the maximum amounts for allowances. The Authority also reviews and approves each Council's Policy for Elected Members' Allowances and Recovery of Expenses.
- 1.2 The Council's Policy on Elected Members' Allowances and Recovery of Expenses incorporates changes and amendments received from the Authority. This Policy was adopted by Council on 26 September 2013, and reviewed and amended in May 2016, with Council adopting the revised Policy at the Full Council meeting on 12 May 2016.
- 1.3 The Authority has issued the Local Government Members (2017/18) (Local Authorities) Determination 2017 which came into force on 1 July 2017, and expires on the close of 30 June 2018.
- 1.4 The amendments made in this determination, have been incorporated into the Council Policy. These include amendments to the vehicle mileage allowance and the communications allowance, as detailed in section 4 of this report. Any future determinations issued post 30 June 2018 will also require a review of the policy.
- 1.5 It is recommended that Council adopt the policy as amended in accordance with the Remuneration Authority Determination 2017.

**2 Draft Resolution****That the Full Council**

- 1. receives the Policy on Elected Members' Allowances and Recovery of Expenses report RCN17-12-12; and**
- 2. approves the changes made to the Council Policy on Elected Members' Allowances and Recovery of Expenses, as per the Remuneration Authority Determination 2017**

**3 Purpose of the Report**

- 3.1 To request Council adopt the revised Policy on Elected Members' Allowances and Recovery of Expenses, which has been amended in accordance with the Remuneration Authority's Local Government Members (2017/18) (Local Authorities) Determination 2017.
- 3.2 Following adoption, the policy will be submitted to the Remuneration Authority.

**4 Background and Discussion**

- 4.1 The Council has a Policy on Elected Members' Allowances and Recovery of Expenses which incorporates changes and amendments received from the Remuneration Authority. This Policy was adopted by Council on 26 September 2013, and reviewed and amended in May 2016, with Council adopting the revised Policy at the Full Council meeting on 12 May 2016.
- 4.2 The Remuneration Authority (Authority) has issued the Local Government Members (2017/18) (Local Authorities) Determination 2017 which came into force on 1 July 2017, and expires on the close of 30 June 2018.
- 4.3 The amendments made in this determination, have been incorporated into the Council Policy.
- 4.4 The Authority is currently reviewing and consulting local authorities on potential changes to the remuneration framework, so there have been no changes in approach in this determination. Any changes will be implemented in 2019.
- 4.5 In this determination, amendments have been made to some allowances to reflect submissions made to the Authority and so they more closely align to those applying to the 'self employed' category, which is how elected members are categorised by the Inland Revenue Department (IRD).
- 4.6 These amendments include:

**4.6.1 Vehicle Mileage Allowance**

The '30 km' rule, which required that distance to be deducted from a mileage claim for travel to and from the Council office has been removed. The Authority recognised this rule caused considerable confusion in applying it to different types of journeys and also the transaction costs associated with administering it.

The mileage allowance for elected members using their own vehicles is now set at 73 cents per kilometre for the first 10,000 km and 37 cents per km for distances over that. These are the current IRD rates.

A full explanation of the vehicle mileage and travel time allowance is contained in the determination (copy of which is publicly available from the Parliamentary Counsel Office website [www.legislation.govt.nz](http://www.legislation.govt.nz)). The Council Policy has been amended to say that mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.

**4.6.2 Communications Allowance**

Changes to the communications allowance in this determination provide for local authorities to have the ability to supply items of information and communications

technology equipment to members that is consistent with that used by the local authority.

In cases where members supply their own equipment for use on the business of Council, the provision for an allowance is continued, recognising the shared benefits.

In this determination, the Authority has made changes to the level of the communications allowance to reflect common practice in telephony and broadband plans and changes in equipment.

The Council policy has been amended to reflect the allowance set in accordance with the determination. The annual allowance is reviewed every three years and is currently \$440 for Councillors and \$840 for Community Board members. The difference in these amounts is due to the provision of mobile devices (e.g. iPads) to all Councillors by Council. The allowance covers provision by the elected member of equipment and also covers related data charges, which are detailed in the policy.

## **5 Options**

5.1 Council may choose to:

5.1.1 Adopt the policy in its amended form; or

5.1.2 Refer the policy back to staff for further amendment.

5.2 If Council choose to make further amendments to the policy, they must be within the scope of advice set by the Remuneration Authority.

5.3 If Council choose to refer the policy back to staff for further amendment, the amended policy will come before the next Full Council meeting for adoption, prior to being sent to the Remuneration Authority.

## **6 Strategy and Risks**

6.1 The policy and its revision is considered to be of low risk as changes reflect the advice of the Remuneration Authority, or are aligned for consistency with other Council policy.

## **7 Policy / Legal Requirements / Plan**

7.1 Council is required to have a Policy that meets the Remuneration Authority advice. The policy must meet legal compliance with the Local Government Act 2002, Remuneration Authority Act 1977, Local Government Elected Members Determinations, Local Electoral Act 2001, the Fees and Travelling Allowances Act 1951, and related regulations.

7.2 The policy should align to, and reference, related Council policies including the Sensitive Expenditure Policy, Travel and Accommodation Policy, Koha and Donations Policy and the Reimbursement of Work Related Expenses Policy.

7.3 The policy applies to all elected members of the Tasman District Council, Motueka Community Board and the Golden Bay Community Board.

## **8 Consideration of Financial or Budgetary Implications**

- 8.1 Claims from elected members which incorporate the new travel and mileage allowances and communications allowances, will be met from existing governance and Community Board budgets.

## 9 Significance and Engagement

- 9.1 The policy and its revision is considered of low significance and no engagement with the community is recommended. Both the policy and the determination are publicly available via the internet.

## 10 Conclusion

- 10.1 The Council is recommended to adopt the amended policy as outlined in Attachment 1 of this report.

## 11 Next Steps / Timeline

- 11.1 Staff will advise the Remuneration Authority of Council's decision. If the policy is adopted, the Remuneration Authority will be provided with a copy of the amended policy.

## 12 Attachments

- |    |   |     |
|----|---|-----|
| 1. | Policy on Elected Members' Allowances and Recovery of Expenses - incorporating amendments | 447 |
|----|---|-----|



## Tasman District Council Policy on Elected Members’ Allowances and Recovery of Expenses

### ORGANISATIONAL POLICY

POLICY REFERENCES	
□ Sponsor:	<b>Manager Corporate Services</b>
□ Effective date:	1 July 2017
□ Internal review due:	reviewed at three yearly intervals prior to the Local Authority Elections
□ External review	This policy or any amendments require approval by the Remuneration Authority.
□ Legal compliance:	<b>Local Government Act 2002, Remuneration Authority Act 1977, Local Government Elected Members Determinations, Local Electoral Act 2001, and Fees and Travelling Allowances Act 1951, and related regulations.</b>
□ Associated Documents/References	Sensitive Expenditure Policy Travel and Accommodation Policy Koha and Donations Policy Reimbursement of Work Related Expenses Policy
□ Policy Number	<b>EM05</b>
□ Adopted by Council	Report RCNXXXX

## 1 Purpose

- 1.1 This policy sets out the rules and processes for claiming expenses by elected members and the resources that will be available to them during their term in office.

## 2 Definitions

**Chief Executive and Corporate Services Manager** - the Chief Executive and Corporate Services Manager of the Tasman District Council

**Community Board** – A Community Board situated within Tasman District

**Council** - Tasman District Council

**Elected member** - the elected members of Tasman District Council and Community Boards situated within Tasman District

**Finance Manager** – the Finance Manager of Tasman District Council

**Mayor** - the Mayor of the Tasman District Council

**Member of the Council** - an elected member of the Council, including the Mayor. *For the avoidance of doubt, in these rules 'Member of the Council' does not include a member of a Community Board*

**Member of a Community Board** - the members of community boards situated within the Tasman district.

**Actual** - as evidenced by the original receipt attached to the claim form.

**Reasonable** - that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive. Moderate and conservative, having regard to the circumstances and appropriate in all respects.

**Council business** - includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

**Remuneration Authority** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

## 3 Application

- 3.1 This Policy applies to all elected members of the Tasman District Council, Motueka Community Board and the Golden Bay Community Board.



#### 4 Policy Contents:

[Policy](#)  
[Authentication and Payment of Claims](#)  
[Taxation](#)  
[Vehicles](#)  
[Car Parks](#)  
[Vehicle Mileage Allowance](#)  
[Travel Time](#)  
[Travel and Accommodation](#)  
[Accommodation and Meals – Official Meetings](#)  
[Entertainment and Hospitality](#)  
[Communications & Technology Equipment](#)  
[Communications Allowance](#)  
[Stationery and Consumables](#)  
[Conferences, Courses, Seminars and Training](#)  
[Clubs and Associations](#)  
[Other Expense Reimbursement](#)

#### 5 Policy

- 5.1 The rules, guidelines and monetary amounts set out within this policy are subject to change as a result of further determinations and guidance from the Remuneration Authority.
- 5.2 Transparency is achieved by making details of elected members' expense claims available to the public on request.

#### 6 Authentication and Payment of Claims

- 6.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.
- 6.2 Costs for expenses must have a justifiable business purpose, be moderate and be conservative having regard to the circumstances, and be appropriate in all respects.
- 6.3 Claims are subject to a standard of probity and financial prudence that is to be expected of a local authority and able to stand public scrutiny.
- 6.4 Completed claims are to be submitted within seven (7) days following the end of the month. Late claims submitted after three months will not be entertained except in extraordinary circumstances.
- 6.5 Reimbursement of all claims will be processed through the payroll system in conjunction with elected member remuneration.

- 6.6 All claims by elected members (except for the Mayor) for reimbursement of expenses or payment of allowances in accordance with these rules, together with supporting documents including receipts and GST tax invoices, shall be submitted to the Finance Manager for approval. The Mayor shall submit his/her claims to the Chief Executive for approval.
- 6.7 In considering and approving reimbursement of claims the following principles will apply:
- any expenses to be reimbursed must be on an actual and reasonable basis and in line with relevant Council policies;
  - have a justifiable business purpose;
  - be appropriate in all respects;
  - be moderate and conservative having regard to the circumstances;
  - be approved by a senior Council officer able to exercise independent judgement;
  - are adequately documented including the provision of full original receipts and for amounts over \$50 must be accompanied by a GST Tax Invoices;
  - can be met within approved budgets or has been expressly authorised by Council outside of those budgets;
- 6.8 In the case of one-off expenditure such as travel to conferences, the process and prior approvals required have been obtained.
- 6.9 In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's current Determination.
- 6.10 The Council's audit work programme will include sampling expense claims and allowances paid to elected members to ensure policy compliance.

## 7 Taxation

- 7.1 No allowances (as distinct from reimbursement of actual business expenses) are paid without the deduction of withholding tax. The taxation treatment of allowances and expense claims will at all times comply with the requirements and determinations of the Inland Revenue Department.

## 8 Vehicles

- 8.1 Except for the Mayor, no elected members are provided with the use of a vehicle by the Council. The Mayor's vehicle will be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.

## 9 Car Parks

- 9.1 Except for the Mayor, no elected members are provided with the use of a designated car park. On request Council members and the Community Board chairs will be provided with a parking permit that exempts the vehicle from the time limits applicable to managed parking on the streets surrounding the Council's Richmond office. These permits are only applicable while the member is on Council business. Abuse of this privilege may lead to cancellation of the permit.

## 10 Vehicle Mileage Allowance

- 10.1 Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.
- 10.2 Mileage will be paid to eligible members on receipt of a completed and signed mileage claim. The mileage claim may be incorporated into the monthly expenses claim and will be processed on the same basis.
- 10.3 To be eligible for mileage reimbursement the travel must be in the elected member's own vehicle and by the most direct route reasonable in the circumstances. Every reasonable effort should be made by elected members to share transport in order to reduce costs.

Note: the mileage and communications allowances, including the mileage rate threshold of 10,000 kilometres have pro rata provisions for members not in their elected position for the full 12 months of the financial year, i.e. those who do not return after elections, or those who are elected for the first time in October.

### Rules applicable to Council Members

- 10.4 A member of the Council may make a mileage claim for travel that is:
- for the purposes of attending a meeting of the Council, or a committee of the Council, or a Community Board, Long Term Plan or Annual Plan hearings; or
  - on other official Council business.

### Rules applicable to Community Board Members

- 10.5 A member of a Community Board may make a mileage claim for travel that is:
- for the purpose of attending a meeting of the Council, a committee of the Council, or the Community Board, on Community Board business;
  - for travel to briefings, working parties, and information workshops where attendance has been requested by Council officers or by resolution of the Council; or
  - for travel:
    - to a specific event pursuant to a resolution of the Community Board;
    - pursuant to a request or authorisation from the Mayor or Chief Executive;
    - to official functions and events of the Community Board;

- to meetings of residents, ratepayers or community groups in the capacity of a member of the Community Board;
- to meetings called by Council Officers to discuss Council business;
- to National and Zone Community Board meetings and conferences; or
- to agenda setting meetings of the Community Board.

#### **11 Travel Time**

- 11.1 Elected Officials (excluding the Mayor) may claim reimbursement at \$37.50 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend a Council or Community Board related meeting or event with a minimum threshold of one hour of time travelled.
- 11.2 Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.
- 11.3 Travel time and mileage may be claimed for the same journey. Travel time is also applicable where the member is travelling with another person.

#### **12 Travel and Accommodation**

- 12.1 The principles as set out in the Sensitive Expenditure Policy section 7 to 12 apply to all elected officials.
- 12.2 Elected officials may need to incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.
- 12.3 Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency and personal health, security and safety considerations.
- 12.4 **Taxis and Rental Cars**
- Council expects the use of taxis to be moderate, conservative and cost effective relative to other transport options. Wherever practicable shuttle or bus services are to be used in lieu of taxis. Taxis are only reimbursed for approved business conducted outside the district.
  - Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip. Rental cars are only available for business conducted outside the district and must be pre-approved. This approval may be given by the Chief Executive or the Corporate Services Manager. Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.
  - Private use of a rental car is only permitted in exceptional circumstances and requires the express approval of the Mayor or the Chief Executive. All additional costs as a result of private use are the responsibility of the elected official.
- 12.5 **Air Travel**

- Council business air travel arrangements will be made through the Corporate Services Manager using Council's preferred travel agents. All domestic travel by elected officials requires the prior approval of Council, or the Chief Executive or the Corporate Services Manager. International travel for elected officials requires the express approval of Council.
- To the extent practical, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. Council business air travel arrangements should be made through the Governance Support team.
- Discounted economy or economy class and/or a discount airline is to be the first choice for journeys where the uninterrupted flight time is 5 hours or less, except where the distance or hours travelled, work schedule on arrival, or personal health, safety or security reasons make business class preferable. In all circumstances first class travel is prohibited.
- Council payment for membership of airline travel clubs eg Koru Club is restricted to the Mayor. Subscriptions by elected members to airline clubs shall not be reimbursed or an allowance made.

#### 12.6 Meals and Accommodation When Travelling

- All elected members are entitled to payment of actual and reasonable travel, accommodation, meal and related incidental expenses (including travel insurance) incurred when travelling on Council business. Such travel must be pre-approved by the Council or the Community Board and be accommodated within existing budgets.
- To the extent practical, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation (which should be modest) and security issues.  
The use of "luxury" accommodation is not permitted.
- Wherever possible use is to be made of Council's preferred suppliers and negotiated corporate rates. Any exceptions require the express approval of the Chief Executive or the Corporate Services Manager.
- An elected member may elect to arrange private accommodation. This shall be reimbursed at a nightly rate of \$55.00, that is all inclusive of accommodation, transport to and from the private residence and meals. No other expenditure shall be claimed by the elected member and no receipts are required for reimbursement to occur.
- Drinks – Council will pay for only one beverage (alcoholic or non-alcoholic) with an evening meal, e.g. one glass of wine or non-alcoholic beverage, one can or one small bottle of beer. Casual drinks before or after the evening meal are to be paid for by the elected official.
- Minibars/Videos – these costs will not be reimbursed by Council
- Phone Calls – All charges for business-related telephone calls, faxes, email and internet access made by an elected official while travelling on Council

business will be reimbursed. Reasonable private use to clear email and communicate with family members is permitted.

- Accommodation check out times are to be observed. In the absence of extenuating circumstances, any additional costs as a result of failing to check out in time are the responsibility of the elected official.
- Reasonable expenses will be met for unexpected events, eg overnight expenses due to a cancelled plane flight.
- Reasonable meal costs will be met with the total cost not expected to exceed \$60 per person per meal or such other amount as is set from time to time by the Chief Executive. Separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training, etc.
- Where travel arrangements are extended to accommodate a member's personal arrangements, all costs in addition to those that would be expected for the business component of the trip are the responsibility of the elected official.

### 13 Accommodation and Meals – Official Meetings

#### 13.1 Meals:

- Where a Council meeting adjourns for lunch and a member of the Council buys his or her lunch, and where a Community Board meeting adjourns for lunch and a member of the Community Board buys his or her lunch, then the member may claim reimbursement of the cost of their lunch up to a maximum of \$15.00.
- Where the Councillors attend a meeting that ends at lunchtime and the same Councillors attend a subsequent meeting after lunch, then the member may claim reimbursement of the cost of their lunch up to a maximum of \$15.00.
- Otherwise, the cost of meals paid for by a member of the Council or a member of a Community Board shall be reimbursed only if the member has obtained the approval of the Chief Executive or the Corporate Services Manager.
- Reimbursement will only be applicable when lunch has not been provided by Council, or the Community Board.
- Reimbursement of the cost of meals must be accompanied by receipts and details of the reason for the claim.

#### 13.2 Reimbursement for accommodation:

- If it is unreasonable for an elected member to travel to his or her home after a meeting, the elected member may claim a meal and accommodation allowance. The maximum amount of the allowance is \$180.00 per night, reimbursable with receipts. No reimbursement for purchases from hotel mini-bars or charges for in-room services will be accepted.

**14 Entertainment and Hospitality**

- Except for meals reimbursed under other sections of this policy no hospitality and entertainment allowances are payable to elected members.
- For reimbursement or charging all entertainment and hospitality expenditure must comply with the requirements set down in the Sensitive Expenditure Policy. In particular elected officials must ensure that full receipts, details of the names of parties entertained and reasons for the entertainment are to be provided.

**15 Communications & Technology Equipment**

- The Council provides the following equipment or the equivalent to designated members of Council. Private use of this equipment is permitted.
  - Notebook computer, printer – The Mayor
  - Mobile phone - The Mayor and the Deputy Mayor
  - Mobile devices (e.g. iPads) - Councillors

**16 Communications Allowance**

- The Council provides a communication allowance to all elected officials with the exception of the Mayor. This annual allowance is reviewed every three years and is based on the actual costs for a typical elected official. The allowance is currently \$440 for Councillors and \$840 for Community Board Members (2017/18) (Local Authorities) Determination 2017. The difference in amounts is due to the provision of Notebooks to all Councillors by Council.
- The allowance covers provision by the elected member of equipment and also covers related data charges as detailed below. Council staff will assist with setting up access on the chosen device to Council systems. All maintenance and other costs are the responsibility of the member.
  - PC /Notebook/tablet etc. where a notebook is not supplied by Council.
  - Printer
  - Broadband internet connection and related charges including installation where applicable.
  - Home phone land line including rental and toll charges
  - Mobile device and related charges including toll/data charges
- In exceptional circumstances where unusually high internet access set up costs apply e.g. in remote rural areas, the member may request a one-off reimbursement of 50% of the setup costs.
- In an election year the annual allowance will be paid pro rata in two amounts. The first being for the period up to the election date. The second for the period from the election date to 30 June in the following year.

**17 Stationery and Consumables**

- On request the Corporate Services Manager will supply reasonable amounts of paper and reimburse the reasonable costs of printer consumables, for Council business use only. Reimbursement claims for printer consumables must be included in the monthly expense claim and indicate the percentage of business use the printer is typically put to. The reimbursement will be limited to the business use percentage of the cost.

**18 Conferences, Courses, Seminars and Training**

- The conference, course, seminar or training event must contribute to the Councillor's or the board member's ability to carry out Council and or board business.
- The cost of a member of the Council or a member of a Community Board registering to attend a conference or seminar on Council or Community Board business shall be reimbursed only if the Council or Community Board has previously resolved to do so. Otherwise, no expenses are reimbursed or allowances paid in respect of elected member's attendance at professional development courses, conferences and seminars.

**19 Clubs and Associations**

- Except as allowed under rule 12.4, no expenses are reimbursed or allowances paid in respect of subscriptions to clubs or associations.

**20 Other Expense Reimbursement**

- 20.1 Other than with the express approval of the Chief Executive or the Corporate Services Manager no other expense reimbursements are made or allowances paid, to elected members.
- 20.2 Certain items have been confirmed as not reimbursable as follows:
- increased clothing standard because of attendance at Council and other meetings;
  - constituent expenses;
  - lost time or the additional payments incurred in having normal work undertaken by someone else;
  - childcare;
  - personal subscriptions to magazines, clubs and organisations;
  - hospitality extended to constituents in private home on Council business and community contacts; and
  - spouse's costs in attending functions.

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**Authorised by Lindsay McKenzie, Chief Executive in accordance with Council Resolution XXXXX (date)**

Date of approval:



**8.13 RICHMOND AND MOTUEKA TOWN CENTRE PARKING STRATEGY****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Dwayne Fletcher, Activity Planning Manager
<b>Report Number:</b>	RCN17-12-13

**1 Summary**

- 1.1 Demand for parking in Motueka and Richmond town centres is growing, putting pressure on parking resources. A strategy is needed to help guide how the Council intends to respond to these and expected future challenges.
- 1.2 The draft strategy (**Attachment 1**) provides a coherent plan for managing parking demands, growth and uncertainty in Motueka and Richmond for the next 10+ years. It balances the reasonable demands of users while ensuring cost-effectiveness and minimising risk. The draft strategy also provides a good platform for raising major parking issues with, and eliciting views on these from, our community.
- 1.3 In general, the draft strategy intends to cater for growth and address the many uncertainties that may impact transport. This is done by maximising the beneficial use of existing parking resources in and around the town centres before making major investments in new parking capacity – such as a carparking building. The draft strategy outlines what staff think is needed to achieve this including:
  - Stepping up enforcement to ensure time-restricted parking operates as intended;
  - Re-prioritising some long stay parks nearest the town centres to time-restricted parking over time as demand requires;
  - Making investments to add additional capacity to existing car parks;
  - Relying on existing parks further out from the town centres to provide all day parking, including in the surrounding residential streets;
  - Maintaining flexibility and agility in how we manage peak parking demands, including seasonal changes in parking controls and in the future by charging for parking in high demand priority locations;
  - Allowing better use of larger centralised carparking for private developments.
- 1.4 Staff recommend the Council approves the draft strategy for public consultation.

**2 Draft Resolution**

**That the Full Council**

- 1. receives the Richmond and Motueka Town Centre Parking Strategy report, RCN17-12-13; and**
- 2. approves the draft Richmond and Motueka Town Centre Parking Strategy for public consultation (Attachment 1); and**
- 3. appoints Councillor Bryant as Chair, and Councillors XXXX and XXXX to:**
  - a) approve any minor edits to the draft Richmond and Motueka Town Centre Parking Strategy before it is released for public consultation; and**
  - b) hear and deliberate on public submissions to the Richmond and Motueka Town Centre Parking Strategy and make recommendations back to the Full Council.**

### 3 Purpose of the Report

- 3.1 This report seeks the Council's approval of a draft Richmond and Motueka Town Centre Parking Strategy for release to the community for consultation. The report also seeks the appointment of a hearings panel to hear and deliberate on public submissions to the strategy and make recommendations back to the Full Council.

### 4 Background and Discussion

- 4.1 The draft strategy sets out the Council's proposed approach to managing town centre car parking in Motueka and Richmond. It summarises the main issues and options for users of car parks and it describes what the Council is trying to achieve.
- 4.2 The draft strategy puts forward a plan for addressing issues that can ensure town centre car parking is efficient and effective over the short, medium, and long-term. The draft strategy outlines four objectives that guide the overall direction of the strategy, these being:
- Balancing demand - Parking options meet the reasonable demand of residents, customers, visitors, and workers in the Motueka and Richmond town centres.
  - Best Value – Make the most efficient and effective use of parking resources, getting the best value from land for parking over time.
  - Holistic – Maximise the efficiency of the whole transport system.
  - Prudent - Low risk, least regret approach to investment that is agile enough to respond to opportunities and challenges that might arise.
- 4.3 In general, the draft strategy intends to cater for growth and address the many uncertainties that may impact transport by maximising the beneficial use of existing parking resources in and around the town centres before making major investments in new parking capacity – such as a carparking building. The draft strategy outlines what staff consider is needed to achieve this including:
- Stepping up enforcement to ensure time-restricted parking operates as intended;
  - Re-prioritising some long stay parks nearest the town centres to time-restricted parking over time as demand requires;
  - Making smaller investments to add additional capacity to existing car parks;
  - Relying on existing parks further out from the town centres to provide all day parking, including in the surrounding residential streets;
  - Maintaining flexibility and agility in how we manage peak parking demand, including through seasonal changes in parking controls, and in the future by charging for parking in high demand priority locations;
  - Allowing better use of larger centralised carparking for private developments.
- 4.4 The actions proposed in the draft strategy reflect the stages of transition that Motueka and Richmond are in – from rural service towns to regional centres. Motueka and Richmond are large enough and growing fast enough to alter the level of service/convenience residents, workers, visitors and customers can expect when coming into town to work or shop, but not large enough to warrant major investment in new parking capacity.

- 4.5 The consequence of adopting this strategy for the next 10 years is that some people will need to park further from their intended destination than was the case in the past. In many cases, this may be only a short distance as visitors use the off-street carparks instead of parking on Queen Street or High Street. For some workers, that may require a walk of five minutes or more.
- 4.6 By default, this is already happening. The draft strategy tries to manage this transition to minimise the negative effects of this change and to maximise the benefit to the centres of existing high demand parking.
- 4.7 The draft strategy is based on a more detailed issues and options assessment, which was workshopped with the Council in early 2017. A key report informing both documents is the “Tasman District Council, Richmond and Motueka – Town Centre Parking Survey” (Traffic Design Group, 2015) and subsequent summer surveys undertaken in 2016 and 2017.
- 4.8 Once adopted, some actions will be implemented through the operation and management of the Council’s parking resource, while others will inform decisions within the Council’s Long Term and Resource Management planning processes.
- 4.9 A draft version of the strategy and a consultation outline were presented and discussed at a Council workshop on 13 April 2017. Amendments were made to both documents as a result of this discussion.

## 5 Options

- 5.1 The Council has three options:
- **Option 1** – approve the draft strategy and proposed consultation, possibly with minor changes. This option enables staff to progress the parking project and gain community feedback to the issue of town centre parking issues and options in Motueka and Richmond.
  - **Option 2** – Approve the draft strategy with major changes. While possible, this would be difficult in practice if there are too-many significant changes.
  - **Option 3** – Not approve the draft strategy and proposed consultation and instruct staff to reconsider or abandon further work on the strategy. This option will have the effect of allowing the status quo parking availability and management regime to continue.
- 5.2 Option 1 is recommended by staff. The draft provides a coherent strategy for managing parking demand, growth and uncertainty in Motueka and Richmond for the next 10 years. It provides a good platform for raising major parking issues and eliciting views on these from our community.

## 6 Strategy and Risks

- 6.1 At present, the Council has no overarching strategy or plan for addressing current and future carparking challenges. In the absence of such a plan, the Council may respond to issues that arise in an ad-hoc fashion or in a way that may be unsustainable or costly longer term. The draft strategy outlines the Council’s objectives for managing carparking. Staff will give effect to these through specific actions proposed in the strategy, but they will also help shape how we respond to any future issues that may arise.

- 6.2 There are risks associated with the adoption and implementation of a parking strategy. There is a high degree of uncertainty associated with future growth and development of the two town centres. Demographic changes such as an aging population and technological changes that may reduce reliance on private motor vehicles, are examples of future changes that may affect demand for public car parks.
- 6.3 These risks have been taken into account in the strategy. A conservative, low-risk approach to major investment is recommended. Making better use of existing and/or under-utilised parking resources is a preferred option.
- 6.4 However, this approach is not without risk. It is unlikely to satisfy everyone in our community. For example, people residing in streets adjacent to the town centres or workers frustrated by a lack of carparks close to their place of employment - who may prefer the Council to take an active approach in providing more central carparking on a large scale.
- 6.5 The proposal to implement parking charges at some stage may also generate considerable criticism. Parking patrons may object to the idea of having to pay for what is currently a 'free' service. Local businesses may be concerned the loss of free parking spaces puts a key competitive advantage for Richmond at risk.

## **7 Policy / Legal Requirements / Plan**

- 7.1 There are no specific policies or legal considerations associated with the adoption and implementation of a parking strategy.
- 7.2 However, if adopted, the parking strategy may have implications for the Tasman Resource Management Plan. For example, the draft strategy foreshadows the need to provide more scope for larger centralised carparking for private developments.

## **8 Consideration of Financial or Budgetary Implications**

- 8.1 While the draft strategy adopts a "steady as it goes" approach to parking management, the strategy does foreshadow that some investment will be needed to manage the Council's parking resource in the future. For example, stepping up compliance in the short term and potentially investigation and implementation of parking charges in the latter-half of the next LTP. Investment in major new carparking facilities is anticipated to be beyond 10 years.
- 8.2 Funding for initiatives under the strategy will be sought as part of the Long Term Plan process. Around \$50,000 per annum in operating expenditure and a total sum of around \$600,000 in capital have been specifically provided for in the Long Term Plan to help implement the draft strategy.
- 8.3 Further expenditure may be needed in later LTPs as investigations foreshadowed in the strategy are concluded.

## **9 Significance and Engagement**

- 9.1 The strategy is considered to be of moderate significance overall, but is likely to be of high interest to the community. Parking is an issue that residents and visitors relate to and understand. Customer and visitor parking is important to businesses and contributes to the

social and cultural wellbeing of Motueka and Richmond. Consequently, staff recommend that the Council consult on the draft strategy.

- 9.2 With feedback from the community, the Council and staff can improve their understanding of what people value in gaining access to the two town centres.
- 9.3 Key questions staff intend to ask are “Have we understood the issues correctly?”, “Are our goals for parking the right ones?”, and “Have we thought about all of the possible options to create and manage parking efficiently?”
- 9.4 Staff propose to consult on the draft strategy together with the Regional Land Transport Plan and Public Transport Plan from mid-January to late February 2018. Advertising for this suite of plans will be through Newline, social media, Council’s website, and press releases. Hard copies will be available at the Council’s offices in Richmond and Motueka. Staff will also reach out to groups with a particular interest in parking in Motueka and business groups such as Richmond Unlimited, Our Town Motueka and Age Concern.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	High	Parking is an issue well-understood and experienced by many, therefore a Parking Strategy is likely to generate a lot of public interest.
Is there a significant impact arising from duration of the effects from the decision?	Moderate	Currently there is a seasonal issue (Christmas/summer demand) associated with parking. In the long term it is forecast that year-round issues will become more prominent. Implementation of a Strategy can help to address current and forecast issues.
Does the decision create a substantial change in the level of service provided by Council?	Moderate	In the short term, small changes affecting better use and management of current resources is anticipated. Maintaining an acceptable level of service, namely between 60% and 85% occupancy of parking resources, is the Council’s aim.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Significant investment in parking resources is a long-term (10 years +) option but no commitment has been made and the possibility is subject to ongoing monitoring and review.

## 10 Conclusion

- 10.1 Demand for parking in the Motueka and Richmond town centres is growing, putting pressure on parking resources. A strategy is needed to help guide how the Council intends to respond to these and expected future challenges.

- 10.2 The draft strategy (**Attachment 1**) provides a coherent plan for managing parking demand, growth and uncertainty in Motueka and Richmond for the next 10 years. It balances the reasonable demands of users while ensuring cost-effectiveness and minimising risk. The draft strategy also provides a good platform for raising major parking issues with, and eliciting views on these from, our community.
- 10.3 Consequently, staff recommend the Council approve the draft strategy for public consultation.

## 11 Next Steps / Timeline

- Consultation will be carried out between mid-January to late February 2018.
- Following the consultation period, a hearings panel will meet (if required) in March 2018.
- Recommendations of the Hearings Panel will be reported to the Council at a subsequent workshop in April 2018.
- A final proposed strategy will be presented to the Council for adoption in May 2018.

## 12 Attachments

- |    |   |     |
|----|---|-----|
| 1. | Richmond and Motueka Town Centre Parking Strategy | 465 |
|----|---|-----|

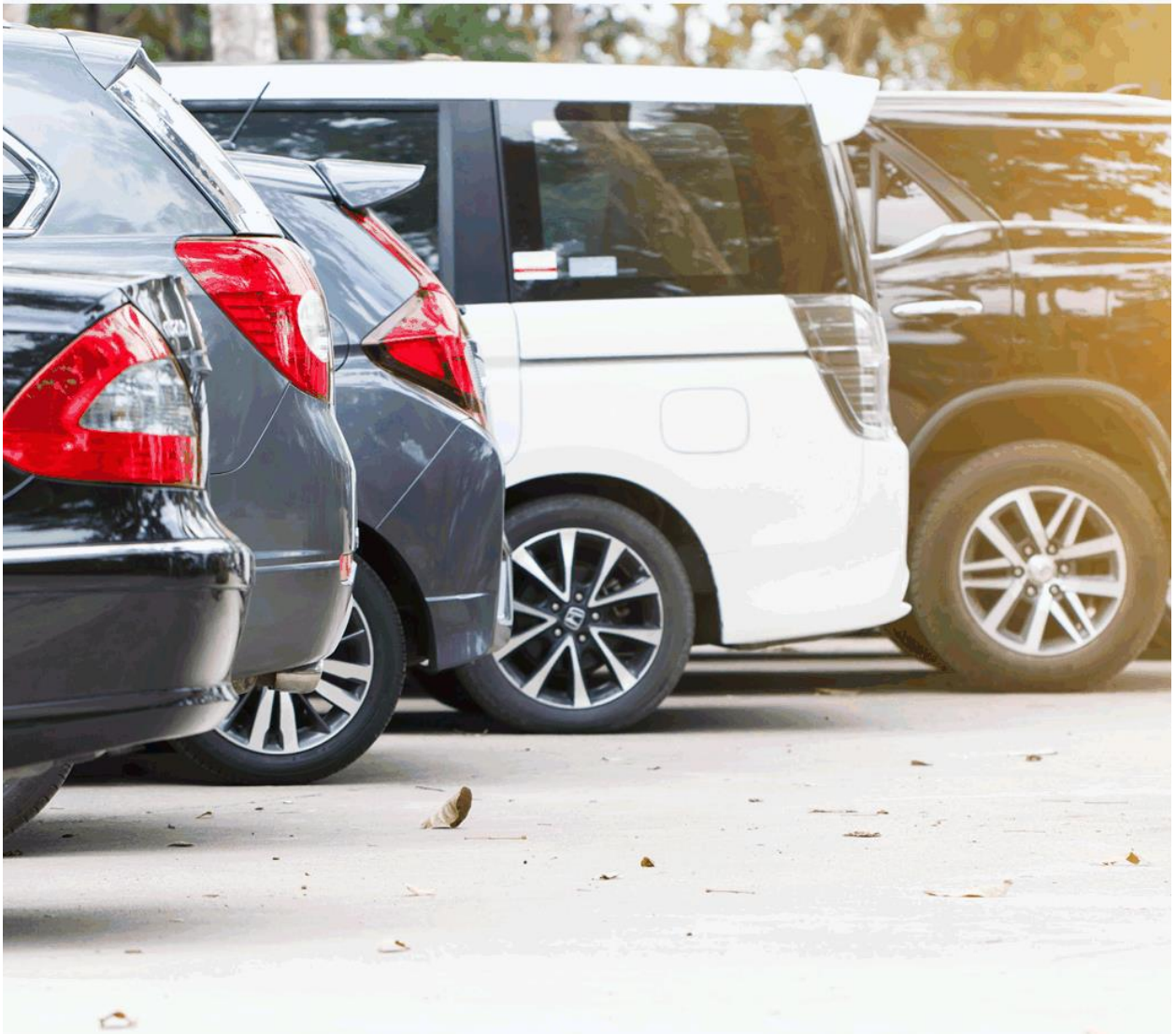






# Richmond and Motueka town centre parking strategy

DRAFT





## WHAT IS THIS STRATEGY ABOUT?

This document sets out Council's proposed approach to managing town centre car parking and related issues in Motueka and Richmond. It focuses on Motueka and Richmond because these are our largest urban areas and parking in these towns is under the greatest strain.

Richmond's parking pressures are particularly acute. This document summarises the main issues and options for customer, visitor, staff, and resident parking, as well as outlining what it is Council is trying to achieve. It puts forward a short, medium and long term plan for addressing known and anticipated car parking issues. The purpose of doing this is to ensure that Council's approach to town centre car parking is efficient and effective. The Strategy will inform decisions within Council's Long Term Planning and Resource Management Planning processes that will provide for the creation and management of car parks.

You can see a summary of our proposals on page 10.

### Have your say

Car parking in Motueka and Richmond - and the issues surrounding it - affect most people that live, work and visit Tasman. Many of the possible solutions will affect you, or require the Council to invest significantly to better manage the public supply of car parks, or create new ones. We want to know what you have to say about these proposals. Have we got the right mix of initiatives? Are they timed about right? How do you think changing technology and transport behaviours will affect the way we travel in the future - and consequently, the need for car parks?

You can let us know your views by making a submission to by such and such a date...make up details.



## WHAT ARE WE TRYING TO ACHIEVE?

The Council has identified four objectives that will help guide this strategy and future carparking decisions.



**BALANCING DEMANDS**  
 Parking options meet the reasonable demands of residents, customers, visitors and workers in the Motueka and Richmond town centres.

People should have good access to businesses and services located in the town centres. The role parking services play in achieving this objective needs to be reasonable. That means finding a level of provision and convenience that balances the needs of different users against the competing demands of that land and the costs associated with providing and maintaining car parks.



**BEST VALUE**  
 Make the most efficient and effective use of parking resources, getting the best value from land available for parking over time

We need to get the most value we can from existing and future parking and land resources. This means recognising the importance of efficiency and value for money, as well as taking a cautious approach to significant investment. We can do this through initiatives that maximise the use of existing parking areas by prioritising the use of existing parking spaces, and by ensuring the parking space potential of existing parking areas is maximised, including on-road parking. Investing in new parking should first focus on maximizing the efficiency and effectiveness of existing parking areas before major new facilities, such as a car parking building are developed.



**HOLISTIC**  
 Maximise efficiency of the whole transport system

The need for car parking and how it is managed is fundamentally linked to how people travel and what options are available to them. Removing obstacles to other forms of mobility such as walking and cycling or public transport helps relieve car parking pressure as well as providing other benefits to our community and transport systems. Car parking itself can help shape travel patterns and behaviours and how we manage this resource needs to support our other objectives for the transport system.



**PRUDENT**  
 Low risk, least regret approach to investment that is agile enough to respond to opportunities and challenges that might arise

Tasman has an aging population and high growth. Disruptive transport technologies are potentially just around the corner. How exactly these will affect transport and parking needs over time is uncertain. Because of these uncertainties, we need to take a conservative, risk-averse approach to significant investment into parking solutions based on future demand based on current transport patterns. But it also means we need to be able to respond to opportunities as and when they arise.



## WHAT ARE THE ISSUES?

Parking in Motueka and Richmond is adequate for most of the year, but not during the peak Christmas-summer period. These will worsen if current trends continue.

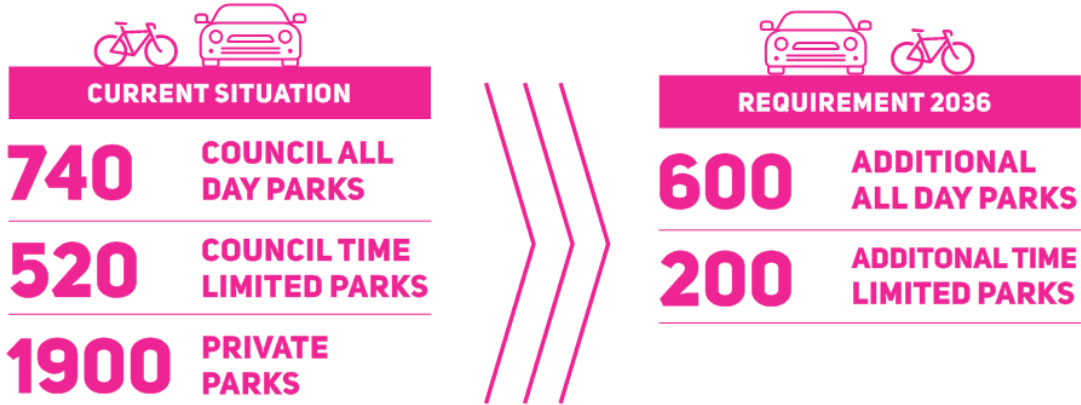
Whether those trends continue depends on a range of factors, including population growth, tourism growth, development of the Richmond West and Motueka West mixed business and retail zones, and potential supermarkets at the Richmond periphery. These future activities may change demand for Motueka and Richmond town-centre parking. Unknowns that may also impact demand for private car parking include the effect of an aging population, use of public transport, technological changes in personal transport, and global and national economics.

In addition to these considerations, Council's Richmond Urban Density project/plan change and Town Centre Re-development project are relevant to this Strategy. In particular, the former may result in increased population density and pressure on street-side parking around the periphery of the Richmond town centre.

As well as projects such as the Queen Street upgrade, these are also indicators of towns that are changing as they grow, shifting from being a rural service town to an urban destination. How we perceive and manage our parking needs to adapt.



- Time-restricted parking is at capacity during Christmas and summer, and demand is forecast to grow
- Conflict between high traffic flow and the use of / access to time-restricted parking along High Street.
- Underutilised off-street car parking, even during times of high demand
- High levels of non-compliance with time restricted parking



- Time-restricted parking is at capacity approaching and during Christmas, and demand is forecast to grow
- All-day parking in the town centre is at capacity and demand is forecast to grow
- High levels of non-compliance with time restricted parking

- Many small scale, privately owned, scattered private parks that have low use and interact poorly with the surrounding environment, aggravated by arbitrary and restrictive rules for on-site parking
- All day parking is spreading further into adjoining residential streets
- Higher density residential development around the town centre is putting new demands on residential on-street parking



## WHAT ARE OUR OPTIONS?

In simple terms, Council may address the parking issues in Motueka and Richmond by managing existing parking areas better or by creating more. Or a bit of both. The range of options that the Council has considered for achieving the car parking objectives are below.

### OPTIONS THAT HELP MAKE BETTER USE OF EXISTING RESOURCES

#### 1. Prioritise time-restricted parking in the centre

Shifting some all-day parking in the town centre to time-restricted parking could meet the growing demand from shoppers and visitors to the centres. Roads around the town centres provide a large existing parking resource that can provide ample all-day parking - provided the impact on local residents is managed. This parking is better suited to providing all day parking for commuters, rather than shoppers.

Options for managing the impacts on residential streets include some time-restricted areas for visitor parking in these locations, and better use of existing but underutilised locations as temporary parking at peak times like Christmas. Time restricted parking in surrounding residential areas will help preserve visitor parking in these areas, although local residents using the on-road parks will still need to compete with commuters during the week. A residents parking scheme would provide priority parking for residents, but runs counter to the objectives of this strategy. Providing parking for a family's home is the responsibility of the household, not the Council.

#### 2. Make better use of existing and future private spaces

Privately owned parks may be used more effectively by encouraging fewer, but larger scale car parks, rather than many smaller ones. This could be achieved by changing the rules to enable smaller developments to rely on public parks, providing car parking bonuses for shared larger private car parks, and by recognising lease arrangements. In this way, businesses requiring additional parking could make use of underutilised resources nearby.





**3. Make better use of existing public car parks**

There are opportunities to increase the parking supply and efficiency in public parking spaces. This can be achieved through a combination of new layouts and acquiring adjacent underutilised private car parks or land, resulting in more spaces being created within existing locations. This is particularly important as central larger car parks tend to be an efficient form of parking, and can be more convenient for customers by reducing search times and improving car parking occupancy rates.

**5. Introduce a user-pays system for high demand parking**

User pays systems can help to redistribute demand from prime locations into underutilised ones. Paid parking also encourages, as an economic incentive, the use of alternative transportation, such as public transport. The revenue gathered from such systems can be used to fund additional parking resources in the long term, such as land purchase or parking buildings.

**4. Provide better signage and information**

Appropriate visible signage in high demand areas can be used to redirect cars to alternative car parking areas, especially for out of town visitors and other people less familiar with Motueka or Richmond. This is a very cost effective way of making more use of existing car parks. Longer term, the Council may need to provide parking and way finding information digitally.

**6. Improve enforcement, monitoring and compliance presence**

The high levels of non-compliance in both Motueka and Richmond is affecting the efficient use of parking spaces. People are parking too long in prime locations and consequently the rate that these parks "turnover" is too low. The high levels of non-compliance is likely a consequence of the Council's limited enforcement presence. Addressing the enforcement gap will help ensure these parks be available to more people to use, and helps avoid the need to create more car parks.



**7. Seasonal or temporary parking restrictions and parking supply**

For the high demand period around Christmas and the summer holiday period, temporary parking options and seasonal time-restrictions on all-day parks could help provide the extra parking shoppers and visitors need close to the town centre. It may be necessary to provide extra all-day parks elsewhere during these periods, such as the making use of Lower Queen Street showgrounds site in Richmond.

**8. Support transport alternatives**

Public transport, walking, cycling and car-pooling are alternatives to individual private motor vehicles, and may be especially useful for reducing demand from workers for all-day parks. The Council can help make these options more attractive by providing prioritised car parking for people that carpool, improving our walking and cycling networks and further investing in public transport. With a growing aging population, we also need to provide mobility scooter parking and supporting a mobility scooter friendly environment in Richmond and Motueka.







## WHAT ARE OUR OPTIONS CONT

### OPTIONS THAT ARE ABOUT CREATING NEW PARKING RESOURCES

#### 10. Review current District Plan requirements for the creation of private parking spaces

The Council could increase or reduce the amount of car parking that needs to be provided by new commercial and retail developments. Requiring new developments to provide even more car parks means less land is available for other activities within the town centres. By itself, it could also mean that more - smaller car parks are developed which would lower private car park occupancy rates and runs counter to efficiency benefits sought by consolidating parking into fewer, larger car parks.

Alternatively we could reduce the requirements for some new development and encourage aggregation of private parking on fewer larger sites, or contributing to the funds needed to provide more public parking.

#### 11. Plan for new, additional public car parking facilities

New facilities may be needed if expected economic and residential is realised over the next ten years. This could cater for time-restricted and all-day parking demands, both which are expected to increase. Some additional short stay parking may need to be provided in Motueka to off-set high demand along High Street. Public-private partnerships could be considered as an efficient way of providing new parking while minimising risks.



Building up in the long-term

### Weighing our options

How does each potential option weigh up against what the parking strategy is trying to achieve? Is it possible to provide parking opportunities for all users in a cost-effective way? Can the risks associated with investment in new parking resources be minimised, even in the light of uncertainties? Council believes so, and has come up with a short, medium and long-term approach to managing car parking and relates issues that can be adapted and be responsive to change.

# OUR PROPOSED CAR PARKING PLAN



## NEXT 5 YEARS

- Introduce seasonal variation in time-restrictions to meet seasonal fluctuations in demand
- Review layout of existing parking locations, to maximise car parking potential
- Provide for some time-restricted parking locations within residential street-side locations, to manage effect of town centre spill over
- Improve enforcement
- Provide for improved signage and information about parking options and locations
- Review Tasman Resource Management Plan requirements for private parking provision to reduce requirements for small developments, recognise the efficiencies of larger car parks and alternative parking opportunities, and update the payment in lieu charges
- Investigate mechanisms for the better use of private parking, such as leasing, to encourage optimal land use in the town centres
- Prioritised car parking for people that carpool, improving our walking and cycling networks and in Richmond, further investing in public transport

## 5 – 10 YEARS

- Introduce some user-pays parks in prime locations in Richmond to help manage and re-distribute demand, encourage use of alternative access options including public transport, and fund future parking resource needs
- Introduce smart technology to improve compliance and enforcement presence
- Expand existing public car parking areas within town centres

## 10 YEARS +

- Facilitate public-private discussion around the creation of additional resources through major developments
- Create major new public car parks and/or parking facilities
- Expanding user-pays areas

Feel free to contact us:



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**8.14 ACCESS RESTRICTION - KEN BECK ROAD, MOTUROA/RABBIT ISLAND****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Mark Johannsen, Property Services Manager
<b>Report Number:</b>	RCN17-12-14

**1 Summary**

- 1.1 On 19 October 2017 the Moturoa /Rabbit Island Operational Health and Safety Group met to discuss the ongoing management of activities on the Island, having regard to the multiple contractors and agencies involved. This group comprises senior operational Tasman District Council staff, and senior management representatives from PF Olsen, the Nelson Regional Sewage Business Unit, Nelson-Marlborough Waste and Nelmac.
- 1.2 A major concern expressed was the increasing antisocial and unwanted activities occurring at night without visibility by any agency. It was noted that while the gates controlling access are closed at night they have not been locked for some time, a fact known about in the community generally (anecdotally).
- 1.3 It is considered that locking the gates nightly is a reasonable and correct response to mitigating these concerns.
- 1.4 The new movement restriction is presented for approval in accordance with the Council's Traffic Control Bylaw 2016. The restriction applies to unauthorised motor vehicles only. Pedestrians and cyclists will have full practical access, while maintenance vehicles and other vehicles undertaking after hours operations associated with the adjacent land use will have access beyond the gate with a key.
- 1.5 Due to the nature of the land it is not possible to prevent pedestrians and motorbikes but the gate will limit general accessibility.
- 1.6 The new restrictions will come into effect on 20 December 2017 unless decided otherwise by the Council.

<b>2 Draft Resolution</b>
---------------------------

**That the Full Council**

- 1. receives the Access Restriction - Ken Beck Road, Moturoa/Rabbit Island report RCN17-12-14; and**
- 2. approves the update of Schedule 7 Regulations, Section (1) of the Traffic Control Bylaw 2016 to provide for restricting unauthorised vehicles onto Moturoa/Rabbit Island;**
- 3. agrees that the new restriction, applying during the hours of darkness to dawn, will be added to the Traffic Control Devices Register and will be effective from 20 December 2017; and**
- 4. agrees to notify the public of the new movement restrictions in Council's Newslite as well as on the Council's website.**

### 3 Purpose of the Report

- 3.1 This report presents a new restriction on vehicular movement on Ken Beck Road, Moturoa/Rabbit Island, for Council approval.

### 4 Background and Discussion

- 4.1 On 19 October 2017 the Moturoa/Rabbit Island Operational Health and Safety Group met to discuss the ongoing management of activities on the Island having regard to the multiple contractors and agencies involved. This Group comprises senior operational Council staff, and senior management representatives from PF Olsen, the Nelson Regional Sewage Business Unit, Nelson-Marlborough Waste and Nelmac.
- 4.2 A major concern expressed was the increasing antisocial and unwanted activities occurring at night without visibility by any agency. It was noted that while gates are closed at night they have not been locked for some time, a fact known about in the community generally (anecdotally).
- 4.3 It is considered that locking the gates nightly is a reasonable and correct response to mitigating these concerns.
- 4.4 The new movement restriction is presented for approval in accordance with the Council's Traffic Control Bylaw 2016. The restriction applies to unauthorised motor vehicles only. Pedestrians and cyclists will have full practical access, while maintenance vehicles and other vehicles undertaking after hours operations associated with the adjacent land use will have access beyond the gate with a key.
- 4.5 It is proposed to lock the gates in their current position, however it may be necessary to move these to another position in this general location to achieve an optimal result.
- 4.5 Due to the nature of the land it is not possible to prevent pedestrians and motorbikes but the gate will limit general accessibility into the forest and reserve areas.

### 5 Options

- 5.1 The options available to Council are:

Option	Description	Discussion
1	The Council approves by resolution restrictions as outlined <b>without</b> amendment.	The proposed road access restriction is recommended by staff and the Council's contractors on Moturoa/Rabbit Island as the most appropriate preventative measure to address the safety and nuisance issues at this location.
2	The Council does not approve the movement restrictions as outlined.	The restriction has been recommended to address staff and Council contractor concerns about nuisance and safety. A decision to not approve the restriction exposes Council to health and safety risks to users (permitted or non-permitted) and presents an added risk to the commercial forest plantation.

**6 Strategy and Risks**

- 6.1 The proposed restriction of access is a means of managing the health and safety risks and risk of damage/destruction of Council's plantation forestry during the evening and night.
- 6.2 The proposal also reduces the risk of antisocial behavior and damage to Council's community facilities.

**7 Policy/Legal Requirements/Plan**

- 7.1 Clause 7.1(p) of the Traffic Control Bylaw 2016 (shown below) is the relevant provision that allows the Council to make this decision.

**7 Regulations, controls, restrictions and prohibitions**

- (1) The Council may from time to time by resolution regulate, control, restrict or prohibit the following matters or things:
- (p) prohibit or restrict any specified class of vehicle from being driven or used on specified roads or parts of roads;

**8 Consideration of Financial or Budgetary Implications**

- 8.1 There are no budgetary considerations to this proposal, as gates and padlocks are already on site. If the gate was repositioned the costs would be met from existing operational budgets.
- 8.2 The locking and unlocking of the gates will be managed by the existing contractors (Nelmac) at no additional cost, as part of the existing opening and closing process.

**9 Significance and Engagement**

- 9.1 The community and all stakeholders will be advised via a feature article in Council's Newsline and on the Council's website.
- 9.2 This decision is considered to be of low significance and Councillors can make the decision with their knowledge of the community views and preferences. Therefore formal consultation is not required.

**10 Conclusion**

- 10.1 Staff consider that the recommended changes provide the most appropriate solution to address the nuisance, safety and risk concerns in the area.

**11 Next Steps / Timeline**

- 11.1 Assuming the Council approves the new restrictions, staff will add the restriction to the Traffic Control Devices Register.

11.2 The new restriction will come into effect on 20 December 2017.

11.3 Staff will coordinate the locking of the gates from the 20 December 2017.

11.4 Staff will publically notify the new restriction through a feature article in Council's Newline and on the Council's website.

<b>12 Attachments</b>
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1. Moturoa/Rabbit Island Gates
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481
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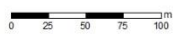




08 November 2017  
This map was prepared using aerial photography and satellite imagery. It is not a cadastral map and should not be used for legal purposes. The Tasman District Council is not responsible for any errors or omissions in this map.

1:2,000

Proposed Gates - Rabbit Island





## 8.15 NELSON CITY COUNCIL REQUEST FOR OPERA IN THE PARK FUNDING CONTRIBUTION

Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Mike Tasman-Jones, Community Partnership Coordinator
<b>Report Number:</b>	CN17-12-15

### 1 Summary

- 1.1 Opera in the Park 2018 is shifting location to Saxton Oval Cricket ground. This is adding cost to run the event.
- 1.2 The shift to Saxton Oval Cricket ground is to enable turf work at Trafalgar Park to proceed.
- 1.3 Nelson City Council has requested an \$18,500 contribution towards event marketing and venue costs for the Opera in the Park event.

### 2 Draft Resolution

#### That the Full Council

1. receives the Nelson City Council request for Opera in the Park funding contribution report RCN17-12-15; and
2. Council supports the promotion of Opera in the Park with staff resources and existing budget to ensure awareness of the change of venue.
3. Council allocates a contribution of \$10,000 to Nelson City Council for Opera in the Park 2018.

**3 Purpose of the Report**

- 3.1 The report presents the written request from Nelson City Council for a contribution of \$18,500 towards the Opera in the Park event; and discussion of identified options with recommendations.

**4 Background and Discussion**

- 4.1 Nelson City Council Community Partnerships Manager wrote on 17 November 2017 requesting an \$18,500 contribution from Council towards Opera in the Park 2018 (Attachment 1).
- 4.2 Opera in the Park 2018 is being held at Saxton Oval Cricket ground on 24 February 2018.
- 4.3 The venue is being shifted from Trafalgar Park to enable turf work to be undertaken before the rugby season and the All Black test on 8 September 2018.
- 4.4 The shift of venue has created extra costs. These costs are due to increased promotion to ensure the community is aware of the change as well as direct costs related to the new venue including portaloo hire, stage and venue modifications.
- 4.5 The core event costs of \$250,000 are met by Nelson City Council. This contribution is partially offset by ticket sales.
- 4.6 The event has an adult entry fee of \$15 early bird or full price \$25, children 5-15 years are \$5 and under five are free.
- 4.7 Opera in the Park is held biennially and is well attended by residents from Nelson City, Tasman District and visitors. The last event held in 2016 was attended by 7,500 people.
- 4.8 Having the event at Saxton will make it more accessible to Tasman District residents.
- 4.9 Council has no budget allocated to support the Opera in the Park event costs.
- 4.10 Council carried forward \$13,226 from 2016/2017 events budget to the 2017/2018 financial year. It is proposed that \$10,000 of this be allocated to the Opera in the Park noting the significance, scale and location of the event benefits Tasman District residents.
- 4.11 Council can support the promotion of the event to ensure awareness of the change of venue via Council publications, Council website, social media and Community Papers with existing budgets.

**5 Options**

- 5.1 Three options were considered regarding the request for support.
- 5.2 **Option One.** Council agrees to support the Nelson City Council request of \$18,500 contribution towards Opera in the Park 2018.
- 5.3 This approach will demonstrate Councils support for a large community event. However there is no funding budgeted or identified for this expense. Existing budgeted media can be used to inform Tasman District residents of the event location changes.
- 5.4 **Option Two.** Council declines to support the request from Nelson City Council for an \$18,500 contribution towards Opera in the Park 2018.

- 5.5 This could be perceived by the community as not been supportive of a large event on our boarder that has significant attendance.
- 5.6 **Option Three.** Council allocates \$10,000 from the 2016/2017 events carry forward budget towards the Opera in the Park 2018. The funding is to be used for the new venue costs, stage and venue modifications and;
- 5.7 Council support the promotion of the event to ensure awareness of the change of venue via Council publications, Council website, social media and Community Papers with existing budget.
- 5.8 Recommendation:**
- 5.8.1 **Option Three.** Council allocates \$10,000 towards the Opera in the Park 2018 new venue costs, stage and venue modifications and;
- 5.8.2 Council support the promotion of the event to ensure awareness of the change of venue via Council publications, Council website, social media and Community Papers with existing budget.

## 6 Strategy and Risks

- 6.1 The main potential risk to Council is that some groups or individuals may question the appropriateness of the investment or of the decision to decline the request. We can mitigate the risks through clearly explaining the reasons for the decisions to the community and to Nelson City Council.

## 7 Policy / Legal Requirements / Plan

- 7.1 The Council decision regarding this request will comply with Council policy and legislative requirements.

## 8 Consideration of Financial or Budgetary Implications

- 8.1 There is no budget allocation for the Opera in the Park event.
- 8.2 If Council agrees to meet the request the source of funding will need to be agreed and identified. The staff suggestion is that the 2016/2017 events budget carry forward is the source.

## 9 Significance and Engagement

- 9.1 This matter is of relatively low significance. The request is a one off request due to specific circumstances. Therefore, I consider that consultation is not required prior to Council making the decision sought in this report.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low to moderate	Opera in the Park is a large local event that will proceed without Council support.
Is there a significant impact arising from duration of the effects from the decision?	Low	The decision only applies funding in the current year, not to future years.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
Does the decision create a substantial change in the level of service provided by Council?	No	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

## 10 Conclusion

### 10.1 Recommendations:

10.1.1 Option Three. Council allocates \$10,000 towards the Opera in the Park 2018 new venue costs, stage and venue modifications and;

10.1.2 Council support the promotion of the event to ensure awareness of the change of venue via Council publications, Council website, social media and Community Papers with existing budget.

## 11 Next Steps / Timeline

11.1 Inform Nelson City Council of the Council decision.

11.2 Schedule Opera in the Park promotions within existing staff resources and budget.

<b>12 Attachments</b>
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1. Letter from Nelson City Council - Funding Request

489





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

17 November 2017

P 546 0421  
 E shanine.raggett@ncc.govt.nz  
 nelson.govt.nz

Mike Tasman-Jones  
 Community Partnerships Coordinator  
 Tasman District Council  
 Private Bag 4, Richmond 7050, NZ  
 By email to: Mike.Tasman-Jones@tasman.govt.nz

Dear Mike

**REQUEST FOR OPERA IN THE PARK FUNDING CONTRIBUTION**

As you are aware, the Opera in the Park event is moving to Saxton Field Cricket Oval for 2018. Nelson City Council is looking forward to again present a stunning event for residents and visitors to the region. With the change in location, it is anticipated this is likely to attract a larger base from the Tasman District area.

The cost to hold the event at Saxton Field is in excess of the core cost being met by Nelson City Council of circa \$250,000.

In recognition of this, we are requesting that Tasman District Council make an allocation of \$18,500 towards the overall cost of the event.

Your contribution would go towards event marketing via advertisements targeting the wider region (in publications such as the Waimea Weekly, Tasman Leader and Motueka Guardian, as well as regional promotion through Wild Tomato, Admire magazine, Mediaworks and NZME radio stations, airport and cinema advertising), as well as contributing towards the additional costs of holding the event at the new venue, such as portaloo hire, stage relocation and venue modifications.

In return, Tasman District Council's support will be recognised where possible via the marketing campaign and printed collateral, as well as at the event itself through the acknowledgement of sponsors and supporters and the opportunity to display banners.

Should you have any questions please let me know and we look forward to hosting a successful flagship event for our region with your support.

Yours sincerely



**Shanine Raggett**  
 Manager Community Partnerships



**8.16 MAYOR'S AND CHIEF EXECUTIVE'S ACTIVITY REPORT****Decision Required**

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Lindsay McKenzie, Chief Executive
<b>Report Number:</b>	RCN17-12-16

**1 Summary**

- 1.1 This combined report provides a 'heads up' on some topical issues and includes decisions that need to be taken before the Summer break. Given the size of the agenda we have combined the Mayor's and Chief Executive's activity report and Waimea Water project updates into the one report.
- 1.2 A decision is needed on a first right of refusal that Council has to buy out its joint venture partner's interest in the **Howard Forest**. There is no delegation to exercise this right. There is a strong commercial case for doing so. The Property Manager will separately report on the proposal and the Commercial Committee's view on it. Any discussion on the detail will need to occur with the public excluded as the transaction is commercially sensitive. This report is limited to the delegation needed to sign off any final agreement.
- 1.3 Approval is sought to **uplift a Rural 1 Deferred Light Industrial zone**, being part of the Richmond West Development Area. Sufficient services are in place to lift the 'Rural 1 deferred Light Industrial zone' on part of the property. In the absence of any more Environment and Planning meetings prior to Christmas, Council is asked to formalise the uplifting.
- 1.4 Nominations are open for the **vacancy on the Golden Bay Community Board**. If more than one nomination is received, there will be a By-Election. The cost estimate for that is \$17,500 plus GST. This expenditure is currently unbudgeted, therefore, we are seeking your approval to spend these funds, if required.
- 1.5 You are asked to **appoint an Acting Chief Executive** to cover a time when both the Chief Executive and one of the Acting Chief Executives you have already appointed are on leave. We recommend that Richard Kirby be appointed to replace Mike Drummond.
- 1.6 The **Motueka Community Board** has requested that Council amend Council Fees and Charges to permit the Motueka Memorial Hall crockery and cutlery hire charge be waived for all community organisations.
- 1.7 A summary of activity on the **Waimea Water** project and of our other activities follows.

**2 Draft Resolution**

## That the Full Council

1. receives the Mayor's and Chief Executive's Activity Report report RCN17-12-16; and
2. authorises the Chief Executive to conclude an agreement on the purchase of the joint venture partner's 80% interest in the Howard Forest Joint Venture on the terms recommended by the Commercial Committee and confirmed by Council; and ;
3. approves the removal of the Rural 1 deferred Light Industrial zone status over part of the following land at 28 Appleby Highway, Richmond, legally described as Pt Section 108 Waimea East District CT NL3A/247, for the portion shown on the map contained in Report RCN17-12-16 and that lands' rezoning in accordance with the following update to Schedule 17.14A, including consequential changes to the planning maps, pursuant to Rule 17.14.2(b)(viii) of the Tasman Resource Management Plan, effective over that land from the date of this resolution.

## Schedule 17.14A: Deferred Zone Locations

Location of Area	Effective Zone until Removal of Deferral	Reason for Deferral	Date of Resolution for Removal of Deferral	Where Services Proposed by Developer, Legal Description of any Part of Area where Deferral Removed	Where Services Proposed by Developer, References to Detailed Performance Requirements and Engineering Plans of Services Approved by Council	Effective Zone after Removal of Deferral
Richmond West Development Area: Areas notated F (part), G, H and I on the planning maps	Rural 1	Area F: Stormwater service required Area G: Reticulated water, wastewater and stormwater services required Area H: Reticulated water, wastewater and stormwater (Borck Creek construction) services required Area I: Reticulated water, wastewater and stormwater services required and in respect of Area I, there is substantial take-up of Area H				Light Industrial
<u>Richmond West Development Area notated F (part), at 28 Appleby Highway, Pt Section 108 Waimea East District</u>	<u>Rural 1</u>	<u>Area F: Stormwater service required</u>	<u>14 Dec 2017</u>	<u>Pt Section 108 Waimea East District (part of title only)</u>	<u>6906/1, 2 sheets</u>	<u>Light Industrial</u>

4. approves unbudgeted expenditure of up to \$17,500 plus GST for a Golden Bay Community Board By-Election;
5. appoints Richard Kirby, Engineering Services Manager to replace Mike Drummond, Corporate Services Manager, as an alternate Acting Chief Executive Officer should Dennis Bush-King, Environment and Policy Manager, be unavailable or out of the District; and

- 6. amends the Fees and Charges Schedule to permit the Motueka Memorial Hall crockery and cutlery hire charge to be waived for all community organisations hiring the hall; and**
- 7. expresses its appreciation for the work done by all of the staff involved with preparing the Annual Report 2016/2017 and assisting the Audit and Risk Committee, Auditors, Council and Tasman community; and**
- 8. notes the Council Action Sheet.**

**3 Purpose of the Report**

- 3.1 The purpose of this report is to ask Council to note the activities of the Mayor and Chief Executive and to take certain decisions before the Summer holiday break.

**4 Matters for a Decision**

- 4.1 At the **Howard Forest** we have two joint venture (JV) agreements on land held by Council. One party has approached PF Olsens to value his 80% JV interest in 30 hectares of Radiata and 35 hectares of Douglas Fir.
- 4.2 This is a very recent approach and the Radiata is ready for harvest immediately as it was planted before Council's other forestry interests. Council has a first right of refusal clause in the JV agreement.
- 4.3 We have now received a valuation of the 80% forestry right. The matter was considered by the Commercial Committee at its August 2017 meeting. They resolved "in principle supports the purchase of the JV partner's 80% interest in the Howard Forest Joint Venture, and requests that the Commercial Manager prepare a report for circulation to the Commercial Committee, before he leaves Council."
- 4.4 There was general support for the purchase at the meeting however the Commercial Manager's report was not completed prior to his departure. Under the JV agreement we have 28 days to accept or reject the offer once it has been formally made. So while we have been advised of the valuation we have not received a formal offer to sell.
- 4.5 There is no delegated authority in this matter. Funding for any purchase would come from the forestry activity, surplus balance.
- 4.6 Nominations are currently open for the vacancy on the **Golden Bay Community Board**. If more than one nomination is received, we will need to proceed with a By-Election. An estimate of the cost stands at \$17,500 plus GST. This expenditure is unbudgeted. We are seeking your approval to spend these funds, if required.
- 4.7 An alternate **Acting Chief Executive** needs to be appointed to cover the Christmas and New Year Period 2017/18. One of the alternates (Mike Drummond) is on leave. To be fair on the other alternate (Dennis Bush-King) the duty should be shared. Mike has also been carrying a particular heavy workload recently so it's a good time to take him off the duty in any event.
- 4.8 The Local Government Act 2002 provides (section 42) that a local authority must appoint a chief executive. It follows the intent of this legislation that the Council should also appoint an Acting Chief Executive if the appointee is to have the authority to carry out all of the functions and responsibilities of the Chief Executive in the Act and that Council has delegated.
- 4.9 The arrangement then is that the Chief Executive determines when one of the appointees is called on to act based on their availability and the needs of the organisation. It is planned that Dennis Bush-King will act from 18 December to 2 January and Richard Kirby will act 3-8 January 2018.
- 4.10 Following negotiations with the landowner at 28 Appleby Highway, being part of the **Richmond West Development Area**, sufficient services are in place to lift the 'Rural 1 deferred Light Industrial zone' on part of this property. In the absence of any more

Environment and Planning meetings prior to Christmas, Council is asked to formalise the Light Industrial zone and update the TRMP.

- 4.11 In accordance with Rule 17.14.2 of the Tasman Resource Management Plan (TRMP), staff recommend the removal of the '**Rural 1 deferred Light Industrial zone**' status for part of Area F, Richmond West Development Area at 28 Appleby Highway:

- Pt Section 108 Waimea East District CT NL3A/247 and shown on Map 1 (Area for deferred zone uplift shown in green.)



**Mytton -Uplift area**

**Map1**



- 4.12 The Engineering Services Manager supports the removal of the deferred zone and has confirmed by letter dated 7 September 2017 that 'appropriate services have been provided to these sites' (Engineering Plan 6906/1, 2 sheets). The site was deferred for the following services: Stormwater
- 4.13 Following approval of the recommended resolution contained in this report, the TRMP Schedule 17.14A and corresponding TRMP Zone and Area maps will be updated to reflect the removal of the deferred zone status. The change takes effect from the date Council makes its resolution.
- 4.14 At a meeting of the **Motueka Community Board** on 17 October 2017, a report (RMC17-10-02) was presented to obtain Board approval to recommend to Council that the Fees and

Charges Schedule be amended to provide for the crockery and cutlery hire to be waived for all community organisations hiring the Motueka Memorial Hall.

- 4.15 Several community organisations have stated that the cost of hiring the crockery at the Motueka Memorial Hall is a considerable financial barrier when deciding whether or not to hire the Hall.
- 4.16 It was intended that the Board had the authority to waive this hire charge for community use but this option was not included in the Fees and Charges Schedule when it was approved by the Council.

- 4.17 The following resolution was passed by the Board:

*Moved Chairperson Maru/Deputy Chair Horrell*

*MCB17-10-1*

*That the Motueka Community Board*

1. *receives the Motueka Memorial Hall Crockery and Cutlery Hire Fee report RMCB17-10-02; and*
2. *recommends to the Full Council that the Council Fees and Charges Schedule be amended to permit the Motueka Memorial Hall crockery and cutlery hire charge to be waived for all community organisations hiring the Hall.*

*CARRIED*

- 4.18 The recommendation is now being referred to Full Council via this report as it was not deemed necessary to bring a separate report to Council.
- 4.19 The recommendation to Full Council is that the Fees and Charges Schedule be amended to permit the cutlery hire charge to be waived for all community organisations hiring the Hall.

## **5 Matters to Note**

- 5.1 Work on the **Waimea Water project** has focused on –

- Undertaking the community consultation on the SOP, hearings and planning for the deliberations meetings. We are planning on the deliberations being held in public with an expert panel available to support the Council;
- Recruiting a Project Director. Negotiations with the preferred candidate are underway. Council and the Waimea Irrigators Limited will be asked to confirm the appointment most likely in the New Year;
- Completing Stage Two of the process for appointing a contractor to construct the dam. There is a separate report on this agenda recommending a preferred contractor be appointed to enter the ECI process;
- Attending meetings in Wellington to progress the DoC and LINZ land transfers and the JWW 'compulsory take';
- Working on the delegations manual which won't now come to Council until February.
- Reviewing budgets including of sunk costs;
- Conducting geotechnical surveys on site;



- Providing financial support for the Project Office with Crowe Horwath engaged as an outsourced provider to take the project through until around financial close;
  - Finalising the Product Disclosure Statement – a WIL priority;
  - Responding to numerous official information requests and letters from Water Information Network.
- 5.1 The Office of the Auditor General (OAG) has written advising of the response to the complaints it received about an alleged conflict of interest Cr Maling had in the Waimea Community Dam Project. The outcome was that he had not breached the contracting rule or the participation rule. Councillors have already received a copy of the letter and it has been put on the Council's website.
- 5.2 The letter concludes with a reminder that everyone needs to be cautious and to continually reassess their position based on what they have done and said (including around the barbeque ) about their position on matters that come before the Council for a decision from time to time.
- 5.3 We will soon publish a Waimea Water Project interests list and will be reminding Councillors about the questions they should ask themselves in order to avoid and/or deal with challenges of bias and predetermination.
- 5.4 The Havelock North Drinking Water Contamination Inquiry Phase Two report was delivered to Government earlier this week and has since been released. We will be reviewing its implications for us but believe we have anticipated most of the findings as they relate to our water services capital and operational spending and risk management arrangements.
- 5.5 The independent panel reviewing the nation's civil defence and emergency management arrangements has reported to the Minister of Civil Defence. The Minister will be considering the release of the report and the Government's response. I am not aware of a release date.
- 5.6 Changes to the Hazardous Substances Regulations came into effect from 1 December 2017 and the requirements relating to all workers who use, handle, manufacture or store hazardous substances commences on 1 June 2018. Currently, the regulations are set under the Hazardous Substances and New Organisms (HSNO) Act 1996 and they have now transferred from HSNO to the Health and Safety at Work (HSWA) Act 2015.
- 5.7 As PCBU's the Council and its contractors have a duty of care in relation to hazardous substances signage, storage, inventory, Personal Protective Equipment (PPE) use, access to safety data sheets, and emergency response planning. The Council has already started engaging with our key contractors to seek their assurances that they are actioning these duties.
- 5.8 Some of our utility contractors store various chemicals at pump stations and water treatment plants (and possibly other sites) and this creates a shared PCBU health and safety responsibility between the Council and the contractor because the chemicals are there 'on our behalf' and on our land/building.
- 5.9 Our Health & Safety Advisor arranged for Philip Fourie (a WorkSafe specialist Health and Safety Inspector with the High Hazards Unit – Extractives) to come to Nelson on 12 December and speak about the changes with Council staff. This was an informal meeting and a number of Council contractors were invited to attend this session.

**Getting started**

**Know what you've got**

- › [Inventory](#)

**Know the risks**

- › [Safety Data Sheets](#)

**Manage the risks**

- › [Risk management](#)

**What's changing**

- › [What laws are changing?](#)
- › [Commencement dates](#)
- › [The roles of WorkSafe and the EPA](#)

The Council also has Environmental Protection Authority (EPA) protection and enforcement responsibilities. The table below illustrates this obligation.

How do the agencies work together?

	 Hazardous substance rules to PROTECT PEOPLE from WORKPLACE activities <small>SET UNDER HSWA ACT*</small>	 Hazardous substance DISPOSAL rules and rules to protect the ENVIRONMENT in WORKPLACES* <small>SET UNDER HSNO ACT*</small>	 Hazardous substance rules for IMPORTERS, MANUFACTURERS and SUPPLIERS** <small>SET UNDER HSNO ACT*</small>	 Hazardous substance rules to PROTECT PEOPLE and the ENVIRONMENT in NON-WORKPLACES <small>SET UNDER HSNO ACT*</small>
Regulator	<b>WORKSAFE</b>	 Environmental Protection Authority <small>To Mana Rauhi Taiao</small>	 Environmental Protection Authority <small>To Mana Rauhi Taiao</small>	 Environmental Protection Authority <small>To Mana Rauhi Taiao</small>
Enforced by	<b>WORKSAFE</b>	<b>WORKSAFE</b>	 Environmental Protection Authority <small>To Mana Rauhi Taiao</small>	<b>COUNCILS***</b>

\* There are other hazardous substance environmental and disposal rules set under the Resource Management Act and local council bylaws. These rules are enforced by local, district and regional councils.  
 \*\* Such as labeling, packaging, safety data sheets and restrictions on ingredients in certain hazardous substances products.  
 \*\*\* City and district councils.

- 5.10 Seven staff related health and safety events have been recorded since my last report. One was a minor injury event causing a shoulder strain, three near miss events, two events resulted in minor vehicle damage and one event of threatening behaviour towards a staff member at a service counter.
- 5.11 I attended a half day WorkSafe Duty Holder Review forum on 8 December 2017.
- 5.12 We have engaged Liz Sinclair, an independent consultant based in Wellington to carry out the Capability and Capacity Review that I have mentioned in previous reports to Council. Liz's proposed programme of work includes a 'stocktake' and preparation of an action plan. The stocktake will identify areas for further work that will create the best opportunity for adding value to how we currently manage our capacity and capability issues. The stocktake is expected to be completed by the end of January and the draft action plan should be developed by mid February. The Able Tasman Group, (the Senior Management Team are all members plus seven staff), will take a project sponsor role. Liz will involve the Mayor and councillors in her work part of which should assist the Council with its Chief Executive appointment process.
- 5.13 We are currently at **various stages of recruiting** for a:
  - Team Leader – Land Use Consents (replacement)

- Road Operations & Safety Team Leader (replacement)
- Library Assistant, Golden Bay (replacement)
- Commercial Portfolio Manager (replacement)

5.14 Since my last report **six appointments have been made:**

- Harbour Assistant – Port Tarakohe (replacement)
- Deputy Harbourmaster (new position)
- Principal Planner – Resource Consents
- Consent Planner – Land Use (new position)
- Customer Services Officer – Golden Bay (fixed term replacement)
- Library Assistant, Golden Bay (replacement)

## 6 Mayor's Activities

- 6.1 I attended the SciTec Expo Prize Giving, recognizing the winners of various categories from primary and secondary school aged children. It was a pleasure to see Gulliver Wensley receive an award for his project.
- 6.2 I attended a meeting of Iwi Chairs with Mayor Rachel Reese, giving them a brief summary of what could be expected in both Councils' Long Term Plan 2018-2028.
- 6.3 It was pleasing to see most Councillors attend a briefing with Sarah Taylor and advisors from Simpson Grierson which included advice on how to manage potential conflicts of interest and also the LGNZ EquiP workshop about good practice and governance.
- 6.4 I attended the Nelson Regional Development Agency annual general meeting, where they again outlined their progress on the regional identity work.
- 6.5 I was pleased to join members of Richmond Lions to celebrate the establishment of the street furniture that they have sponsored by the Richmond Library. It is also very pleasing to see the results of the Queen Street upgrade where work has been finished and to hear the positive comments from the community about the pleasing results.
- 6.6 Since my last Mayor's Activity Report to Council, I have attended two EquiP Board meetings at LGNZ in Wellington. I have also attended a Policy Advisory Group meeting at LGNZ, the Rural and Provincial Sector Meeting accompanied by Richard Kirby, the Regional Sector Meeting and a National Council meeting.
- 6.7 I attended the Tasman Bays Heritage Trust (TBHT) annual general meeting, where it was noted there has been a significant increase in visitors to the museum. The appreciation shown by our district museums for the support they have received from TBHT was also noted.
- 6.8 I have attended a number of events with Safe Families Motueka in support of the work that they are doing at Woodland Avenue.
- 6.9 Jane and I enjoyed the Chamber of Commerce Business Awards and it was very pleasing to see that several businesses in the Tasman District were category award winners.
- 6.10 I attended the 50th Jubilee dinner for the Richmond Highland Pipe Band in support of them as their Patron.

- 6.11 I attended the Waimea College Senior Academic Prize Giving and was also pleased to be able to sponsor Prize Givings at Collingwood School, Golden Bay High School, Garin College and Motueka High School.
- 6.12 It was great to be invited to judge the Fancy up the Fence competition, where Richmond Unlimited had encouraged the retailers in Queen Street to decorate the fence outside their premises. It was great to see the effort that some businesses has gone to to decorate their part of the fence.
- 6.13 Jane and I attended the centenary celebration parade of the Takaka Volunteer Fire Brigade. It was a privilege to be invited to be part of this event. They had a tremendous display of historic firefighting equipment and as always, it is incredible to see what is achieved by volunteers in our community.
- 6.14 Through the year I have attended various meeting of the Top of the South Rural Support Trust. There have been many challenges for the Trust throughout this year as the Trust also covers Marlborough and Northern Kaikoura and there was a lot of work to do post Kaikoura earthquake.
- 6.15 I attended the annual general meeting for Motueka District Neighborhood Support Committee. As a result of the work in Motueka and Waimea we have many local neighborhood support groups, which will be extremely valuable whenever we have an adverse event that effects their community. They do a tremendous job.
- 6.16 It was a pleasure to be a participant in the Abel Tasman Cycle Challenge riding in the team event in the Silvan Forest Mountain Bike Challenge.
- 6.17 I attended the Air New Zealand annual Parliamentary Reception and had the pleasure of meeting the new Prime Minister and several members of the new cabinet.
- 6.18 Lindsay and I attended the NZ River Awards, which this year celebrated rivers with significant improvements in water quality. It is interesting to note that the rivers in our district measure very well against the previous Governments swimability measure. 90% of our rivers are meeting established swimability standards, which is an excellent result.
- 6.19 Jane and I attended the Nelson Tasman Sports Awards where the tremendous achievements of sports people in our communities were recognized for both young and old alike. If you are interested in looking up the results, you will see the mighty contribution that sports make to the health and wellbeing of our community.
- 6.20 I met with representatives of Golden Bay, Motueka and Nelson Grey Power where we discussed many and varied issues that relate the older members of our communities. This was one in a series of quarterly meetings with Grey Power representatives and I meet regularly with them to cover issues that are pertinent at the time.
- 6.21 During this period, we have had two Citizenship Ceremonies where we have welcomed approximately 90 new New Zealand citizens to our community. These are wonderful ceremonies to be part of and I would encourage Councillors to attend from time to time to join in celebrating the attendees' new citizenship.
- 6.22 Council staff, Cr Greening and I attended the Nelson Airport annual general meeting. We celebrated the significant growth in the number of people flying in and out of Nelson and really enjoyed visiting the construction site and seeing the development of the new building, civil aviation tower and extension of car parks. We acknowledged the contribution that

Judene Edgar has made as a Director of the Nelson Airport Company and welcomed Cr Greening to his new role as a Director.

- 6.23 I along with many other councilors and staff have attended many public meetings in our community discussing details of the Waimea Community Dam. It has been noticeable that there have been misunderstandings about the proposal through various discussion that have occurred within the community. It was our pleasure to be able to discuss with people and clarify the proposal. I would like to thank all of the councilors and staff who have contributed to this process, in particular the staff in the Strategic Policy Team and Senior Managers who have advised us as a Council.

## **7 Mayoral Update – Matters to Note**

### **Annual Report 2016-2017**

- 7.1 I would like to acknowledge the tremendous team effort by staff that has led to an unmodified audit report of the Annual Report 2016-2017. A lot of work goes in to preparing the report and answering the questions that are raised through the audit process and I trust you will join me in expressing appreciation to our team who have completed the report.

### **Saxton Field Working Group**

- 7.2 Councillors might remember that at the start of this term Crs Maling and King were appointed at Tasman's representatives on the Saxton Field Working Group. Now that the Working Group is established and operating effectively, this is an opportunity for one of the Richmond ward councilors to take the place of Cr King. We need a councillor with the time to devote to this and looking at councillors current portfolios my recommendation is that Cr Tuffnell be appointed.

### **Nelson Tasman Business Trust**

- 7.3 Cr Tuffnell has advised me of his resignation from the Nelson Tasman Business Trust. This change will need to be reflected in the Elected Members Interests Register and in the schedule of Council committees, representatives and appointments.
- 7.4 Cr Maling remains an independent member of the Nelson Tasman Business Trust.

### **Thanks to Staff and Councillors**

- 7.5 Finally, I would like to acknowledge the tremendous commitment that you as Councillors have shown this year. For some of you this is your first year as a Councillor. This has been the busiest year in Council that I have known, in particular noting the inordinate amount of work that staff, management and councillors have undertaken in consideration of the Waimea Community Dam and the improvements that are needed for a sustainable water supply and the necessary improvements to the environment in the Waimea River.
- 7.6 This in addition to our three year review of the Long Term Plan has been very demanding for everyone involved and I would like to thank everyone for their contribution.
- 7.7 I would like to take this opportunity to wish everyone a happy Christmas and a rewarding and fulfilling New Year.

## **8 Council Action Sheet**

8.1 The action sheet is attached for you to review.

<b>9 Attachments</b>
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1. Council Action Sheet

503

## Action Sheet – Full Council as at 14 December 2017

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 1 December 2016			
Policy on Rates Remissions	Report back on likely impact of the Policy on Council's ability to achieve objectives of NPS on Urban Development Capacity in time for this to be consulted on ahead of LTP 2018-2028.	Finance Manager / Community Development	The Environmental Policy Manager advises that the Rates Remission policy is not likely to impact on Council's ability to achieve the objectives of the NPS on Urban Development Capacity (NPS-UDC). The NPS-UDC requires councils to provide sufficient development capacity to meet the needs of people and communities and future generations in urban environments. This essentially means ensuring an adequate supply of residentially zoned and serviced land. The methodology used to determine rates in Tasman means the remission policy doesn't create disincentives to developing residentially zoned land.
Meeting Date 23 March 2017			
Remuneration of Independent Member to Nelson Regional Sewerage Business Unit (NRSBU)	Draft Policy and procedure for appointing and remunerating independent members of Council committees and business units	Corporate Services Manager / Finance Manager	Recent SMT review of a draft policy has identified further complexities. More research needs to be done before it can be presented to Council. To do the matter justice and provide the best advice to Council, we will defer this to the New Year.
Meeting Date 7 September 2017			
Proposal to Stop Unformed Road – Rainbow Community Golden Bay	Refer proposal to the Environment Court	Senior Property Officer	This has been referred to our legal advisers and a discussion took place in late November. Council's legal advisers have been instructed to refer the matter to the Environment Court.  The Senior Property Officer will advise the Council when the issue is resolved, via the Chief Executive's Activity Report to a future meeting.

Item	Action Required	Responsibility	Completion Date/Status
Nelson Airport Director Appointment	Review Policy on Director Appointments early in 2018	Corporate Services Manager	Only minor amendments are expected. This will go to the March 2018 Full Council meeting.
Meeting Date 19 October 2017			
Grant of Easement to Network Tasman Limited at River View Campground	<p>The Chief Executive under took to discuss the undergrounding of services with Network Tasman.</p> <p>Give effect to the resolution to grant a perpetual easement to Network Tasman Limited at River View Campground for proposed electricity infrastructure.</p>	<p>CEO</p> <p>Property Officer</p>	<p>Underway.</p> <p>Underway</p>
Chief Executive's Activity Report	Report back to Council on the progress of Council's bid for Tourism Infrastructure Funding.	CEO	Decisions on application not made yet.



Item	Action Required	Responsibility	Completion Date/Status
<b>Meeting Date 16 November 2017</b>			
Public Forum	A request for Mr Paul Crockford for the original demolition quote for the Golden Bay Grandstand from Gibbons Ltd	Governance Advisor	There was no itemised quote specifically relating to demolition of the Golden Bay Grandstand on the original tender submitted by Gibbons. The tender included a consolidated estimate for 'excavation and demolition' for the Golden Bay Shared Recreational Facility (GBSRF) project as a whole. Mr Crockford has been advised of this. COMPLETED.
Waimea Community Dam Project Report	<p>Arrange for signature of the Variation of the Heads of Agreement.</p> <p>Preparation of a Project Office Delegation Register, for approval at Council's meeting of 14 December</p>	<p>Chief Executive</p> <p>Chief Executive</p>	<p>COMPLETED.</p> <p>Underway – Project Office are dealing. This will be presented to Council's 22 February 2018 meeting.</p>

Item	Action Required	Responsibility	Completion Date/Status
Golden Bay Grandstand	<p>Make available to the Grandstand Community Trust, the GBSRF and then to other interested parties, the grandstand roof and other grandstand materials for salvage and reuse ahead of demolition. A report on the outcome to be referred to Council on 14 December 2017.</p> <p>Having regard to any proposals received, arrange and complete the work to remove the grandstand and to set aside the roof within a budget of \$100,000.</p>	<p>Chief Executive</p> <p>Chief Executive/Community Development Manager</p>	<p>On agenda for 14 December 2017.</p> <p>On agenda for 14 December 2017.</p>
Mapua Waterfront Area Masterplan	Approve minor editorial amendments and the final version of the Mapua Waterfront Area Masterplan prior to publication	Cr King/Chief Executive	Currently being developed with Hothouse with minor amendments.
Access Restriction – Reilly Street, Takaka	Add the restriction of unauthorised motor vehicles from accessing the unsealed section of Reilly Street, Takaka to the Traffic Control Devices Register and notify the public of the new movement restrictions via Newsline and the Council's website.	Road Maintenance Programme Leader	<p>The Press Release was issued and the Traffic Control Devices Register updated.</p> <p>The gate was installed 30 November 2017 and restrictions operational from 1 December 2017</p>
Council Risk Management Policy	Sign off the Council Risk Management Policy for inclusion on the Council's Policy Register	Mayor/Chief Executive	COMPLETED.

Item	Action Required	Responsibility	Completion Date/Status
Tasman District Council representative on NRSBU Joint Committee	Notify Michael Higgins of Council's decision.	Mayor	COMPLETED.
Māori Representation	Notify iwi of outcome of Council's decision and advise of the intention to undertake a further round of discussion on whether to establish a Māori Ward for the 2022 and 2025 elections.	Mayor	Underway.
Mayor's and Chief Executive's Joint Activity Report	Notify LGNZ of Council's decision not to participate in CouncilMARK programme.  Amend the Delegations Register to reflect the renaming of 'Coordinator' positions to 'Team Leader' in the Resource Consent Team.	Mayor  Governance Advisor	COMPLETED.  COMPLETED.
Process for Council Appointed Director to Nelson Airport Limited Board (in committee)	Formally notify the successful candidate of their appointment.	Mayor	COMPLETED.



**8.17 SCHEDULE OF MEETINGS 2018**

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Kate Redgrove, Governance Advisor - Executive Assistant to CEO
<b>Report Number:</b>	RCN17-12-17

**1 Summary**

- 1.1 Schedule 7, s.19(5) of the Local Government Act 2002 (LGA), provides that meetings of a local authority must be called in accordance with Schedule 7 of the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders.
- 1.2 Standing Orders were adopted by Council in October 2016. Part 8 of Standing Orders confirm the process by which meetings are to be notified in writing to both members of the committees and to the public and aligns with the provisions contained within the LGA.
- 1.3 The definitions set out in Standing Orders confirm that 'publicly notified' includes publication of a notice in a newspaper circulating in the District and publication to a website.
- 1.4 The on-line Calendar of Council Meetings provides up to date notification of Council meetings to Councillors, members of those Committees and the public. Information from that Calendar, including updates, feed through to the newspaper publications 'Newline', 'Waimea Weekly', 'Motueka Guardian' and 'Golden Bay Weekly'.
- 1.5 The Chief Executive is satisfied this system of notification meets Council's statutory obligations.
- 1.6 In addition, Councillors will receive notification through the weekly Councillor Update, which gives details of Council meeting commitments for the following week.
- 1.7 Governance Services staff will input meeting dates in the Council's electronic meetings calendar late in December 2017 and will continue to update this resource throughout the year. Councillors can access this Microsoft Outlook meetings calendar through their electronic devices.
- 1.8 Attached for your information is a draft Schedule of 2018 meetings of Council, its Committees, Subcommittees, Joint Committees, Community boards and Annual Plan / Long Term Plan Workshops.
- 1.9 Council are not required to adopt the attached Schedule of Meetings. It is a guide only and will not be updated. It does not displace the on-line Calendar of Council Meetings referred to above.
- 1.10 Councillors should note that Consent Hearings are organised as and when needed and the Tasman Regional Management Plan (TRMP) Hearings will be notified in accordance with Council's statutory obligations.

**2 Draft Resolution**

**That the Full Council**

- 1. notes the on-line Calendar of Council meetings provides up to date notification of Council meetings for 2018;**
- 2. receives the Schedule of Meetings 2018 for information;**

**3 Attachments**

1. Final Draft Calendar of Meetings 2018

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Tasman District Council Annual Calendar of Meeting Dates for 2018 - Draft													
Month	January	February	March	April	May	June	July	August	September	October	November	December	Month
Mon	1 New Years Day												Mon
Tue	2 Day after New Year's Day				1 Joint Workshop (am)								Tue
Wed	3				2 LTP Deliberations								Wed
Thu	4	1 Waimea Dam Deliberations	1 Community Development		3 Environment and Planning			1 Engineering Services					Thu
Fri	5	2 Waimea Dam Deliberations			4 LTP Deliberations								Fri
Sat	6	3			5								Sat
Sun	7	4		1	6								Sun
Mon	8	5		2 Easter Monday	7 LTP Deliberations 9 to 5	4 Queens Birthday	2 Regional Transport Committee						Mon
Tue	9	6 Waitangi Day	6 Joint Workshop - Joint LTP Development Manual/ Port Tarakohe Advisory/Takaka Aerodrome	3 Creative Communities	8 Golden Bay Community Board	5							Tue
Wed	10	7 WCD Deliberations TBC		4	9 Steering Group - Feedback on CDM	6 FDS Urban Growth							Wed
Thu	11	8 Environment and Planning		5 Full Council	10 Engineering Services	7 LTP Workshop (AM) Audit and Risk	5 Community Development						Thu
Fri	12	9 Council Workshop LTP	9 RLBU/NRSBU	6	11	8							Fri
Sat	13	10		7	12	9							Sat
Sun	14	11		8	13	10							Sun
Mon	15	12 Council Workshop - Takaka FLAG		9 Council Workshop LTP	14	11							Mon
Tue	16	13 Wakefield Plan Change Pre Hearing Site Visit / Golden Bay Community Board	13 Regional Pest Management Plan Submissions Hearing / Golden Bay Community Board	10 Golden Bay Community Board	15 LTP Workshop (AM) Motueka Community Board	12 Golden Bay Community Board	10 Golden Bay Community Board	14 Golden Bay Community Board	11 Golden Bay Community Board	16 Motueka Community Board	13 Golden Bay Community Board	11 Golden Bay Community Board	Tue
Wed	17	14 TRIMP Workshop on LDM PC	14 Motueka Aerodrome Advisory Group	11	16 Citizenship Ceremony	13							Wed
Thu	18	15 Engineering Services	15 Omnibus PC Workshop	12 Community Development	17 Full Council	14 Environment and Planning	17 No meetings this week						Thu
Fri	19	16		13	18 AAA	15							Fri
Sat	20	17		14	19	16							Sat
Sun	21	18		15	20	17							Sun
Mon	22	19 Wakefield Plan Change Hearing and Deliberations	19 Regional Transport Committee	16	21	18							Mon
Tue	23	20 Council Workshop - FLAG Motueka Community Board	20 Motueka Community Board	17 Joint Shareholders/CDEM Motueka Community Board	22	19 Motueka Community Board	17 Motueka Community Board	21 Joint Shareholders/CDEM Motueka Community Board	18 Motueka Community Board	23	20 Joint Shareholders/CDEM Motueka Community Board	18 Motueka Community Board	Tue
Wed	24	21 SHA Workshop	21 Mapua Waterfront advisory group/Mooring PC Work	18 LTP Hearings	23	20 Motueka Aerodrome Advisory Group	18 Representation Review	22 NPS ET	19 Citizenship Ceremony / Motueka Aerodrome Advisory Group	24	21 Creative Communities	19	Wed
Thu	25	22 Full Council - adoption of consultation document	22 Environment and Planning	19 LTP Hearings/Audit and Risk	24 Community Development	21 Engineering Services	19 Representation Review	23 Audit and Risk	20 Community Development	25 Engineering Services	22	20	Thu
Fri	26	23 Commercial Committee	23	20 Zone 5 & 6 Meeting	25 Commercial Committee	22 RLBU/NRSBU	20	24	21	26	23 Commercial Committee	21	Fri
Sat	27	24		21	26	23							Sat
Sun	28	25		22	27	24							Sun
Mon	29 Nelson Anniversary	26		23 LTP Hearings	28	25							Mon
Tue	30	27 Representation Review AM	27 Joint Committee Nelson Tasman AM Representation Review PM	24 LTP Hearings	29 Community Grants	26 Port Tarakohe/Takaka Aerodrome	24 Community Awards Meeting	28 Community Awards Ceremony	25 Hearing on CDM DC + Deliberations	30	27 AP Workshop	25 Christmas Day	Tue
Wed	31	28 Council Workshop LTP	28 Citizenship Ceremony	28 Regional Pest Management Plan Deliberations	25 ANZAC Day	30	27 Mapua Waterfront advisory group	25 Citizenship Ceremony	29 Community Grants	26 Mapua Waterfront advisory group/Hearing on CDM DC + Deliberations	31	28 Citizenship Ceremony	26 Boxing Day
Thu				29 Engineering Services	26 LTP Hearings	31	28 Full Council - adopt LTP	26 Environment and Planning	30	27 Full Council		29 Environment and Planning	27
Fri				30 Easter Friday	27	29						30	29
Sat				31	28	30						31	30
Sun					29								31
Mon					30 Omnibus hearing & Decisions								31
Tue					31 Creative Communities								31
					31 Omnibus hearing & Decisions								31

Please note that this calendar is subject to change, for the most up to date information please check the website or contact an Executive Assistant





**8.18 MACHINERY RESOLUTIONS REPORT**

Information Only - No Decision Required

<b>Report To:</b>	Full Council
<b>Meeting Date:</b>	14 December 2017
<b>Report Author:</b>	Gabrielle Drummond, Administration Assisstant - Governance Services
<b>Report Number:</b>	RCN17-12-18

**EXECUTIVE SUMMARY**

The execution of the following documents under Council Seal require confirmation by Council.

**RECOMMENDATION/S**

That the report be received and that the execution of the documents under the Seal of Council be confirmed.

**DRAFT RESOLUTION**

**That the Tasman District Council**

- receives the Machinery Resolutions report and that the execution of the following documents under the Seal of Council be confirmed:**

**Deed of Renewal and variation of Lease – Nelson Tasman Free Kindergarten Assn (Inc.) for Pinegrove Kindergarten – The lease of Waimea Plains (Pinegrove) Kindergarten expired on 30 June 2017. The lease allowed for one right of renewal for a further 20 years to 30 June 2037. Rent has been Varied from \$100pa to \$200pa.**

**Surrender of Lease and Deed of Lease – Nelson Tasman Air Limited – Hangar Lease at Motueka Aerodrome Horizon Helicopters is surrendering its lease for the Hangar. Please see signing instructions form Fletcher Vauiter Moore.**

**Easement in Gross –Harley RD Holdings – RM130777**

**Easement in Gross – Arizona – RM160629**

**Variation of Lease – Argus Trust – Motueka Aerodrome – Deed recording variation to conditions of lease.**

**Deed – Myttons – Uplift deferment over Myttons property to allow subdivision.**

**Assignment of Lease – Oxford Street Plunket - Royal NZ Plunket Trust – Technical Change of lease only, still a Plunket Clinic.**







## 9 CONFIDENTIAL SESSION

### 9.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

**THAT the public be excluded from the following part(s) 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 follows.**

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:**

### 9.2 Appointing a Preferred Contractor to Construct the Waimea Community Dam

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(b)(ii) - The withholding of the information is necessary 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.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

### 9.3 Howard Forestry Right

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out,	s48(1)(a)

information for which good reason for withholding exists under section 7.	without prejudice or disadvantage, commercial activities.	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
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