



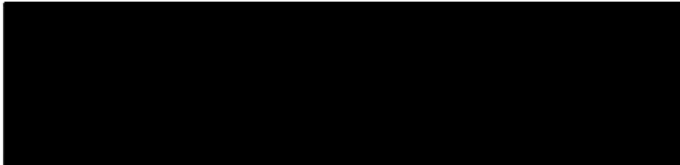
Ref: [REDACTED]

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16 April 2024



Dear [REDACTED]

OFFICIAL INFORMATION REQUEST FOR INFORMATION ON CONTRACTOR AND TENDERING PROCESS, TRAFALGAR CENTRE

I refer to your official information request on 5 April through Customer Services, captured as follows:

Running Trafalgar Centre: CLM is it a tender Process? Who Sets the prices for Trafalgar Centre - is it CLM or NCC? If tender process when does the contract come up for renewal?

The information you requested is as follows:

There is a Venues contract in place between the Council and CLM that includes the Trafalgar Centre. This contract expires on 30 June 2024 and has recently been retendered publicly. A new contract will be in place with the successful tenderer by 1 July.

Council sets hire rates for the Trafalgar Centre through its annual fees and charges process: <https://www.nelson.govt.nz/services/fees-and-charges/>

The contractor provides "additional services" under the contract e.g. setting up and packing down around events, special cleaning, hire of equipment. Council approves the scope and nature of these services, and the contractor provides a schedule of rates for these services to the Council as part of the contract.

Internal Document ID: [REDACTED]

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me by email Hannah.curwood@ncc.govt.nz or on DDI 03 548 8742.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Hannah'.

Hannah Curwood
Manager Parks and Facilities

Internal Document ID: