



A strategic review of camping within Kaipara District



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Acknowledgements

This document has been prepared for the Kaipara District Council by independent consultant Paul McArthur with oversight by Kaipara District Council staff member Nadine Spring, Customer Support Manager – Customer Experience.

Disclaimer

This review has been undertaken by using information provided by Council staff. The scope of the brief did not extend to site visits or wider consultation with manawhenua iwi, external Council owned campground operators, stakeholder groups, or members of the community.

The recommendations contained within this report have been developed utilising the experience and knowledge of the author in the parks and recreation sector, and through extensive discussions with nominated Kaipara District Council staff. It does not constitute business, financial, or legal advice which should be sought separately as required.



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1. Executive Summary

How important are our campgrounds?

The Kaipara District Council provides a large and diverse portfolio of campgrounds. These range from large high revenue generating iconic campgrounds such as those at Kai Iwi Lakes and Mangawhai, through to smaller local reserve campgrounds often adjacent to community halls such as those at Pahi, Tinopai, Kellys Bay and Pouto. These campgrounds have been valued by generations of campers over many years, as well as contributing positively to the wider opportunities available for visitors to the Taitokerau region.

While the assessment identified campgrounds of relatively lower importance such as those at Glinks Gully and Kellys Bay, all the campgrounds were assessed as meeting the minimum threshold of being of 'value' to the district. They are all therefore worthwhile retaining if suitable operating arrangements can be put in place, and these can be sustained over time.

How should they be operated?

Operating models that are favoured are those that enable community outcomes to be achieved and where possible a positive financial return generated, while Council remains 'hands off' from involvement in the day-to-day operations and business risks.

- For commercially viable campgrounds that are discrete units well separated from wider parks and reserves provision, and a low level of Council control is needed, commercial leases are considered the best option and are currently already in place at these locations. (Mangawhai, Bayleys, Dargaville)
- For campgrounds, that may be smaller or are interconnected with wider reserves provision, or a greater level of Council control/ownership is needed, community leases or licences to occupy are favoured. Pursuing this type of option for Kai Iwi Lakes (on a commercial basis) and undertaking a process to 'test the market' on community licences for Kellys Bay and Glinks Gully is recommended.

The other campgrounds also currently have some form of community lease of licence in place. For these, effort is needed to increase the level of liaison and support by Council to increase their resilience and sustainability over time.

- For Kai Iwi lakes, if a suitable licence to occupy is not possible, then a management contract, or as a last resort the status quo direct operation is recommended.
- For campgrounds of relatively lower importance such as Kellys Bay and Glinks Gully, if suitable licences to occupy are not possible, then permanent closure remains an option.

How are they best managed by Council?

Inevitably, the skill sets of several different Council teams are required to effectively manage campground assets. However, it is important that a 'lead' team is clear for each campground type, based on the predominant skill set required. This is recommended as follows:

- Commercial leases – Property and Commercial
- Community leases and licences on reserves land – Parks
- Management contracts and direct operation by staff - Parks

Support for critical elements of the work in each area should also be provided by the Customer Engagement, Community, Planning and Delivery teams as well as Parks and Property & Commercial for areas that they are not leading on.

What are the critical issues?

Several critical issues have been identified that will require ongoing attention and risk management in the future. These include the need to:

- Maintain a strong and effective partnership with manawhenua regarding management of the reserve land that includes campgrounds and providing opportunities for participation.
- Maximise the long-term viability of management entities to avoid reversion to Council.
- Identify and assess the condition of campground assets where the Council has ownership or management responsibility and use this information to plan for, and reduce, any contingent liability for asset renewals.
- Prepare and plan for various effects arising from climate change including:
 - Possible physical damage to campgrounds (floods, slips, drought, fire, coastal erosion).
 - Changes to visitation patterns resulting from changes to the weather or damage to nearby attractions.
- Ensure campgrounds can achieve and maintain statutory compliance in the following areas:
 - Registration and compliance under the Camping Ground Regulation 1985, including the use of exemptions as appropriate.
 - Effective management of health and safety obligations under the Health and Safety in Work Act 2015.
 - Compliance with the new drinking water standards and the associated treatment and monitoring requirements under Taumata Arowai.

2. Purpose

Kaipara District Council owns many campgrounds around the Kaipara District.

These include facilities at:

- Kai Iwi Lakes/Taharoa Domain (Pinebeach & Promenade Point)
- Glinks Gully
- Mangawhai Heads
- Pahi
- Tinopai
- Kellys Bay
- Pouto Point
- Dargaville
- Bayleys Beach

In addition, campervan overnight parking for a fee is provided by the Museum at Pou Tu o Te Rangi -Harding Park.

These campgrounds are administered through several different General Managers (GMs) and under several different management models, including direct operation by staff as well as through commercial leases or community licences to occupy.

There is currently no strategic approach to the Council's involvement in the provision of camping opportunities across the district, including an understanding of the reasons why the Council provides for this activity, what outcomes it is seeking and the most effective management structures and operating models to achieve these.

The purpose of this review is to develop and be clear on the outcomes sought by Council provision of camping opportunities within the district. This will ensure that decision-making regarding the future management of these sites will focus on what is required to meet these outcomes for the benefit of the Council and the communities that it serves.

3. Scope

Inclusions

- All Kaipara District Council owned land or facilities that provide for camping where a fee is charged to camp overnight.

Exclusions

- Campgrounds operated privately, by manawhenua or the Department of Conservation
- Formally or informally recognised freedom camping sites where no charge is applied.

4. Background

What is camping?

The activity of camping is described in legislation as:

“Staying overnight for recreation in an outdoor area for one or more nights, usually in a tent, cabin, caravan, campervan or other kind of vehicle.” (Freedom Camping Act 2011)

And a camping ground is:

“Any area of land used or designed or intended to be used, for rent, hire, donation, or otherwise for reward, for the purposes of placing or erecting on the land temporary living places for occupation, by 2 or more families or parties” (Camping Ground Regulations 1985)

What role does camping play in Kaipara District?

Kaipara District has a diverse range of coastal locations, ranging from the sheltered tidal beaches around the margins of the Kaipara Harbour, surf beaches of the West Coast, the estuary and surf beach of Mangawhai as well as the stunning Kai Iwi Lakes. The area is therefore a favoured destination for holidaymakers. The campgrounds in these areas provide a great holiday base for Kaipara residents and visitors from Auckland and beyond to enjoy a range of water sports, walking, biking, or to simply relax.

In addition, visitors touring Taitokerau Northland have found camping opportunities within the district great places to stop off along their journey. These campgrounds are therefore important elements of tourism infrastructure that contribute to the outcomes sought in the Taitokerau Northland Destination Management Plan (DMP).

In recent years, international visitors have also become significant users of some of the Council owned campgrounds such as Kai Iwi Lakes, although this pattern was interrupted by the arrival of Covid19 in 2020 when international borders closed. Tourist arrivals have since been steadily rising but are not yet back to Pre Covid levels.

Why does the Council own or operate campgrounds?

Most Council owned camping grounds are on reserve land managed under the Reserves Act 1977. Several of these were historically managed by domain boards before they were inherited by the Council under local government reorganisation in 1989. They predominantly comprise old-style kiwi campgrounds used and loved over generations by predominantly New Zealanders.

Council owned campgrounds provide a range of facility levels and locations to meet the needs of different user groups. Several of the campgrounds are currently marginal from a financial viability perspective, which places ongoing challenges on the administering organisation. These can come to a head resulting in the Council needing to ‘step in’ such as has been experienced at Glinks Gully and more recently at Kellys Bay. These recent issues have, at least in part, been the catalyst for this review.

5. Process

The following steps were taken to methodically undertake this review:

1. Summarise Current Situation

Collate a summary of all Council owned and operated camping facilities detailing the following:

- Physical attributes
- Management entity
- Operating model
- Asset Ownership and indicative condition
- Level of statutory compliance

2. Consider options available

- Roles Council can play in supporting campgrounds.
- Types of operating models

3. Define a framework for assessing camping provision

Is the campground important?

- the unique characteristics of the district such as geography, patterns of demand, existing supply, asset condition, benefits and costs etc.

What assets and services should be provided?

What is the best management operating model to achieve this?

- What is currently working well and less well?
- the approach taken by other neighbouring districts within Northland/Taitokerau area.

How is the campground best managed within the Council?

This strategic approach will include identifying the purpose and outcomes sought through camping area provision as well as objectives, standards and practices necessary to best achieve these community outcomes.

4. Assess existing camping areas against the proposed strategic framework and develop any necessary recommendations on changes to consider for each site.

6. Current Situation

6.1. Supply

Supply of camping opportunities across the district is available in many forms including:

- Privately owned commercial campgrounds
- Department of Conservation (DOC) campsites
- New Zealand Motor Caravan Association (NZMCA) sites
- Kaipara District Council owned or owned & operated campgrounds.

The Council owned campgrounds are operated under several different operating models including:

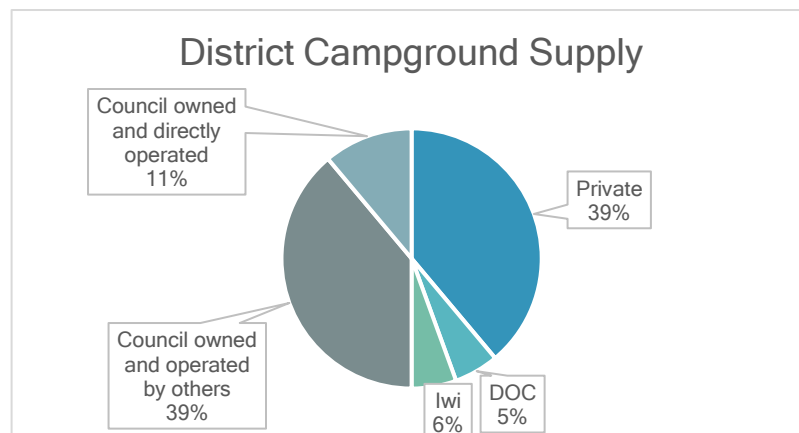
- Council operated - Taharoa Domain / Kai iwi Lakes, Glinks Gully
- Commercial Leases: Mangawhai Heads, Selwyn Park Domain, Bayleys Beach
- Community Lease/Licences to Occupy: Pahi Domain, Tinopai Domain, Pouto Marine Hall Campground, Kellys Bay (recently closed)

Commercial leases are those where a profit-making business can operate successfully, whereas Community leases or licences generally operate on 'peppercorn' rentals and are with 'not for profit' organisations that put any excess funds back into the operation of the campground or the adjacent hall or reserve.

In addition to these sites, the museum permits overnight parking at Harding Park for self-contained motorhomes for a small fee. There are other areas where camping occurs in the district that are informally used by freedom campers; however, these are not within the scope of this report.

Quantity

Of the eighteen locations where campgrounds are provided throughout the district, nine are Council owned and two of these are also currently Council operated.¹



¹ Total includes Kellys Bay which is currently closed, and excludes Dargaville Museum

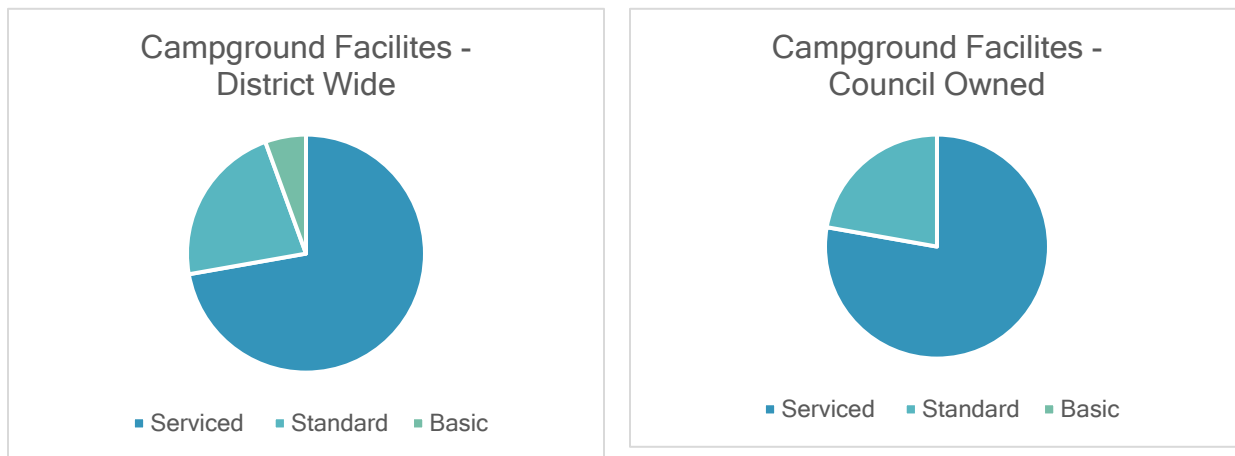
Council owned campsites are dominated by a few larger campgrounds (such as Taharoa Domain/Kai Iwi Lakes and Mangawhai), and several smaller campgrounds that are scattered around the communities bordering the Pouto Peninsula and Kaipara Harbour.

Level of Facilities

Most campgrounds in the district provide a wide range of facilities and services for visitors.

Using the Department of Conservation classification system, close to three quarters of all campgrounds within the district would meet the 'fully serviced' standard. This standard includes the provision of facilities such as flush toilets, tap water, kitchen/cooking bench, hot showers and rubbish collection. Many of the campgrounds also provide laundry facilities, BBQs, fireplaces, cookers and picnic tables.

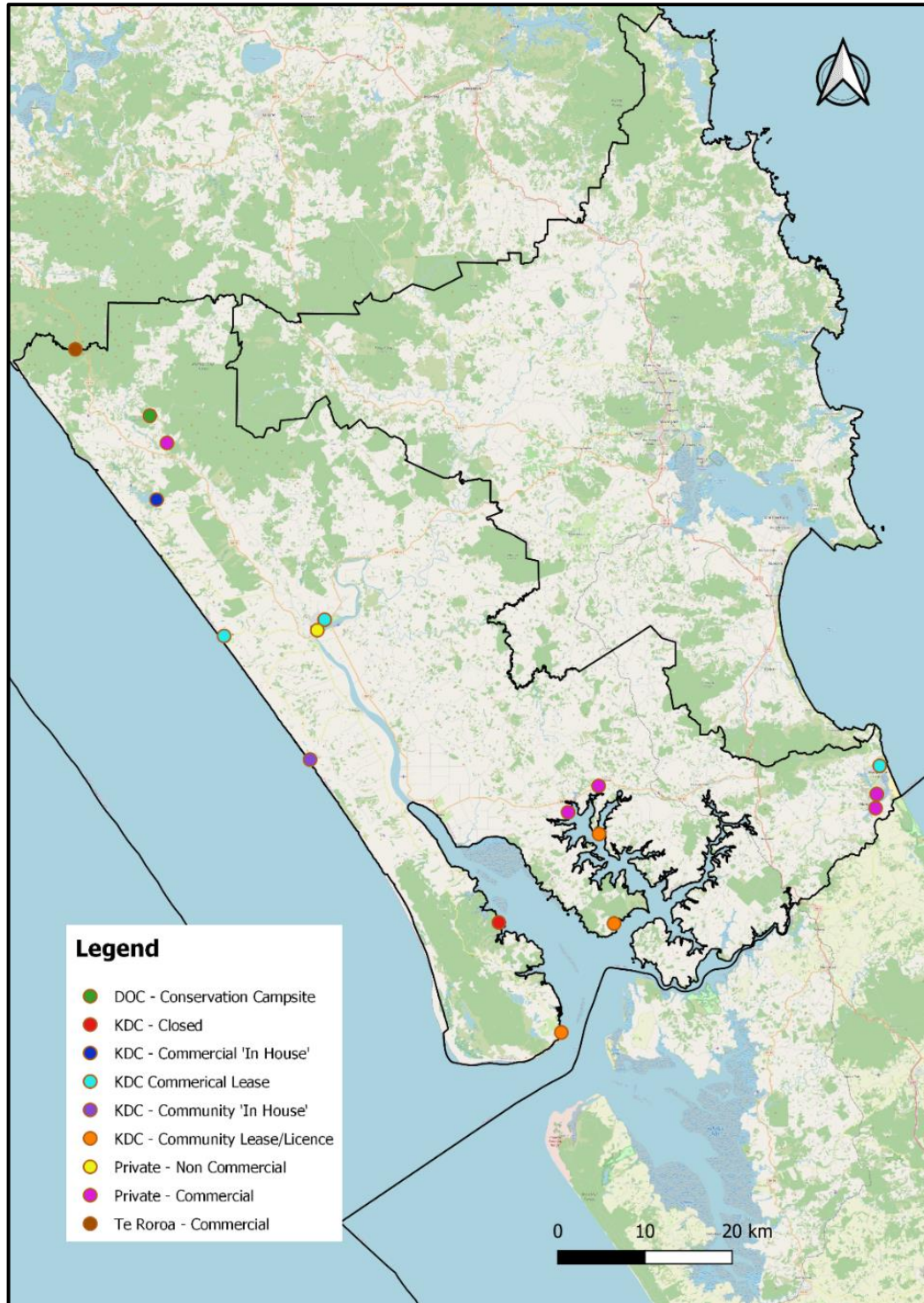
Council owned campgrounds provide a similar proportion of 'fully serviced' campgrounds to the wider district as shown below:



A summary of campground ownership, size and level of facilities is provided in Appendix Five.

Distribution

Campgrounds are well distributed throughout the district with most being complementary to each other, offering different locations, levels of facilities, or experiences for a range of visitor types.

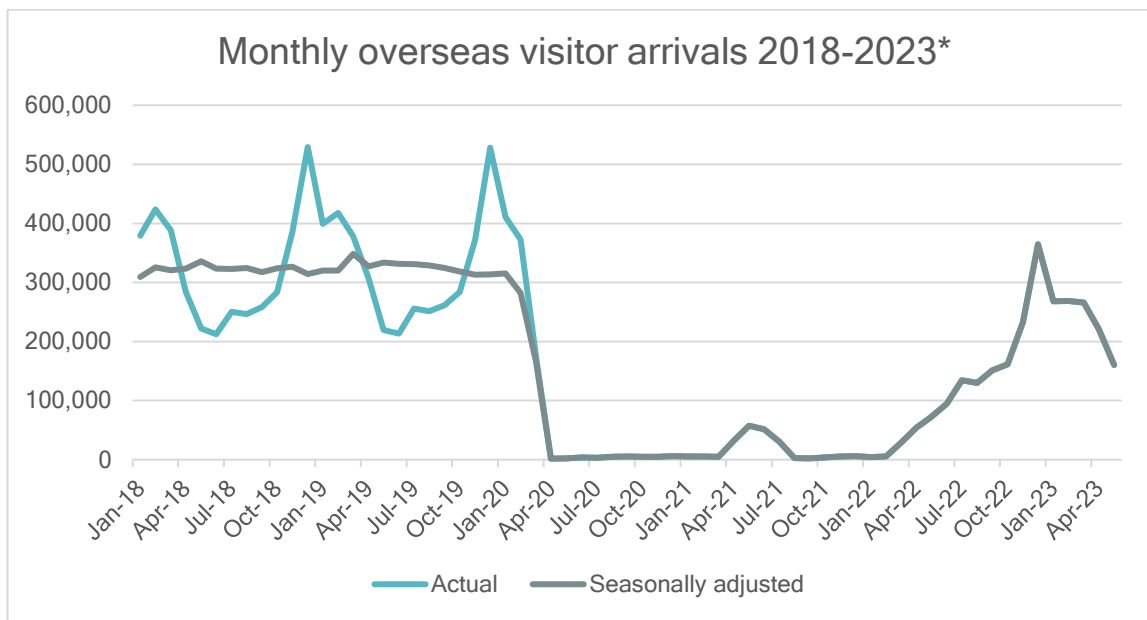


6.2. Demand

The core users of Council campgrounds are historically New Zealanders on their summer holidays. Of these, the predominant source of these holidaymakers is the wider Auckland urban area, although local Kaipara residents are also regular users. Many campers return year after year and have done so for generations.

With an aging demographic, the number of 'grey nomads' in campervans is also increasing. These campers do not require a high level of facilities given that their vehicles are either self-contained or mostly self-contained.

While international visitors ceased between 2020 and 2022 because of closed borders due to Covid 19, these numbers are rapidly bouncing back with projections that they will exceed pre-Covid numbers in the next few years.



*Months from April 2020 reflect actual visitors without seasonal adjustment. Source: Stats NZ.

As well as providing a base for summer holidays, campgrounds have also served an important accommodation role for visitors travelling the 800km Twin Coast Discovery Highway which encircles the Taitokerau Northland Region (including the Ancient Kauri Trail portion through the heart of the Kaipara District).

More recently, various cycle trail and route development initiatives are further adding to the offering that the Kaipara District provides for visitors:

- The Kaihu Valley Trail (KVT), currently under development, will provide an off road biking and walking connection through heartland northern Kaipara between Donnellys Crossing and Dargaville.

Stage one of the KVT trail comprising two sections, from Mamaranui to Kaihu and Dargaville to Parore, has recently been completed and is currently linked by low-volume roads.

- Ngā Haerenga, the NZ Cycle Trail Network, also promotes 2 Heartland Rides in the district including the Kauri Coast Cycleway between Rawene and Dargaville and the Kaipara Link between Dargaville and Pouto Point to connect with boat transport to Helensville and beyond to Auckland.

Several Council owned campgrounds such as Kai Iwi Lakes, Dargaville and Kellys Bay are identified on these cycle trail maps and are promoted as part of the current suite of accommodation options for visitors. These campgrounds will benefit from increased demand from cycle tourism as these trails develop further.

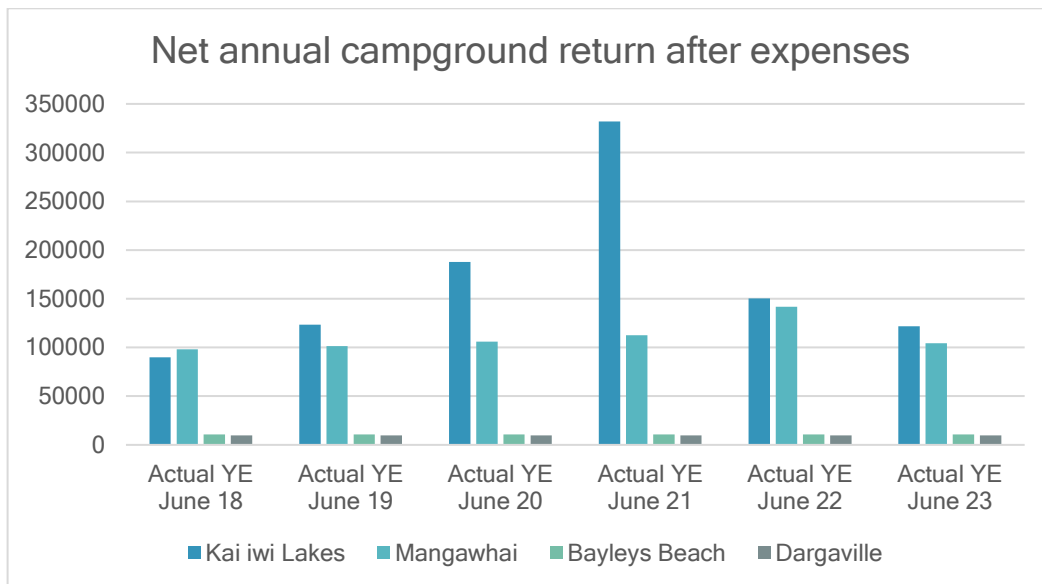
6.3. Benefits and costs of camping

Benefits

Direct Council financial return

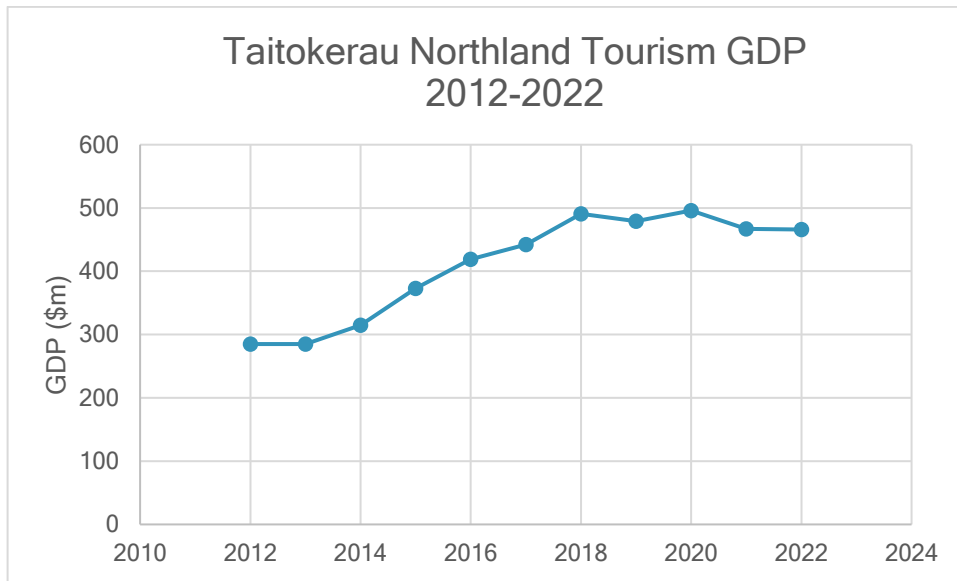
Most campgrounds operate under community 'licences to occupy' and do not generate a return to Council. While the specific arrangements vary, in general terms they all operate under a nominal 'peppercorn' rental and are with charitable organisations that put any surplus funds back into the operation of the campground and/or adjacent wider reserve or hall.

There are however several campgrounds that do generate a return for Council. A summary of these is shown in the below graph:



Indirect regional financial return

There is no doubt that tourism produces a significant financial benefit to the Taitokerau Northland Region. Over \$450 million annually has been generated over recent years by both domestic and international visitors. Over 7500 people are also employed in the region's tourism industry². A share of this activity will be benefitting local Kaipara businesses providing accommodation, transport, food and hospitality, as well as tourism experiences.



Source: Infometrics Regional Economic Profiles

Community wellbeing

Camping opportunities provided by the Council are valued and appreciated by the Kaipara community. The benefits of outdoor recreation and connecting with nature on personal health and well-being are well documented.

In addition, the presence of suitable and attractive camping facilities for visitors to the district can reduce the adverse effects on local communities of visitors camping at inappropriate locations without suitable facilities (Freedom camping). The task of enforcement officers becomes much easier if alternative suitable places to camp are available.

Housing

Some Council campgrounds provide a role for longer term accommodation. This may be for those that may not be able to afford other accommodation or seasonal staff working on nearby farms, market gardens etc.

² Northland Inc: Northland Regional Economic Development Agency

Costs

Financial

On an overall basis, campgrounds owned by the Council generate a positive return.

However, some campgrounds do make a loss, or require regular 'top up' by way of community grants or support through 'contracts for service' for work undertaken in the adjacent reserve facilities.

For a campground making a loss, this means that the camp operations are effectively subsidised by wider ratepayers, rather than the campers themselves that are the primary beneficiaries. Based on information provided by staff, the only campground currently making a loss currently is Glinks Gully, although several other campgrounds are also financially supported through grants or contracts for service. The extent of loss incurred at Glinks Gully has ranged between \$22,000-38,000 over the last few years, however this is small, in the context of the profit generated by other commercial campgrounds.

In most cases, the underlying ownership of assets within the campgrounds is the Council.³ This means there may be a contingent liability on the Council to fund asset renewals (depending on each specific agreement) in the event of failure, or to decommission and remove assets if required in the event of a management entity ceasing to operate.

Environmental

While there is no evidence of significant adverse environmental effects occurring from Council owned campgrounds, this is always a possibility - particularly for those that have tight financial margins and do not wish to incur significant additional costs. For example, any issues with poorly maintained and operated sewerage and solid waste disposal systems can cause environmental damage.

Social

Poorly managed camps can have negative effects on other reserve users or the adjacent community. This could be because of poor camper behaviour, physical displacement of day users through camping taking over day use areas⁴, or through noise or traffic creating issues for neighbours.

Organisational

A significant amount of staff time goes into managing campgrounds. This varies depending on the operating model as leases are managed at 'arm's length' by Council whereas direct 'in house' operations require more staff time.

³ Council may historically own the assets, or they may revert to Council in the event of an management entity ceasing to operate, due to the underlying land ownership.

⁴ e.g. Pahi Campground overflow use of the reserve, Kai iwi Lakes camping and day use areas together.

Some of this time can be directly charged against the relevant campground account, however much of it is likely to fall as general 'overhead' funded by wider Council budgets and the ratepayers.

7. Defining a framework for camping provision

To comprehensively assess the means and extent that the Council wishes to be involved in the provision of camping, it is important to consider some of the principles, goals, and objectives for camping in the district, before assessing the role that Council wishes to play in supporting and providing for camping.

7.1. What are our underlying principles?

The below principles have been developed and used as part of this assessment process:

- Kaitiakitanga – Protecting the hauora/health of the environment.
- Manaakitanga – Caring for our visitors.
- Tōkeke – Being equitable by ensuring costs fall where the benefits accrue.
- Whakamana – Authorising and empowering others to be the primary providers of camping opportunities.
- Tautoko – Providing support to achieve camping objectives for the district and Taitokerau Northland as a destination.
- Mahi tahi - Working together with manawhenua iwi and local communities.
- Urutau – Being adaptable to changing circumstances such as through the effects of climate change, the changing capacity of partners, or visitor use patterns.

7.2. Existing policy direction

Local Government Act 1991




The Council has an overarching role under the Local Government Act 2002 to "promote the social, economic, environmental, and cultural well-being of communities in the present and for the future."⁵ (Section 10, 1b).

As part of the process to develop its upcoming Long-Term Plan for 2024-2034, the Council has recently created a new vision and community outcomes. These are based on five key themes:

⁵ Section 10, 1b, Local Government Act 2002



Within these, the following community outcomes are of relevance for the provision of campgrounds.

	Community Outcomes	How can campgrounds contribute?
<p>Healthy Environment</p> 	<p>Support the minimisation of waste and its impact on the environment.</p> <p>Balance growth with climate adaption.</p>	<ul style="list-style-type: none"> • Effective wastewater and solid waste minimisation and disposal systems. • Ensuring campgrounds are not located in high-risk areas and facilities are resilient.
<p>Prosperous Economy</p> 	<p>Actively promote Kaipara as the place to be.</p> <p>Promote pro-growth and business friendly initiatives.</p> <p>Support tourism and industry with Kaipara as a destination of choice.</p>	<ul style="list-style-type: none"> • Camping opportunities are part of what attracts visitors. • Campgrounds provide opportunities for associated businesses to operate and thrive.
<p>Vibrant Communities</p> 	<p>Attract and welcome new residents to our district.</p> <p>Advocate for inclusive communities.</p> <p>Empower our communities to contribute and thrive.</p>	<ul style="list-style-type: none"> • Camping opportunities are part of what attracts new residents. • Local communities continue to operate or have a say in the management of campgrounds they value.

Open Spaces and Facilities Activity Profile 2021

Camping facilities provided by the Council are included in the Open Spaces activity.

This activity seeks to contribute to Community outcomes in the following ways:

- Climate smart: Consider the effects of Climate change when future planning.
- Vibrant communities: Provide adequate open spaces and support the development of attractive open spaces.
- Healthy environment: Provide clean recreational spaces by keeping the parks and facilities well maintained.

This activity currently achieves a high level of community satisfaction.

Taitokerau Northland Destination Management Plan 2021 (DMP)

The DMP recognises that Northland is an outstanding and diverse destination, with rich cultural history, landscapes, natural values and recreational opportunities, which makes it attractive to domestic and international visitors alike. It recognises the importance of tourism to the regional economy and sets out a range of objectives to enhance the tourism offering in the future. These include:

- Strong partnerships with manawhenua
- Cohesive communication and strong collaboration between partners
- Seeking ways to broaden seasonal visitation patterns
- Protection of the environment
- Telling stories appropriately
- A user pays approach to provision
- Focus on sustainability

Actions include furthering product development in the cultural, arts, events, food and cycling/walking areas. For Kaipara, this includes the further promotion of the Twin Coast Discovery Highway and the completion of cycle routes including the Kaihu Valley Trail and Kaipara Link currently under development and yet to be fully discovered by visitors.

Reserve Management Plans (RMP)

Council has several reserve management plans that provide policy guidance for specific reserves which contain campgrounds including:

- Taharoa Domain (2016)
- Mangawhai Coastal & Harbour Reserves (2009)
- Pahi Recreation Reserve (1996)

In addition, the RMP for Pou Tu o Te Rangi – Harding Park (2022) provides a framework for how to best manage the overnight use of this area for campervans.

The direction contained in these documents has been considered as part of the review of each of these campgrounds.

7.3. What do our iwi partners and community think?

The scope of this report does not extend to direct consultation with iwi, campground operators, users, or community organisations. Through various conversations with staff, some insights have been gained, however, wider consultation made be required before undertaking any recommended actions in this report.

Some of the key messages from staff include:

- The importance of open and ongoing dialogue and participation with manawhenua
- The extent that the local community value these campgrounds
- The need for a close working relationship with campground operators run by community organisations.
- The importance of retaining campgrounds to provide infrastructure to support other initiatives such as the Kaihu Trail.

7.4. The approach of other Councils

Far North District Council (FNDC)

Only 2 campgrounds are owned by the FNDC, and these are operated via commercial leases. Both are connected to land held as recreation reserve under the Reserves Act 1977 or are other important coastal public access areas.

The Houhora Heads and Tauranga Bay campgrounds were directly operated by the previous Country Council before the formation of the FNDC in 1989, after which they were leased to private operators.

Whangarei District Council (WDC)

The WDC does not directly operate commercial campgrounds. It does own the land comprising one campground in central Whangarei, which it leases to a private operator.

The Council also provides several freedom camping sites at various coastal locations and carparks in Whangarei for use by fully self-contained vehicles. Most of these sites are only available during the summer peak period and are provided at no charge in addition to the range of commercial and DOC campgrounds already available.

The Council does not have a strategy relating to camping, although has done considerable work in planning for and managing freedom camping.

Auckland Council

The Auckland Council is involved in camping primarily through its Regional Parks network. This includes locations close to Kaipara District such as Atiu Creek Regional Park on the shores of the Kaipara Harbour and Mahurangi Regional Park. Both provide a variety of accommodation options including camping.

The Council also owns and leases campgrounds at Whangateau and Martins Bay to private operators. These are also located on land held as recreation reserve under the Reserves Act 1977.

7.5. Trends

There are several trends that will have a direct impact on Council owned camping facilities and need to be taken into account as part of this review. These include:

Visitors

- Recovery of and further increase of international visitor numbers following Covid 19
- Increasing numbers of older visitors in campervans.
- Return of younger international backpackers wishing to freedom camp, with greater regulatory restrictions likely to be required for this activity.

Community

- That the demographics of some smaller communities is changing with higher nonresident property ownership, aging community members and lower levels of volunteerism by younger generations.

Environment

- Increasing awareness and demand to ensure our environment is protected and improved rather than degrade further.
- Demand for reduced greenhouse gas emissions through our activities

7.6. What outcomes from camping do we want?



8. What are the options?

8.1. Council roles

There are a variety of ways that the Council can support camping in the district as described below:



8.2. Types of operating models

Direct operation 'in house'

Description and Features

This model involves delivery of campground services by staff, or by the use of a combination of staff and 'contracts for service' for functional areas such as cleaning, security, grounds maintenance, marketing, reservations etc. Council collects and retains the revenue from the operation and pays the expenses including staff salaries and wages as well as other operating and capital costs.

Best suited where:

- ✓ A high level of operational control is sought by Council.
- ✓ Good revenue and net profit levels are consistently achievable without significant capital investment.
- ✓ The risk of significant reductions in revenue or increased costs are acceptable.

Management Contract/ Contract for Service

Description and Features

This model is similar to direct operation, but the operational delivery of the service is undertaken by a third party or organisation for a contract fee. This fee is usually a fixed amount but may include variable amounts if the service required is directly affected by other variables (such as visitor numbers) The management contractor collects the fees on behalf of the Council and passes these on. The Council pays for the management contract as any other contractor.

Best suited where:

- ✓ It is not possible to cleanly separate the campground operation from wider interests the Council may have in or adjacent to the site – such as reserve providing for other activities.
- ✓ Council wishes to retain a greater level of control over the management of the campground⁶

Management Agreement

Description and Features

Authority to undertake day to day management of a reserve limited to normal day to day maintenance and management duties but excluding capital works or improvements. A management agreement usually provides for any revenue generated from a reserve to be utilised for the ongoing costs associated with managing the reserve. It does not require payment for services.

Best suited where:

- ✓ A local reserve (which may include a campground), is best managed locally rather than through a district wide parks contractor and a revenue stream exists from the reserve that is able to fund its operation.
- ✓ Council has a low need to be involved with the day to day management of the reserve.

⁶ A management contract is specific to a set of services that the Council is purchasing from the contractor, which may not be all elements of the campground operation.

Licence to Occupy (Licences)

Description and Features

A licence to occupy provides for the right to occupy and use land and/or facilities. Control default 'possession' remains with the Council except where the licence confers various rights. Some rights and responsibilities remain with the Council however the licensee is also authorised to go about the defined permitted use, provided they meet standard requirements such as statutory compliance, management of health and safety, indemnity insurance and maintenance etc.

The licensee retains any revenue generated from the operation and pays the annual licence fee.

Best suited where:

- ✓ It is not possible to cleanly separate the campground operation from wider interests the Council may have in or adjacent to the site – such as reserve providing for other day use activities.
- ✓ Council wishes to have some underlying involvement in the management of the land and/or facilities but does not wish to be involved in the 'business' operation.

Lease

Description and Features

A lease model is a stronger legal agreement than a licence which usually provides for 'exclusive possession' subject to any exceptions. This means that the lessee can exclude others from the premises including the landlord, unless required notification conditions of entry within the lease are met. The licensee retains the revenue generated and pays the annual lease fee.⁷

Best suited where:

- ✓ The campground is a discrete and separate operation from the rest of a reserve or Council managed area.
- ✓ Council has a low need to be involved with the operation provided it is run in accordance with the permitted use, a fair rental is paid, and other standard conditions are met.⁸

Closure

Description and Features

This remains an option for the Council depending on the outcome of the individual campground assessments. This is not necessarily a simple option as it requires various amounts of decommissioning and possible removal of assets so would involve a one-off cost to Council plus additional costs for managing and maintaining the site post closure.

Best suited where:

- ✓ The campground is considered 'not important' as a contribution towards community outcomes.
- ✓ There is no other suitable party or organisation willing to operate the campground under terms acceptable to the Council.

⁷ Leases can have base rental plus revenue sharing components.

⁸ Other standard conditions usually include the requirement for statutory compliance, appropriate insurances, outgoings covered etc.

9. Assessment Framework

9.1. Is the campground important?



9.2. What assets and services should be provided?

	Council campgrounds should therefore:	And achieve this by providing
The natural and cultural environment is protected and enhanced	<ul style="list-style-type: none"> Have a neutral or positive impact on the environment. 	<ul style="list-style-type: none"> Functioning water and wastewater systems that meet Council standards. Effective management of solid waste. Plans to reduce /maximise the efficiency of fossil fuel use. Enhancement of grounds through the planting of natives where suitable available land exists.
Visitors are attracted to the camping opportunities available and have a good experience	<ul style="list-style-type: none"> Contribute to a well distributed network in a variety of settings. Contribute to the range of facility provision levels to suit a range of users and budgets. 	<ul style="list-style-type: none"> Facility levels that meet the needs of target user groups. Active management of visitor health and safety.
Campgrounds make a positive difference to the local economy and are sustainable	<ul style="list-style-type: none"> Ensure campers primarily fund their own camping experience.⁹ Break even or make a net return for the Council if not providing other benefits. Provide a benefit for wider tourism initiatives for the Taitokerau Northland region.¹⁰ 	<ul style="list-style-type: none"> A management operating model that is likely to be sustainable over time. Effective management of risks to Council due to loss of revenue or significant increases in costs.
Local communities have access to enjoyable camping experiences and visitors are well managed	<ul style="list-style-type: none"> Provide accessible camping opportunities for residents. Provide camping options for visitors to avoid adverse effects.¹¹ 	<ul style="list-style-type: none"> The continued provision of campgrounds where these are utilised and valued by Kaipara residents. Rates are not adversely affected by the ownership and operation of campgrounds.

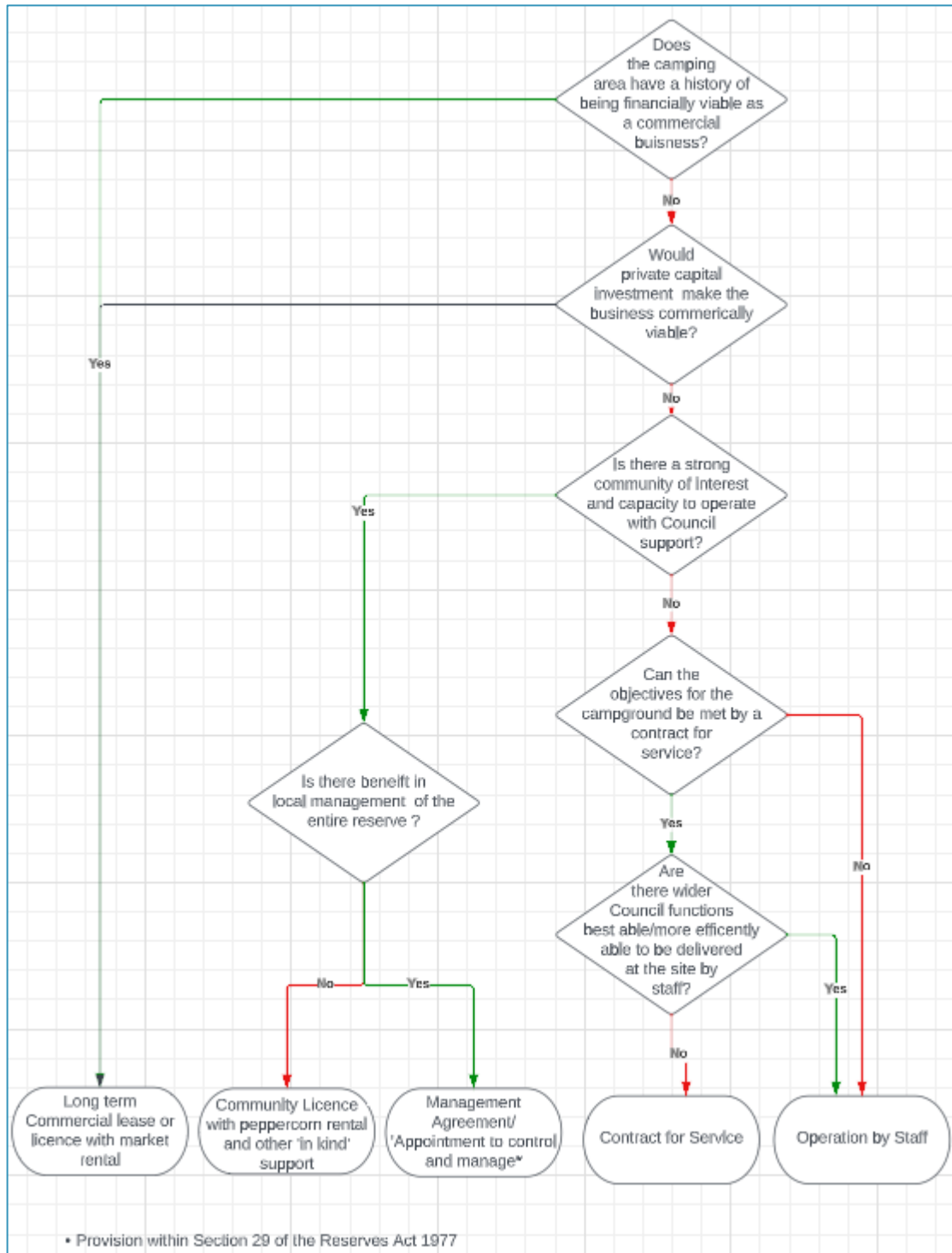
⁹ As opposed to significant ratepayer funding.

¹⁰ Such as the Twin Coast Highway tourist route or the Kaihu to Pouto Cycle Trail.

¹¹ Such as issues arising from freedom camping.

9.3. What is the best operating model to achieve this?

Considering the principles (Section 7.1), the outcomes (section 7.6), the roles that Council can play (Section 7.6) and the types of operating models available (Section 8.2) a campground-by-campground assessment can be made to best match the needs of the camp to the most suitable operating model. This assessment process has been broadly described below:



How are campgrounds best managed within the Council?

The management and operation of campgrounds within an organisation requires a variety of skill sets. It is therefore inevitable that staff from different departments need to contribute to ensure that these assets are managed most effectively.

However, it is important that every team is contributing towards common objectives and each team is clear about the contribution that they are making. In addition, there is a need to identify for each type of campground, which team is 'leading' and which is 'supporting', This is critical from a project management point of view, as well as creating a primary point of contact for the campground operator and the wider community.

This section of the review only provides a general assessment regarding internal management structures, based on personal experience from other central and local Government organisations. The assessment has not undertaken any in-depth analysis of the specific roles and functions of current Council teams.

10. Campground Assessment

Taharoa Domain – Kai Iwi Lakes Campgrounds

Campground importance assessment

A strategically important asset for Council. A 'flagship' reserve for Kaipara with an important revenue stream and contribution to regional Taitokerau tourism. Important wider public use area and dune lake natural environment.

Operating model assessment

Commercially viable campgrounds located within the Taharoa Domain which also provides for use and enjoyment by many other day user groups. In addition, management actions to restore native vegetation, biodiversity and to protect water quality and natural values in the lakes are fundamental parts of the Council's interest in the reserve.

It is not practical or preferable to separate the Council from the campground operation by way of a lease, however, increased delivery of services by others by way of licence to occupy or management contract would ensure a level of control remains with Council and an important revenue stream is maintained.

Both the Reserve Management Plan (2016) and the Review of Operations (2021) signal a desire to improve the financial performance of the campgrounds through active management of fees, improving occupancy and extending the season - perhaps through investment in the provision of built accommodation.

Given the shared governance for the reserve, and the existing interest that Te Roroa has in campground management at Waipoua Forest, it is recommended that discussions are undertaken to explore whether there are any opportunities for Te Roroa to operate the campground. If Te Roroa is not interested in this type of involvement, then an expressions of interest process could be undertaken. Continued direct 'in house' operation by Council would remain possible if no other suitable options emerged.

Council management

Given the role that the Parks team has in management operations for the wider Taharoa Reserve, it is considered most appropriate that this team is the lead for the operations of these campgrounds. Important support would also be essential from the Customer Experience and Community teams.

If a licence to occupy is selected, the Commercial and Property team would provide support in the development of this agreement.

Recommendation

- Initiate dialogue with the Taharoa Domain Governance Committee to consider:
 - Changing the operating model to a commercial licence to occupy or management contract,
 - provide this opportunity to Te Roroa in the first instance,
 - or alternatively, advertise on the open market.

Retain 'in house' operation if a suitable option does not present itself.

- Undertake actions to ensure that both campgrounds are compliant with the Camping Ground Regulations (1985) either through the upgrade of facilities or by applying for a partial exemption.
- Review various other recommended improvement actions identified in the 2021 Review of Operations and Reserve Management Plan and implement any not yet completed that will improve the campground operation.
- Review management of lake water supply to campground facilities to ensure non-potable water is not used by campers or water supply is upgraded to standards required by Taumata Arowai
- Transfer operational oversight of the campgrounds to Parks, along with any necessary resources, with support from the Customer Engagement, Property, Community and Planning & Delivery teams as required.

Glinks Gully Campground

Campground importance assessment

A small and basic campground with 'tired' facilities frequented by regular users over the summer months of operation. Of lower importance but is valued by the local community. It is located adjacent to a key entry point to the beach and is close to the developing Pouto Link section of NZ Cycle trail. Its importance and value may improve with improvement actions. Over the last few years the campground has been making an operating loss of \$22,000 – \$38,000 per annum.

Operating model assessment

The current in-house operating model appears to be only in place in the absence of other obvious alternatives. Given the current relatively lower importance level of this campground, it is considered worthwhile to fully explore whether there are any viable options in which the Council can reduce its direct involvement.

Council management

Once the operating model for this campground is finalised, the primary Council role is in managing the operation. The Parks team is considered best placed to have primary oversight with support from the Customer Engagement, Property and Community teams as required.

Recommendation

- Undertake an Expressions of Interest process¹² to determine whether other operators are willing to take on the management of this campground through:
 - a licence to occupy or if this is not possible,
 - through a simple management contract, with the existing parks contractor providing grounds and facility maintenance.

If a suitable operating arrangement is not possible, then commence the process to permanently close the campground (including consultation as required).

- Work with any new operator to improve the performance of the campground by:
 - Considering downgrading the level of facilities and retaining as a basic camp only with low service levels (seek a formal exemption under the Camping Ground Regulations for remote campground).
 - Utilising any support systems available through Council for marketing and bookings, procurement etc.
 - Reviewing fees and charges while ensuring the site remains accessible for public use.
 - If necessary, consider providing a one-off commencement grant as a contribution towards any deferred maintenance/upgrade needed.
- Transfer operational oversight of campground to Parks, along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required.

Mangawhai Heads Holiday Park

Campground importance assessment

A strategically important site located adjacent to the Mangawhai Estuary that provides a high quality visitor experience and contribution to regional tourism provision.

Operating model assessment

The current operating model is working well, with good service levels and a significant revenue stream for Council, with little direct input or involvement by Council required. While there is some overlap between facilities and areas utilised between campground users and day users, these are relatively minor, therefore a lease remains the most suitable option. The model and current lease also provides for enhancement of facility provision by direct investment by the lessee in assets such as cabins, with the Council taking a proportion of revenue generated by these additional facilities.

¹² With a specific opportunity for manawhenua to register an interest as part of the process.

Council management

The Property and Commercial team are best placed to manage this type of Council asset, however, support from the Parks and Community teams may also be required to ensure the campground fits within wider parks operation and community objectives for the Mangawhai area.

Recommendation

- Retain existing commercial lease operating model (existing lease rights until 2044)
- Ensure that the coastal margin adjacent to the leased area remains accessible for day reserve users and that any existing signage does not restrict the right of access for the public during daylight hours to the campground¹³ as contained in the lease.
- Retain Property and Commercial team oversight.

Pahi Domain – Pahi Beach Holiday Park

Campground importance assessment

A valued campground by regulars and the local community, providing important provision on the Kaipara Harbour margin. Located on Council administered reserve.

Operating model assessment

The current operating model of a 'not for profit' local Incorporated Society, (rather than a commercial business) running the campground is considered suitable given its smaller size and that any net return to the Society is required to go back into the management of the campground and the wider reserve.

There is currently an inconsistency between the way that the campground and wider reserve are currently practically managed on the ground and the intent described in the Management Agreement that the Society operates under. This is summarised below:

Management Agreement	Current Operational Management
<ul style="list-style-type: none"> • The Society is authorised to carry out the day to day management of the reserve (excluding work with regard to the Moreton Bay Fig and capital works or improvements) consistent with Reserves Act 1977/Council policy direction • The Society obtains Council approval before undertaking capital works or improvements. • Any revenue generated by the society can be retained and used for the management of the reserve. • The Council may pay the Society an annual grant based on the annual budget submitted. 	<ul style="list-style-type: none"> • The focus of management by the Society is the campground with involvement in wider reserve management only during summer overflow camping and event day management¹⁴ • The Council parks team manages all other aspects of the wider reserve including mowing, grounds, and facility maintenance (through its grounds maintenance contractor and a service contract with the Society for the shared toilet block)

¹³ This right is limited to the land only. Access to facilities requires permission from the lessee.

¹⁴ Such as the Pahi Regatta.

Given this inconsistency. It is recommended that the parks team meet with the Society to determine the best structure and management responsibilities for the campground and the wider reserve and adjust the management agreement if necessary. If the Society has a narrower interest in the campground only, then a change to a community lease or licence to occupy may be more appropriate.

Council management

Given the clear management involvement in the reserve and the need for a close working relationship with the Society, and that it is not operated on a commercial basis, it is recommended that the Parks team have primary oversight of this campground.

Recommendation

- Review management agreement and licence to occupy to ensure fit for purpose for the ongoing management of the campground and wider reserve by the Society and Council parks team.
- Review reserve management activities such as overflow camping, tree management and playground health and safety to ensure a common approach/understanding between the Society and Council.
- Provide financial support to the Society if required as provided for in the Management Agreement if this does not change.
- Consider other forms of support that may be possible without significant cost to the Council including assistance with areas such as marketing / website, bookings, asset management and procurement.
- Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement ,Community and Planning & Delivery teams as required.

Tinopai Domain – Camp Tinopai

Campground importance assessment

A valued campground by regulars and the local community providing important provision on the Kaipara Harbour. Located on Council administered reserve.

Operating model assessment

The Tinopai Campground is operated under a lease to the Tinopai Community Hall Society Inc. The purpose of the lease is to promote public use and access, and as such public access is provided into the leased area. It provides the ability to charge for hall and camping ground use and requires the society to cover outgoings, repairs and maintenance of buildings, infrastructure and grounds, including resealing of hard surfaces when required.

Unlike Pahi, the management authority provided by the lease does not include the whole area of the reserve.

It is recommended that the parks team meet with the Society to determine whether the Council parks team and contractor should manage the balance of the reserve or include this area within the lease (with a right of public access).

The Tinopai Community Hall Incorporated Society does not appear to be currently registered as a charity, which should also be reviewed.

Council management

Given there is wider reserve land managed by the parks team with the need for a working operational relationship with the campground, and that it is not operated on a commercial basis, it is recommended that the Parks team have primary oversight of this campground.

Recommendation

- Review lease extent to ensure that it is 'fit for purpose' for the most effective ongoing management of the campground and wider reserve by the Society and Council parks contractor.
- Encourage the Society to register as a Charity if this provides sufficient benefits.
- Consider support that may be possible without significant cost to Council including assistance with areas such as marketing/website, bookings, asset management and procurement.
- Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required.

Kellys Bay Reserve Camp

Campground importance assessment

This is a more basic campground than others but has still been valued by a core group of regular campers over many years, as well as by passing tourists. Being located on Council administered reserve adjacent to Kellys Bay, and partway down the Pouto peninsula, it is well located to provide for any increased visitor traffic arising from the 'Pouto Link' cycle trail development and other developing tourism attractions in the area.

However, the campground is not considered important enough for a major investment or significant ongoing costs to the Council if it reopened in the future.

Operating model assessment

The campground has historically operated under a licence to occupy, for both the hall and the adjacent camping area. As a small campground with marginal financial performance, the licence was for a 'peppercorn' rental only.

If an appropriate organisation is interested in taking over the operation of the campground, this type of community licence is considered the most suitable. It would give the operator sufficient autonomy to operate the campground without involvement by the Council, and the benefit of a low-cost licence to use the site. Any incoming operator would also need to demonstrate a commitment/capacity to maintain/upgrade facilities to a suitable standard.

Council management

Given there is wider reserve land managed by the parks team with the need for a working operational relationship with the campground, and that it is not operated on a commercial basis, it is recommended that the Parks team have primary oversight of this campground.

Recommendation

- Undertake an Expressions of Interest process¹⁵ to determine whether other operators are willing to take on the management of this campground through:
 - a licence to occupy or if this is not possible,
 - through a simple management contract, with the existing parks contractor providing grounds and facility maintenance.

If a suitable operating arrangement is not possible, then commence the process to permanently close the campground (including consultation as required).

- Work with any new operator to improve the performance of the campground by:
 - Undertaking critical deferred maintenance of facilities while retaining as a basic camp and formalise this with a suitable exemption under the Camping Ground Regulations.
 - Utilising any support systems available through Council for marketing and bookings, procurement etc.
 - Reviewing fees and charges while ensuring the site remains accessible for public use.
 - If necessary, consider providing a one-off commencement grant as a contribution towards any deferred maintenance/upgrade needed.
- Retain operational oversight of campground with Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required.

Pouto Point - Pouto Marine Hall Campground

Campground importance assessment

A small but well operated campground adjacent to and utilising part of the Pouto Marine Hall. It is valued by core regulars passing campervans and tourists. With the completion of the jetty and the increased use of the peninsula as a cycling and driving route, this small site is considered of value.

Operating model assessment

The existing lease of the land for community hall and camping ground with a peppercorn rental is currently operating well. Council is required to provide some asset management support¹⁶ and contributes towards cleaning costs for public access.

Continuation of this community lease is recommended.

Council management

Given there are shared facilities with Parks and the need for a working operational relationship, and that it is not operated on a commercial basis, it is recommended that the Parks team have primary oversight of this campground.

¹⁵ With a specific opportunity for manawhenua to register an interest as part of the process

¹⁶ See Appendix 4

Recommendation

- Retain the current operating structure of community lease or licence. (Lease term finishes on 1 July 2024)
- Consider support that may be possible without significant cost to Council including assistance with areas such as marketing/website, bookings, asset management and procurement.
- Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required.

Selwyn Park – Dargaville Holiday ParkCampground importance assessment

A popular camping ground with a good revenue stream, located on the northern side of Selwyn Park. As well as providing for visitors, it also provides longer term accommodation options for residents and seasonal workers etc.

Operating model assessment

The campground is financially viable as a business and going concern; therefore, the current commercial lease is considered the most suitable.

Council management

Given the commercial operation of the campground, the Property and Commercial team is considered best placed to continue to lead the management of this campground with the support of Parks and Community teams as required.

Recommendation

- Retain the existing lease operating model. On renewal of the lease in 2029, seek updated market lease return including additional revenue sharing, as well as lessee responsibility for asset renewals.
- Retain operational oversight of campground with Property and Commercial with support from the Parks and Community teams as required.

Bayleys Beach Recreation Reserve – Bayleys Beach Holiday ParkCampground importance assessment

A popular camping ground with a good revenue stream located within the Bayleys Beach residential area on recreation reserve. It forms an important part of the districtwide provision.

Operating model assessment

The campground is financially viable as a business and going concern; therefore, the current commercial lease model is considered the most suitable.

Council management

Given the commercial operation of the campground, the Property and Commercial team is considered best placed to continue to lead the management of this campground with the support of Parks and Community teams as required.

Recommendation

- Complete the creation of easements and lessee upgrade of cabins, before finalising a new lease in accordance with Heads of Agreement dated 21 April 2022
- Retain operational oversight of campground with Property and Commercial with support from the Parks and Community teams as required.

Pou Tu o Te Rangi Harding Park – Dargaville Museum

Campground importance assessment

It is understood that the use of Harding Park for this purpose provides a useful revenue stream for the Museum. This activity may however be creating some costs that fall on the Parks contractors (such as gate management, security patrols etc.) however this has not been investigated in detail. In addition, the Reserve Management Plan (RMP) is silent on camping as an activity within the reserve. The provision of sites such as this does make the task of managing freedom camping easier as it provides somewhere for campervans to go or be directed to from less appropriate areas by Council compliance staff.

On balance, this use is not considered important, but one that should be able to continue if reported operational issues and possible statutory compliance matters can be addressed.

Operating model assessment

A licence to occupy is considered the best operating model for this type of use. It is unclear whether the existing licence to occupy that the museum holds, provides for this activity or the areas identified for this purpose is within the licence.

Council management

There are several licences to occupy located within the wider reserve area. While governance direction on the structure and content of these licences falls within the scope of the joint management committee, day to day operational liaison is best through Parks for land/reserve management issues and Property/Community for licence or service delivery elements.








Recommendation

- Consider whether the current use for overnight parking for self-contained motorhomes, where a charge is applied, triggers the Camping Ground Regulations 1985. If so, ensure that the site is formally registered with any appropriate exemptions in place.
- Ensure that the Harding Park/Pou Tu O Te Rangi Joint Committee has formally considered and approved this activity given that it is not specifically provided for in the RMP¹⁷. It is recommended that the committee consider the following potential issues raised by Council staff, as well as any statutory compliance requirements:
 - Potential safety risk due to after-hours access to an unfenced stormwater pond
 - Inability to lock gate overnight resulting in security risks to the park and facilities.
- Review the licence to occupy with the museum to ensure that it provides for overnight use of the carpark by motor homes and caravans

¹⁷ Section 9.2(a) of the Pou Tu o Te Rangi, Harding Park and Old Mount Wesley Cemetery Reserve Management Plan 2022

Appendix 1: Summary of Recommended Actions






	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Overall Actions				
<u>Partnerships and engagement</u>				
<ul style="list-style-type: none"> Engage with manawhenua on all issues and options and potential opportunities arising from this report 	High	■	■	■
<ul style="list-style-type: none"> Consult with campground operators and local communities as required on any matters that they affected by regarding campgrounds 	High	■	■	■
<ul style="list-style-type: none"> Encourage campground operators to network with each other either locally or through national associations. 	Medium	■	■	
<u>Tourism development and promotion</u>				
<ul style="list-style-type: none"> Work with RTO and other Taitokerau Northland Councils to give effect to the Destination Management Plan, including any additional initiatives regarding Council owned campgrounds 	High	■	■	■
<u>Asset Management</u>				
<ul style="list-style-type: none"> Review recent parks condition assessments and undertake additional condition assessments for any campground assets that Council owns and has maintenance or renewal responsibilities. 	High	■	■	
<ul style="list-style-type: none"> Develop an asset register and renewal programme for these. 	High	■	■	

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
<ul style="list-style-type: none"> Encourage campground operators to do the same for all other assets they own or have responsibility for. 	Medium			
<ul style="list-style-type: none"> Identify any contingent liabilities that exist due to asset failure and renewal obligations on the Council and include these in the Council risk register. 	High			
<ul style="list-style-type: none"> Review insurances in place to cover material damage of Council owned camping ground assets where a responsibility exists to reinstate these in the event of damage. 	High			
<u>Health and Safety</u>				
<ul style="list-style-type: none"> For all campground operations authorised by the Council undertake periodic checks or require provision of evidence that a health and safety system is in place and that this is actively used. 	High			
<ul style="list-style-type: none"> For new lease and licences, ensure that information regarding known hazards and existing controls are communicated between the Council and the incoming management entity 	High	As required		
<u>Risk Management</u>				
<ul style="list-style-type: none"> Include campground risks on the Council risk register and develop mitigation strategies for significant risks including: <ul style="list-style-type: none"> Loss of financial viability of campgrounds due to decreased patronage or increased costs. Dissolving of organisation operating campground due to loss of members/employees Damage to the environment or assets from climate change¹⁸ 	High			

¹⁸ e.g. weather events such as flood, drought, fire or secondary issues such as declining lake levels or water quality.




	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Management of Commercial Leases				
<ul style="list-style-type: none"> Maintain working relationship with the lessee and meet as required to discuss any issues. 	Medium	■	■	■
<ul style="list-style-type: none"> On review of leases ensure: <ul style="list-style-type: none"> Business purpose sufficiently limits activities to outcomes sought by Council. Asset renewal obligations are as far as possible met by the lessee. Market rentals achieved and renewed regularly and that excess revenue sharing clauses are far as possible included. 	Medium			■
Management of Community Licences to Occupy				
<ul style="list-style-type: none"> Provide support to community groups operating camps where possible to increase their viability and sustainability into the future. This may include areas such as: <ul style="list-style-type: none"> Marketing / Website Bookings Asset management Procurement Community Grants (for specific one-off costs) 	Medium	■	■	■
<ul style="list-style-type: none"> For community licences to occupy in locations where a Council provided reticulated supply is not available, review status of compliance with drinking water supply standards under Taumata Arowai and provide any technical support as required. 	High	■		






	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Taharoa Domain - Kai Iwi Lakes Campgrounds				
<ul style="list-style-type: none"> Initiate dialogue with the Taharoa Domain Governance Committee to consider the following actions: <ul style="list-style-type: none"> change of operating to model to a commercial licence to occupy or management contract, to provide this opportunity to Te Roroa in the first instance, or alternatively, advertise on the open market. Retain 'in house' operation if a suitable option does not present itself 	High	■	■	
<ul style="list-style-type: none"> Undertake actions to ensure that the campgrounds are compliant with the Camping Ground Regulations either through upgrade of facilities or by applying for a partial exemption. 	High	■	■	
<ul style="list-style-type: none"> Review various improvement actions identified in the RMP and implement any not yet completed that will improve the campground operation. 	Medium		■	
<ul style="list-style-type: none"> Review management of lake water supply to campground facilities to ensure non potable water is not used by campers or water supply is upgraded to standards required by Taumata Arowai 	High	■		
<ul style="list-style-type: none"> Transfer operational oversight of campgrounds to Parks along with any necessary resources, with support from the Customer Engagement, Property, Community teams as required. 	Medium		■	
Ginks Gully Campground				
<ul style="list-style-type: none"> Undertake an Expressions of Interest process to determine whether there are other operators willing to take on the management of this campground through: <ul style="list-style-type: none"> a licence to occupy or if this is not possible, through a simple management contract, with the existing parks contractor providing grounds and facility maintenance. 	High	■		

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Consider closing the campground if a suitable licensing or contract for service arrangement is unable to be made.				
<ul style="list-style-type: none"> Work with any new operator to improve the performance of the campground by: <ul style="list-style-type: none"> Considering downgrading the level of facilities and retaining as a basic camp only with low service levels (seek a formal exemption under the Camping Ground Regulations for remote campground) Utilising any support systems available through Council for marketing and bookings, procurement etc. Reviewing fees and charges while ensuring the site remains accessible for public use. If necessary, consider providing a one-off commencement grant as a contribution towards any deferred maintenance/upgrade needed 	High			
<ul style="list-style-type: none"> Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement and Community teams as required. 	Medium			
Mangawhai Heads Holiday Park				
<ul style="list-style-type: none"> Retain existing commercial lease operating model (existing lease rights in place until 2044) 	High	No change		
<ul style="list-style-type: none"> Ensure that the coastal margin in front of the leased area remains attractive and accessible for day reserve users and that any existing signage does not restrict the right of access by the public during daylight hours to the campground¹⁹ as provided for in the lease. 	Medium			
<ul style="list-style-type: none"> Retain Property and Commercial team oversight. 	Medium	No change		

¹⁹ This right is limited to the land only. Access to facilities requires permission from the lessee.

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Pahi Domain – Pahi Beach Holiday Park				
<ul style="list-style-type: none"> Review management agreement and licence to occupy to ensure fit for purpose for the ongoing management of the campground and wider reserve by the society and Council parks team. 	High	■	■	
<ul style="list-style-type: none"> Review reserve management activities such as overflow camping, tree management and playground health and safety to ensure common approach/understanding between the Society and Council. 	High	■	■	
<ul style="list-style-type: none"> Provide financial support to the Society if required in accordance with the current Management Agreement if this does not change. 	Medium	■	■	
<ul style="list-style-type: none"> Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement ,Community and Planning & Delivery teams as required. 	Medium		■	
Tinopai Domain – Camp Tinopai				
<ul style="list-style-type: none"> Review lease extent to ensure that it is 'fit for purpose' for the most effective ongoing management of the campground and wider reserve by the Society and Council parks contractor. 	High	■	■	
<ul style="list-style-type: none"> Encourage the Society to register as a Charity if this provides sufficient benefits 	Low		■	
<ul style="list-style-type: none"> Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required. 	Medium		■	

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Kellys Bay Reserve Camp				
<ul style="list-style-type: none"> Undertake an Expressions of Interest process to determine whether there are other operators willing to take on the management of this campground through: <ul style="list-style-type: none"> a licence to occupy or if this is not possible, through a simple management contract, with the existing parks contractor providing grounds and facility maintenance. 	High			
<ul style="list-style-type: none"> Work with any new operator to improve the performance of the campground by: <ul style="list-style-type: none"> Undertaking critical deferred maintenance of facilities while retaining as a basic camp and formalise this with a suitable exemption under the Camping Ground Regulations. Utilising any support systems available through Council for marketing and bookings, procurement etc. Reviewing fees and charges while ensuring the site remains accessible for public use. If necessary, consider providing a one-off commencement grant as a contribution towards any deferred maintenance/upgrade needed 	High			
<ul style="list-style-type: none"> Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required. 	Medium	No change		

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Pouto Point – Pouto Marine Hall Campground				
<ul style="list-style-type: none"> Retain current operating structure of community lease or licence. (Lease term finishes on 1 July 2024) 	High			
<ul style="list-style-type: none"> Transfer operational oversight of campground to Parks along with any necessary resources, with support from the Property, Customer Engagement, Community and Planning & Delivery teams as required. 	Medium			
Selwyn Park – Dargaville Holiday Park				
<ul style="list-style-type: none"> Retain existing lease operating model. On renewal of the lease in 2029 seek market lease return - including additional revenue sharing, as well as lessee responsibility for asset renewals. 	High			
<ul style="list-style-type: none"> Retain operational oversight of campground with Property and Commercial with support from the Parks and Community teams as required. 	Medium			
Bayleys Beach Recreation Reserve - Bayleys Beach Holiday Park				
<ul style="list-style-type: none"> Complete establishment of easements and lessee update of cabins, prior to finalising a new lease in accordance with Heads of Agreement dated 21 April 2022 	High			
<ul style="list-style-type: none"> Retain operational oversight of campground with Property and Commercial with support from the Parks and Community teams as required. 	Medium	No change		

	Priority	Short Term (1 yr)	Medium Term (1-3 yrs)	Long Term (3+ yrs)
Pou Tu o Te Rangi Harding Park – Dargaville Museum				
<ul style="list-style-type: none"> Consider whether current use for overnight parking for self-contained motorhomes, where a charge is applied, triggers the Camping Ground Regulations 1985, and if so, ensure site is formally registered with any appropriate exemptions. 				
<ul style="list-style-type: none"> Ensure that the Harding Park/Pou Tu O Te Rangi Joint Committee has formally considered and approved this activity given that it is not specifically provided for in the RMP. <p>It is recommended that the committee consider the following potential issues raised by Council staff, as well as any statutory compliance requirements:</p> <ul style="list-style-type: none"> Potential safety risk due to after-hours access to unfenced stormwater pond Inability to lock gate overnight with resulting security risks to the park and facilities. 	High			
<ul style="list-style-type: none"> Review the licence to occupy with the museum to ensure that it provides for overnight use of the carpark by motor homes and caravans (including both the area used and the activity itself) 	High			

Appendix 2: Campground Importance Summary

	Taharoa / Kai iwi	Glinks Gully	Mangawhai Heads	Pahi Reserve	Tinopai Domain	Kellys Bay	Pouto Marine Hall	Selwyn Park	Bayleys Beach	Harding Park
Environmental /Cultural										
Are there any environmental or cultural reasons why the campground needs to continue to operate at the site?	■	■	■	■	■	■	■	■	■	■
Visitor Opportunities										
Is the campground of value to visitors given its location and the experience that it provides?	■	■	■	■	■	■	■	■	■	■
Financial										
Does the campground provide a net return to the Council or other benefits outweigh any residual cost to Council?	■	■	■	■	■	■	■	■	■	■
Is it important for regional tourism and wider economic development?	■	■	■	■	■	■	■	■	■	■
Is the campground low risk for future asset renewals/upgrades?	■	■	■	■	■	■		■	■	■
Social										
Is it an important recreational asset used and valued by the Kaipara community ?	■	■	■	■	■	■	■	■	■	■
Does the campground assist in reducing the negative effects of freedom camping on the community?	■	■	■	■	■	■	■	■	■	■

■ Significant contribution
 ■ Moderate contribution
 ■ Low contribution

Appendix 3: Recommended Council Management Summary

Department	Expertise	Activities		
		Delivery of campground operations	Management of community campground licences	Management of commercial campground leases
Parks	Delivery of parks capital and operations services	Lead	Lead	Provide parks operations support if reserve or shared use
Property and Commercial	Commercial negotiations Statutory and legal processes	Support statutory land management processes	Support licence and statutory land management processes	Lead
Community	Iwi and community relationship management	No input anticipated	Coordinate renewal process community engagement	Provide community perspective if required by lead
Planning and Delivery	Strategic direction, asset management, capital development and project management	Input any Council policy direction. Oversight of campground provision across Council	Input any Council policy direction	Input any Council policy direction
Customer Experience	Knowledge of systems, processes, and management practice to enhance customer experience	Support with management of customer service	Support with management of customer service	No input anticipated

Appendix 4: Council Owned Campground Summary

Taharoa Domain / Kai iwi Lakes



Land Status: Recreation Reserve.

Management Entity: Kaipara District Council.

Operating model: Directly operated by staff.

Use Types: Caravans and campervans, both self-contained and non self-contained, tents.

Availability: Open Year Round.

Council Department: Customer Experience.

Assets: Powered (Pine Beach) and unpowered sites, toilet/ablution blocks, water supply systems x2 (from lake), wastewater holding tanks.

Overall Indicative Asset Condition:²⁰ (1) Excellent – Sound physical condition, no work required.

Statutory Compliance:

The use of the site as a campground is provided for under the Reserves Act 1977 and the current Reserve Management Plan (RMP).

The campground is registered under the Camping Ground Regulations 1985, however is not fully compliant due to no laundry facilities a lower ratio of toilet and ablution facilities than required over the summer months. As with many other campgrounds it also has insufficient site marking/lighting etc. There is no formal exemption in place, although both campgrounds would likely qualify as a 'remote camp'²¹ if exemptions were applied for - providing these aspects did not create a significant health or safety risk.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

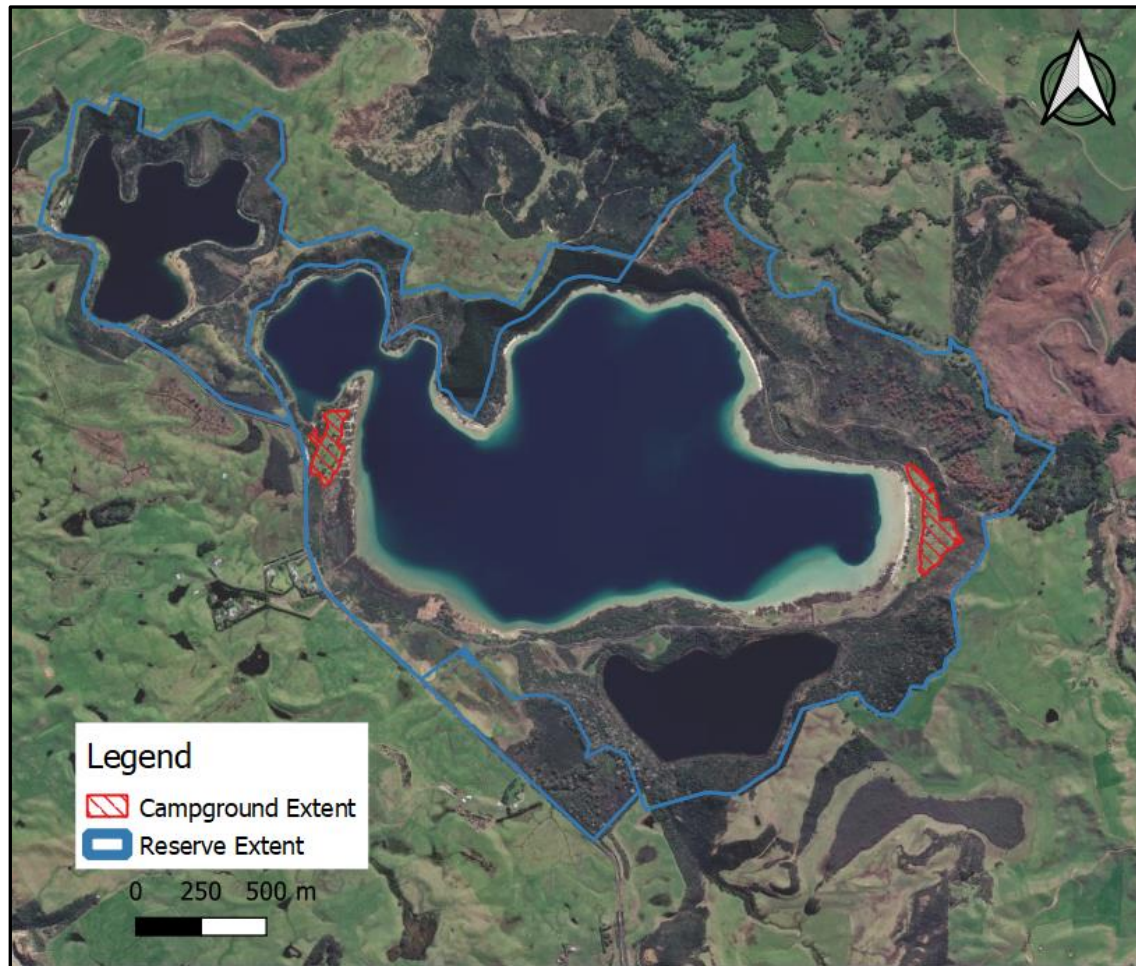
Resource consents to take water from Lake Taharoa for both the Pine Beach and Promenade Point campgrounds are in place for non-potable purposes only, however it is likely some campers may not follow any signs in place at handbasins and taps and utilise this for human consumption.

²⁰ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

²¹ Section 14(3) of the Camping Ground Regulations provides for a local authority discretion to grant an exemption from portions of the regulations as it specifies due to a campsite being remote and on public reserve.

The Council is a PCBU²² under the Health and Safety in Work Act 2015 as it is directly providing for this activity. Health and safety management therefore falls directly under the Council system and should be fully compliant, although has not been checked as part of this review.

The requirement or status of any land use consent under the Resource Management Act 1991 has also not been investigated.



²² PCBU - Persons conducting a business or undertaking.

Glinks Gully



Land Status: Recreation Reserve, Reserves Act 1977.

Management Entity: Kaipara District Council.

Operating model: Currently directly operated by staff.

Use Types: Caravans and campervans, both self-contained and non self-contained, tents.

Availability: Summer operation only.

Council Department: Property & Commercial, Community.

Assets: Powered and unpowered sites, toilet/ablution block, kitchen/dining shelter, wastewater system.



Overall Indicative Asset Condition:²³

(3/4) Moderate - Deterioration evident. Failure is unlikely in the near future, but further deterioration is likely. Work is required in next 3 years, but asset is still operating.

Poor - Failure likely in the next 5 years. Substantial work required in the short term.

Statutory Compliance

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977.

The campground is registered under the Camping Ground Regulations 1985, however is not fully compliant. No formal exemption is in place however it would likely qualify as a 'remote camp'²⁴ if an exemption was sought.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is a PCBU²⁵ under the Health and Safety in Work Act 2015 as it is directly providing for this activity. Health and safety management therefore falls directly under the Council system and should be fully compliant, although has not been checked as part of this review.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.

²³ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

²⁴ Section 14(3) of the Camping Ground Regulations provides for local authority discretion to grant an exemption from portions of the regulations as it specifies due to a campsite being remote and on public reserve.

²⁵ PCBU - Persons conducting a business or undertaking.

Mangawhai Heads



Land Status: Recreation Reserve.

Management Entity: Mangawhai Heads Holiday Park Ltd.

Operating model: Lease – 15 years plus right of renewal for 15 years.

Full possession of the site and facilities to a camping ground operator through a commercial lease. The lessee is responsible for operating the campground including repairs and maintenance, grounds maintenance, rubbish disposal, statutory compliance and payment of all rates and other outgoings. The lessee pays a portion of the revenue generated to the Council as rental which comprises a base portion and an additional portion if excess revenue is generated.

The Lessee can undertake capital development (such as the provision of cabins) with the consent of the Council. (And is required to remove these at the end of the lease).

The public also have legal access to the area during daylight hours although access and use of facilities requires the consent of the lessee.

Use Types: Caravans and campervans both self-contained and non self-contained, tents, cabins.

Availability: Open year round.

Council Department: Property and Commercial.

Assets: Powered and unpowered sites, toilet/ablution blocks x3, kitchen/dining/laundry x2, dump station, cabins.

Overall Indicative Asset Condition:²⁶

(1) Excellent – Sound physical condition, no work required.

Statutory Compliance:

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977.

The campground is registered under the Camping Ground Regulations 1985 and is fully compliant.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

²⁶ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

The Council is likely to be a PCBU²⁷ under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. The lease requires active management of a health and safety management system, however current performance is unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.

Operational Performance

Lessee is required to operate the campground to a standard that would meet Qualmark Three (or equivalent) standard.



²⁷ PCBU - Persons conducting a business or undertaking.

Pahi Reserve



Land Status: Recreation Reserve (Pahi Domain Recreation Reserve), Legal Road.

Management Entity: Pahi Reserve Society Incorporated (registered as a Charity on the Charities Register).

Operating model:

- Management Agreement for the Reserve.
- Licence to Occupy Caretakers House, Shop and Campground for a 'peppercorn' rental.²⁸
- Contract for Service – reserve mowing and extra toilet cleaning during high use periods.

Management Agreement

- The society is authorised to carry out the day to day management of the reserve (excluding work with regard to the Moreton Bay Fig and capital works or improvements) consistent with Reserves Act 1977/Council policy direction.

²⁸ \$1 per year or similar.

²⁹ 10c per calendar month if requested.

³⁰ Note: A separate toilet for reserve day use is being constructed this year.

- The Society obtain Council approval prior to undertaking capital works or improvements.
- Any revenue generated by the society can be retained and used for management of the reserve.
- The Council may pay the Society an annual grant based on the annual budget submitted.
- Cancellation with three months' notice from either party prior to 31 October in any year.

Licence to Occupy

- The Society undertakes day to day repairs and maintenance of house and shop (interior and exterior).
- Permission from council prior to any alterations or additions
- 'Peppercorn' rental.²⁹
- Ongoing, but terminated with one months' notice from either party or if the Management Agreement is cancelled.

The Council contractor (Recreational Services) maintain berms and gardens (mowing and weed spraying), undertakes wharf public toilet cleaning (Mon to Fri), toilet and playground maintenance.

Use Types: Caravans and campervans both self-contained and non self-contained, tents, cabins.

Availability: Open Year Round.

Council Department: Property & Commercial, Community.

Assets: Powered and unpowered sites, toilet/ablution block³⁰, kitchen/dining shelter, cabins, water and wastewater systems.

Overall Indicative Asset Condition³¹

- (1) Excellent – Sound physical condition, no work required.

³¹ Based on feedback from staff rather than a formal asset condition assessment (see Appendix 6).

Ownership of Assets:

- Campground and reserve improvements are owned by the Council.
- The Hall was sold to the Hall Society in 2017.
- The boat club and Otamatea College boat storage shed on the reserve subject to other licence to occupy agreements.

Statutory Compliance:

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977.

It is registered under the Camping Ground Regulations 1985 and fully compliant.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is likely to be a PCBU³² under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated. The level of compliance with the Water Services Act 2021 and associated Water Services (Drinking Water Standards) Regulations 2022 has also not been investigated.



³² PCBU - Persons conducting a business or undertaking.

Tinopai Domain



Land Status: Taken under the Public Works Act 1928 for the purpose of Camping Ground and Recreation Area (Lots 1,2 and 3) and Public Hall (Lot 4).

Management Entity: Tinopai Community Hall Incorporated Society (not registered as a Charity).

Operating model: Lease

- Purpose to promote public use and access.
- Ability to charge for hall and camping ground use.
- Society is responsible for repairs and maintenance of buildings, infrastructure and grounds including resealing of hard surfaces when required plus all outgoings.

- Lessee insures buildings and other improvements (Including the hall owned by the lessee).
- Ongoing renewals subject to 3 – 9 months' notice and compliance with lease terms.
- Right of access for the public but permission required for the use of facilities.
- 'Peppercorn' rental.³³
- Contract for service to clean shared public toilets, Council undertakes playground maintenance.

Use Types: Caravans and campervans both self-contained and non self-contained, tents, cabin.

Availability: Open Year Round.

Council Department: Property & Commercial, Community.

Assets: Powered and unpowered sites, toilet/ablution block, kitchen/dining shelter, cabin, water and wastewater systems.

Note : A Fire Station and Coast Guard facilities are also on site and subject to separate agreements.

Overall Indicative Asset Condition:³⁴

(2) Good – Acceptable physical condition. Minor wear and tear. Maintenance required.

Ownership of Assets:
Council

³³ \$1 per year

³⁴ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

Statutory Compliance:

The use of the site as a campground is consistent with the purpose for which the land was acquired by the Crown under the Public Works Act 1928.

It is registered under the Camping Ground Regulations 1985 and fully compliant.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is likely to be a PCBU³⁵ under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.

The level of compliance with the Water Services Act 2021 and associated Water Services (Drinking Water Standards) Regulations 2022 has also not been investigated.



³⁵ PCBU - Persons conducting a business or undertaking.

Kellys Bay



Land Status: Recreation Reserve, Reserves Act 1977 administered by Kaipara District Council.

Management Entity: Up until recently Kellys Bay Improvement Incorporated Society (registered as a Charity on the Charities Register).

Operating model: Licence to occupy.

- Hall ownership and operation retained.
- Income from camp went back into the community including fixing assets/road etc.
- 'Peppercorn' rental.³⁶

Use Types: Caravans and campervans both self-contained and non self-contained, tents.

Availability: Currently closed but previously open year round.

³⁶ \$1 per year or similar

Council Department: Property & Commercial, Parks.

Assets: Powered and unpowered sites, toilet block, solar shower cubicle shed, water and wastewater systems.

Overall Indicative Asset Condition:³⁷

(2) Good – Acceptable physical condition. Minor wear and tear. Maintenance required.



³⁷ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

Statutory Compliance:

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977.

The site was registered under the Camping Ground Regulations 1985 and had a remote/undue hardship exemption as there is no kitchen and no showers provided. (A shed is provided with hooks for solar showers).

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is likely to be a PCBU³⁸ under the Health and Safety in Work Act 2015 as it was indirectly providing for this activity. At present the only PCBU role Council plays is that of a parks and reserves provider.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.

The level of compliance with the Water Services Act 2021 and associated Water Services (Drinking Water Standards) Regulations 2022 has also not been investigated.

³⁸ PCBU - Persons conducting a business or undertaking.

Pouto Marine Hall Campground



Land Status: Local Purpose Reserve (Site for a Community Hall), Reserves Act 1977.

Management Entity: Pouto Marine Hall Committee Incorporated (registered as a Charity on the Charities Register).

Operating model: Lease

- Permitted use: community hall and camping ground.
- 'Peppercorn' rental.³⁹
- Society maintains assets, Council responsible for capital maintenance and "desludging of conveniences".

Use Types: Caravans and campervans both self-contained and non self-contained, tents.

³⁹ \$1 per year or similar

Availability: Open Year Round.

Council Department: Property & Commercial, Community.

Assets: Powered and unpowered sites, toilet/ablution, bunkroom, kitchen, lounge in hall, water (bore & UV) and wastewater system (recently upgraded).

Overall Indicative Asset Condition:⁴⁰

(1) Excellent – Sound physical condition. No work required.

Ownership of Assets:

- All assets are owned by the Society.
- Council has an agreement with the society for public access to the toilet and contributes to cleaning costs.

Statutory Compliance:

The use of the site as a campground is not specifically provided for under the local purpose reserve purpose (Community Hall) described under the Reserves Act 1977, however this is unlikely to be a significant issue given that the core purpose is also being achieved.

It is registered under the Camping Ground Regulations 1985 and fully compliant.

⁴⁰ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is likely to be a PCBU under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.

The level of compliance with the Water Services Act 2021 and associated Water Services (Drinking Water Standards) Regulations 2022 has also not been investigated.



Selwyn Park Domain



Land Status: Recreation Reserve.

Management Entity: Isobel Creswell and Vautier Trustee Limited trading as Dargaville Holiday Park.

Operating model: Lease

- Lessee pays fixed rental and is permitted to operate a campground.
- Obligations include compliance with the law, to pay outgoings, undertake maintenance (on a fair wear and tear basis) and to insure contents/fitout and for public liability.
- The council retains responsibility for major maintenance /renewals of buildings and building services and for material damage insurance⁴¹ for these.

⁴¹ Insurance cost is recovered through outgoings payable by the lessee.

Use Types: Caravans and campervans both self-contained and non self-contained, tents, cabins.

Availability: Open Year Round.

Council Department: Property and Commercial.

Assets: Powered and unpowered sites, toilet/ablution/laundry block, kitchen/dining, cabins, BBQ area.

Overall Indicative Asset Condition:⁴²

(1) Excellent – Sound physical condition. No work required.

Ownership of Assets:

Core assets – Council.

Additional facilities such as cabins – lessee.

Statutory Compliance:

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977.

It is registered under the Camping Ground Regulations 1985 and fully compliant.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

⁴² Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

The Council is likely to be a PCBU under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.



Bayleys Beach



Land Status: Recreation Reserve.

Management Entity: Bayleys Beach Holiday Park.

Operating model: Lease

(and 2022 Heads of Agreement for new lease)

- Full possession of the site and facilities.
- Lessee responsible for operating the campgrounds including repairs and maintenance, grounds maintenance, rubbish disposal, statutory compliance and payment of all rates and other outgoings.
- The lessee pays a portion of revenue generated to Council as rental.
- Lessee is also responsible for the operation, repair and maintenance of the wastewater treatment plant, reticulation and disposal field with costs share 50/50 with Council.

- Lessee is required to undertake a programme of development and refurbishment of the improvements within the first 3 years following the signing of the HOA agreement prior to a new lease being entered into by the Council.
- At 7.5 yearly intervals thereafter an assessment of necessary upgrade works is undertaken (costs shared) after which the necessary work will be completed by the lessee.
- Council and Lessee share costs to create suitable easements for wastewater and telecommunications.
- Lessee's improvements may be sold to a new lessee or to Council or removed at the end of the lease period.

Use Types: Caravans and campervans both self-contained and non self-contained, tents, cabins.

Availability: Open Year Round.

Council Department: Property and Commercial.

Assets: Powered and unpowered sites, toilet/ablution/laundry block, kitchen/dining, cabins, BBQ area, wastewater system.

Overall Indicative Asset Condition:⁴³

(1) Excellent – Sound physical condition. No work required.

Ownership of Assets:

Core assets – Council (wastewater treatment plant is owned by Lessee and located on Lessee land).

Additional facilities such as some cabins – lessee.

⁴³ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

Statutory Compliance:

The use of the site as a campground is provided for under the Recreation Reserve classification of the Reserves Act 1977. It is registered under the Camping Ground Regulations 1985 and is fully compliant.

There are no current issues or concerns from the Building Services team regarding Building Act 2004 compliance.

The Council is likely to be a PCBU under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.



Harding Park / Dargaville Museum



Land Status: Local Purpose Reserve (Museum)

Management Entity: Council Committee provides governance for Harding Park as a whole.

Operating model: Licence to occupy.

Campground Assets:

Public toilets, dump station and water taps.

Business model: Fees charged for overnight stays by motorhomes is collected by a caretaker who lives onsite and retained for use by the museum.

The parks contractor does all mowing, including within Pouto Te Rangi.

Use Types: Caravans and campervans both self-contained and non self-contained.

Availability: Open Year Round.

Council Department: Property and Commercial, Parks.

Assets: Unpowered sites, toilet, water supply, dump station.

Overall Indicative Asset Condition:⁴⁴

(2) Good – Acceptable physical condition. Minor wear and tear. Maintenance required.

Statutory Compliance:

The use of the site as a campground is not specifically provided for under the local purpose reserve purpose (Museum) described under the Reserves Act 1977, however this is unlikely to be a significant issue given that the core purpose is also being achieved.

The RMP also does not specifically provide for this purpose, however provides consideration of other recreational activities through the co governance committee.

It is possible that this activity ‘triggers’ the requirements of the Camping Ground Regulations 1985 as a charge is being applied for “2 or more families and parties”.

⁴⁴ Based on feedback from staff only rather than a formal asset condition assessment using asset condition rating scale as summarised in Appendix 6.

The Building Act 2004 is not relevant for overnight parking by self-contained vehicles.

The Council is likely to be a PCBU under the Health and Safety in Work Act 2015 as it is indirectly providing for this activity. However, the presence of an actively managed health and safety management system at this campground is currently unknown.

The requirement or status of any land use consent under the Resource Management Act 1991 has not been investigated.



Appendix 5: Kaipara District Campgrounds – Key Features

	Owner	Operator	Status	Size	Category			Cabins?
					Serviced	Standard	Basic	
Taharoa Domain – Kai Iwi Lakes	Council	Council	Open	Large	✓	✓		No
Bayleys Beach Holiday Park	Council	Private	Open	Medium	✓			Yes
Selwyn Park – Dargaville Holiday Park	Council	Private	Open	Medium	✓			No
Glinks Gully Campground	Council	Council	Seasonal	Small	✓			No
Kellys Bay Reserve Camp	Council	-	Closed	Small		✓		No
Pouto Marine Hall	Council	Inc Society	Open	Small	✓			Yes*
Tinopai Campground	Council	Inc Society	Open	Small	✓			No
Pahi Beach Holiday Park	Council	Inc Society	Open	Medium	✓			Yes
Mangawhai Heads Holiday Park	Council	Private		Large				Yes
NZMCA Members Site	Private		Open	Medium			✓	No
Dargaville Campervan Park	Private		Open	Medium		✓		Yes
Kauri Coast Holiday Park	Private		Open	Large	✓			Yes
Mangawhai Beach Hideaway Park	Private		Caravan storage	Small		✓		No
Matakohe Holiday Park	Private		Open	Small	✓			Yes
Paparoa Motor Camp	Private		Open	Small	✓			Yes
Riverside Holiday Park	Private		Open	Medium	✓			Yes
Trounson Kauri Park	DOC		Open	Small	✓			No
Waipoua Forest	Te Roroa		Open	Small	✓			No

*bunkroom

Categories

Serviced: A wide range of facilities and services are provided including flush toilets, tap water, kitchen/cooking bench, hot showers, rubbish collection. Laundry facilities, BBQs, fireplaces, cookers and picnic tables may also be provided.

Standard: These campsites have toilets, water supply (tap, stream, or lake) . Wood BBQs and fireplaces, cold showers, picnic tables, a cooking shelter and rubbish bins may be provided

Basic: These have very limited facilities so campers need to be fully self-sufficient (eg, bring toilet paper). Basic toilets and water may be from a tank, stream or lake.

Size

Small

<50 sites

Medium

50 – 100 sites

Large

> 100 sites

Appendix 6: Asset Condition Ratings

Level	Rating	Description
1	Excellent	Sound physical condition. No work required
2	Good	Acceptable physical condition. Minor wear and tear. Maintenance required.
3	Moderate	Deterioration evident. Failure unlikely in the near future but further deterioration likely. Work required in next 3 years but asset is still operating
4	Poor	Failure likely in the next 5 years. Substantial work required in the short-term.
5	Very Poor	Asset failed or failure imminent. Asset represents a risk. Major work or replacement required urgently

Appendix 7: References

- **Department of Conservation** – Conservation campsite categories [Conservation Campsites - facilities-and-fees](#)
- **Institute of Public Works Engineering Australasia** – International Infrastructure Management Manual (IIMM)
- **Kānoa Regional Economic Development & Investment Unit** – Records of all Kānoa managed projects as at 31 May 2023
- **Kaipara District Council 2022** – Heads of Agreement: Bayleys Beach Camping Ground
- **Kaipara District Council 2022** – Pou Tu o Te Rangi, Harding Park and Old Mount Wesley Cemetery Reserve Management Plan
- **Kaipara District Council 2015** – Deed of Lease Tinopai Hall Society Inc.
- **Kaipara District Council 2015** - The Community of Pahi and Council Working in Partnership, Action Plan
- **Kaipara District Council 2014** – Deed of Lease Dargaville Holiday Park
- **Kaipara District Council 2014** – Deed of Lease Mangawhai Heads Camping Ground
- **Kaipara District Council 2009** – Mangawhai Coastal and Harbour Reserves Management Plan
- **Kaipara District Council 2001** – Licence to Use – Pahi Reserve Society Inc.
- **Kaipara District Council 1999** – Deed of Lease – Pouto Marine Hall Committee
- **Kaipara District Council 1996** – Pahi Recreation Reserve Management Plan.

- **Kaipara District Council 1991** – Pahi Reserve Management Agreement: Pahi Reserve Society Inc.
- **Marlborough District Council 2020** – Responsible Camping Review
- **Local Government New Zealand 2017**: Exemptions from the Camping Grounds Regulations, Guidance material for territorial authorities about using regulation 14(1) of the Camping-Grounds Regulations 1985
- **New Zealand Companies Office** – Incorporated Societies Register & Companies Register
- **New Zealand Māori Tourism – He Toa Takitini**, ‘Our values’,
<https://maoritourism.co.nz/about/our-values>
- **Northland Inc, Te Tai Tokerau Northland’s Economic Development Agency 2019**: Economic Action Plan, Version 2.0
- **Parliamentary Commissioner for the Environment 2021**: Not 100%
– but four steps closer to sustainable tourism
- **Queenstown Lakes District Council 2018** – Responsible Camping Strategy