



AGENDA

Extraordinary Pleasant Point Community Board Meeting Thursday, 10 September 2026

Date Thursday, 10 September 2026

Time 6:00 pm

Location Pleasant Point Town Hall

File Reference 1872515

Timaru District Council

Notice is hereby given that a meeting of the Extraordinary Pleasant Point Community Board will be held in the Pleasant Point Town Hall, on Thursday 10 September 2026, at 6:00 pm.

Pleasant Point Community Board Members

Anna Lyon, Kathleen Wilkins, Leanne Fifield, Cale Toomey, Amy-Lee Trainor, Clrs Michelle Pye and Scott Shannon

Quorum – no less than 4 members

Local Authorities (Members' Interests) Act 1968

Community Board members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Trainor
Chief Executive

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Elected Member Update**

7 Reports

7.1 Pleasant Point Domain Campground Booking System

Author: Diane Miller, Property Team Leader

Authoriser: Susannah Ratahi, General Manager Land Transport / Acting General Manager Parks and Property

Recommendation

That the Pleasant Point Community Board;

- 1 Receives and notes the report Pleasant Point Domain Campground Booking System;
- 2 Approves Option 1, being the implementation of the Penny Campground Management System.;
- 3 Considers Option 2 separately and determines whether to proceed with the Commercial Laundry System;
- 4 Approves the use of up to \$35,000 from the Pleasant Point Community Board Strategic Fund for the Penny system and associated implementation costs and;
- 5 Notes that the current Penny quotation is \$12,202.40 (for camp setup) and \$9380.15 (laundry set up) combined total \$21,582.55 excluding GST and excludes installation, freight, electrical, plumbing and contractor costs.

Purpose of Report

- 1 The purpose of this report is to seek approval to implement the Penny campground management system at the Pleasant Point Campground and to allocate Pleasant Point Community Board Strategic Funding toward its implementation.

Assessment of Significance

- 2 The matter is of **low significance** in terms of the Timaru District Council Significance and Engagement Policy, as the proposal relates to the procurement of operational infrastructure for the management of the Pleasant Point Campground and does not result in a significant change to levels of service, strategic assets, or the use of the facility. As such, no formal consultation is required.

Background

- 3 The Pleasant Point Campground is a Council-owned facility located within the Pleasant Point Domain and provides accommodation for visitors to the district. The campground contributes to local tourism, supports community events, and provides an affordable accommodation option for travellers.
- 4 The Pleasant Point Campground is due to open for the summer season on 1 October 2026.
- 5 Campground bookings and key distribution have historically been managed on Council's behalf by a local business. The current business owner has now advised that they no longer wish to continue this arrangement.

- 6 This has created an immediate need to establish an alternative booking and access system before the campground opens.
- 7 Staff have investigated the Penny campground management system as an alternative.
- 8 The system provides online bookings and payments, together with options for automated access to campground facilities, laundry, showers, and site monitoring.
- 9 The proposed system was discussed with the Community Board at its meeting on 1 September 2026, and members appeared generally supportive of the approach.
- 10 However, staff were not aware prior to that meeting that the existing booking arrangement had ceased, and a formal decision was therefore not able to be sought at that meeting.

Discussion

- 11 The current dairy owner has advised they no longer wish to continue managing campground bookings and key distribution on Council's behalf. As a result, Council is required to consider an alternative operating model that will enable the campground to continue operating effectively while maintaining a positive visitor experience.
- 12 The proposed Penny system is a comprehensive campground management solution that will modernise the operation of the Pleasant Point Campground through automated payments, controlled access to facilities, improved security, and remote management capabilities.
- 13 The system combines payment technology, access control, internet connectivity, and monitoring equipment into a single platform designed specifically for holiday parks and campgrounds.

14 Laundry Facilities

14.1 The proposal includes a community facility with commercial-grade washing machine and dryer equipped with Penny payment technology. Users will be able to pay electronically to access the laundry facilities.

14.2 This will:

- Reduce cash handling and associated administration.
- Provide accurate records of facility usage and revenue.
- Improve convenience for campground users.
- Create a community and campers' user-pays revenue stream that contributes towards the operating, maintenance, and improvement costs of the campground.
- Ensure laundry facilities contribute towards their operating costs.

15 Vehicle Monitoring and Security

15.1 The system includes two licence plate recognition cameras positioned to monitor vehicles entering and leaving the campground. The cameras can automatically identify vehicles and provide information relating to campground usage and occupancy.

15.2 Key benefits include:

- Improved site security.
- Better monitoring of campground activity.
- Ability to assist with identifying unauthorised users.

- Collection of data to support campground management and planning.

16 Shower Access Control

- 16.1 The proposal includes electronic controls and card readers that can manage access to shower facilities. This allows campers to have free showers, but passersby can use the shower facility at a cost.
- 16.2 Benefits include:
- Better management of water consumption.
 - Ability to implement user-pays charging.

17 Site Connectivity and Management Hub

- 17.1 A central communications hub forms the backbone of the Penny system. This includes internet connectivity, Wi-Fi equipment, antennas, and networking hardware that allow all components of the system to communicate and be managed remotely.
- 17.2 This infrastructure will:
- Enable remote monitoring of campground operations.
 - Reduce the need for on-site management visits.
 - Support future expansion of automated campground services.
 - Improve system reliability and operational efficiency.

18 Kitchen Access Control

- 18.1 The proposal also includes electronic access control for the campground kitchen. Access can be restricted to authorised campground users through the Penny platform.
- 18.2 Benefits include:
- Improved security of communal facilities.
 - Reduced access by non-paying visitors.
 - Better protection of Council assets.
 - Improved management of shared facilities.

19 Ongoing Operating Model

- 19.1 A key advantage of the proposed system is that it removes the dependency on a physical third party to manage bookings and distribute keys.
- 19.2 Campers using powered and unpowered sites would be able to make bookings and payments online and access facilities through the automated system, reducing manual administration and improving convenience for users.
- 19.3 The system would also provide Council with improved oversight of campground usage, facility access, and revenue collection.
- 19.4 The Penny system could also be extended to the campground cabins; however, this would require additional hardware, including individual access readers and associated installation costs for each cabin.

- 19.5 Given the relatively low utilisation and age of the existing cabins, this additional investment is not recommended at this stage.
- 19.6 Cabin bookings would therefore continue to be managed manually by Council officers in the interim.
- 19.7 The Community Board is scheduled to undertake further discussion about how the Pleasant Point Domain can best meet the needs of residents and visitors now and into the future.
- 19.8 This provides an opportunity to consider the role of the existing cabins alongside other options, such as upgrading accommodation, removing under-utilised assets, providing additional powered sites, or investing in other facilities that may better respond to demand.
- 19.9 Under the proposed arrangement, Penny would retain 20% of campground booking revenue in exchange for providing the online booking platform, payment processing, system support, software maintenance, and connectivity services.
- 19.10 This is comparable to the commission previously paid for campground booking management, while providing Council with greater oversight of campground usage, facility access, and revenue collection.
- 19.11 The proposal also provides opportunities to improve cost recovery through user-pays facilities. The commercial laundry would operate on a user-pays basis, and the system also provides the ability to introduce paid shower access for non-campground users if considered appropriate.
- 19.12 If the improved booking system, greater visibility of the campground and improved visitor experience result in increased demand, there is also potential to consider extending the campground season in the future. The automated nature of the Penny system would make this relatively straightforward to implement without requiring a significant increase in manual administration.
- 19.13 Overall, the Penny system provides a practical replacement for most of the existing manual booking and access arrangements, while also creating greater flexibility for how the campground may operate and develop over time.

20 Revenue and Cost Recovery

- 20.1 The proposed Penny campground management system includes opportunities to generate additional revenue from campground facilities and improve cost recovery.
- 20.2 The commercial washing machine and dryer would have integrated electronic payment capability, allowing campground users, travellers and potentially members of the wider community to pay directly for laundry services.
- 20.3 The system also provides the ability to introduce user-pays access to shower facilities if considered appropriate in the future.
- 20.4 While the level of revenue generated will depend on campground occupancy, demand and the pricing settings adopted, these facilities provide an opportunity for users to contribute directly toward the operating and maintenance costs of the campground.
- 20.5 Revenue from laundry and other user-pays facilities may also help offset the ongoing Penny management fee and some of the operational costs associated with providing the services.

Options and Preferred Option**21 Option 1: Approve the Penny Campground Management System (Preferred Option)**

- 21.1 Approve the Penny campground management system, including online bookings and payments, licence plate recognition cameras, shower controls, kitchen access controls, and the communications hub. This option excludes the commercial laundry, funded from Pleasant Point Community Board Strategic Funding.
- 21.2 This option would allow the campground to move to an automated booking and payment system before the 1 October opening and would remove the current reliance on a local business to manage bookings and key distribution.
- 21.3 *Advantages of approving the Penny Campground Management System:*
 - 21.3.1 Improve operational efficiency through automated payment and access systems;
 - 21.3.2 It will enhance security through licence plate recognition and controlled facility access;
 - 21.3.3 Reduce staff time associated with cash handling and manual administration;
 - 21.3.4 Provide improved reporting and monitoring of campground usage;
 - 21.3.5 Provide an after-hours service for visitors arriving later in the evening, with the potential to increase revenue for the campground and Domain; and
 - 21.3.6 Provide a more modern customer experience through electronic payment and facility access.
- 21.4 *Disadvantages/Ongoing implications with approving the Penny Campground System:*
 - 21.4.1 The current capital cost is \$12,202.40 excluding GST, excluding installation and associated contractor costs.
 - 21.4.2 Penny would also retain 20% of booking revenue in return for the online booking platform, payment processing, system support, software maintenance, and connectivity services.
 - 21.4.3 Council would also be reliant on a third-party technology provider for key campground management functions.
 - 21.4.4 The proposed implementation does not include automated access for the existing cabins.
 - 21.4.5 While the Penny system could be extended to the cabins, this would require additional hardware and installation costs for each unit and is not recommended at this stage given their age and relatively low utilisation.

22 Option 2: Approve the Commercial Laundry System

- 22.1 Approve the installation of a Penny-enabled commercial washing machine and dryer operating on a user-pays basis.
- 22.2 *Advantages of approving the Commercial Laundry System:*
- 22.3 Provides an additional service for campers and visitors.
- 22.4 Creates a user-pays revenue stream to help offset campground operating costs.
- 22.5 Reduces cash handling and associated administration requirements.

- 22.6 Provides accurate records of laundry usage and revenue.
- 22.7 Supports greater cost recovery from campground facilities.
- 22.8 *Disadvantages/Ongoing implications with approving the Commercial Laundry System:*
- 22.9 Requires additional capital investment.
- 22.10 Revenue generation is dependent on usage levels and may vary over time.
- 22.11 Creates ongoing maintenance and replacement obligations for the equipment.
- 22.12 Is not essential to the operation of the campground.

23 Option 3: Approve the booking system only and defer the additional infrastructure.

- 23.1 The Board could approve the Penny online booking and payment system but defer the laundry, cameras, shower controls, kitchen access, and supporting infrastructure.
- 23.2 This would address the immediate requirement to have a booking system in place for the campground opening but would retain more manual administration and would defer the wider security, access-control, monitoring and customer-service benefits of the full system.
- 23.3 It would also reduce the immediate capital commitment, although additional works would still need to be considered later if the Board wished to move to the full system.

24 Option 4: Maintain Current Operations

- 24.1 The Board could decide not to proceed with the Penny system and require staff to identify an alternative arrangement for campground bookings, payments, and access.
- 24.2 As the current dairy owner has advised they no longer wish to continue providing this service, Council would need to either identify another provider or manage these functions internally.
- 24.3 This would avoid the immediate capital cost of the Penny system, but would retain manual administration, provide less visibility of campground usage, and create a risk that an alternative arrangement is not fully in place before the campground opens on 1 October.

Consultation

- 25 No formal consultation has been undertaken or is considered necessary.
- 26 The proposal relates to the operational management of the Pleasant Point Campground and does not result in a significant change to the level of service provided by Council.
- 27 Officers have reviewed available online reviews and user feedback relating to the campground. This feedback generally supports the need for a simple, reliable booking process, convenient access to facilities, and a positive experience for visitors arriving outside normal business hours.
- 28 The proposed Penny system responds to these operational issues through online bookings and payments, automated facility access, improved monitoring, and the ability to provide after-hours access for visitors.

Relevant Legislation, Council Policy, and Plans

- 29 The proposal aligns with Council's objective of providing efficient and sustainable community facilities. Implementation of the system will be subject to compliance with the Privacy Act 2020, Council's information management requirements, and Council's procurement policies.

Financial and Funding Implications**Total Cost**

Item	Cost (GST excl.)
Laundry System	\$9,380
Licence Plate Recognition Cameras	\$6,490
Shower Control System	\$1,997
Main Control & Internet Hub	\$2,716
Kitchen Door Access	\$999
Total Excluding GST	\$21,582
GST	\$3,237
Total Including GST	\$24,819.93

- 30 The quoted amount does not include:
- Installation costs by local contractor.
 - Freight costs.
 - Electrical works.
 - Plumbing works.

Amount Requested: \$35,000.00 ex GST

Capital Expenditure: \$35,000.00 ex GST.

Funding Source: Rate Funded ☐ Loan Funded ☒ Grant/Subsidy Funded ☐
 Targeted Rate ☐ Fees/Charges ☐

Is the proposed expenditure: Budgeted ☒ or Unbudgeted ☐

Is a budget reallocation required? Yes ☐ No ☒

Other Considerations

- 31 The Penny platform would provide Council with a modern campground management system that automates payments, controls access to facilities, improves security, and reduces manual administration.

- 32 The system is expected to improve the customer experience, strengthen revenue management, and provide greater oversight of campground operations while creating opportunities for future automation and growth.

Attachments

1. Penny Quote  



Your key to travel

Kiwi Cash Limited T/A Penny
3535 State Highway 1
Blenheim 7274
NEW ZEALAND

Quotation # S00081

Timaru District Council

Quotation Date
25/08/2026

Expiration
24/09/2026

Salesperson
Mike Anderson

Description	Quantity	Unit Price	GST	Amount
Laundry				\$ 9,380.15
[CWG27MSORS-H-Coin Kit] LG 10kg Washing Machine LG Giant-C+ Commercial Washing Machine - 10kg +Payment Kit + Penny Card Reader	1.00 Units	\$ 4,999.00	GST Sales (15%)	\$ 4,999.00
[CDG27RSOES-Coin Kit] LG 10kg Single Dryer Electric 10kg Electric Dryer + Payment Kit + Penny Card Reader	1.00 Units	\$ 3,999.00	GST Sales (15%)	\$ 3,999.00
[BC-ATP-405020] Boxco P-Series 400x500x200mm Plastic Enclosure IP67, IK08, ABS, Transparent Cover, Molded Hinge and Latch Type	1.00 Units	\$ 207.85	GST Sales (15%)	\$ 207.85
[GWN7710R] Grandstream GWN7710R Outdoor Layer 2 Lite Managed PoE Switch with SFP Grandstream GWN7710R Outdoor Layer 2 Lite Managed PoE Switch with SFP	1.00 Units	\$ 174.30	GST Sales (15%)	\$ 174.30
LPR Camera				\$ 6,490.00
[TS5367-X12PE] Milesight 5MP AI LPR Road Traffic 12X PTZ Bullet Plus Camera Milesight 5MP AI LPR Road Traffic 12X PTZ Bullet Plus Camera	2.00 Units	\$ 3,183.00	GST Sales (15%)	\$ 6,366.00
[A62] Milesight Wall Mounted Junction Box Milesight Wall Mounted Junction Box	2.00 Units	\$ 62.00	GST Sales (15%)	\$ 124.00
Shower Control				\$ 1,997.00

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[PNY002] Penny Card Reader Bundle Penny QJT-125 card reader, rain cover, sticker package.	4.00 Units	\$ 199.00	GST Sales (15%)	\$ 796.00
[SV3515-24VDC] Water Control Solenoid 15mm – 24V DC – Normally Closed Solenoid Valve	4.00 Units	\$ 249.00	GST Sales (15%)	\$ 996.00
[MDR6024] MDR-60-24 Mean Well MDR-60-24 Single Output Industrial Power Supply 60W 24V - DIN Rail	1.00 Units	\$ 85.00	GST Sales (15%)	\$ 85.00
[24964] Waveshare 8CH Relay 8-ch Ethernet Relay Module, Modbus RTU/Modbus TCP Protocol, PoE port Communication, With Various Isolation And Protection Circuits	1.00 Units	\$ 120.00	GST Sales (15%)	\$ 120.00
Main Control Box & Internet Connection				\$ 2,716.40
[BC-ATP-405020] Boxco P-Series 400x500x200mm Plastic Enclosure IP67, IK08, ABS, Transparent Cover, Molded Hinge and Latch Type	1.00 Units	\$ 207.85	GST Sales (15%)	\$ 207.85
[UR35-L00AU-W-P] Ursalink UR35 Industrial 3G/4G/LTE PoE router with WiFi Ursalink UR35 Industrial 3G/4G/LTE PoE router with WiFi	1.00 Units	\$ 521.00	GST Sales (15%)	\$ 521.00
[TSW200] Teltonika TSW200 8 Port Unmanaged Industrial Gigabit PoE+ Switch (with 2 SFP Ports)	1.00 Units	\$ 219.45	GST Sales (15%)	\$ 219.45
[MDR6048] MDR-60-48 Mean Well MDR-60-48 Single Output Industrial Power Supply 60W 48V - DIN Rail	1.00 Units	\$ 85.00	GST Sales (15%)	\$ 85.00
[GWN7660ELR] Grandstream GWN7660ELR 2x2 802.11ax Wi-Fi 6 Outdoor Long Range Access Point Grandstream GWN7660ELR 2x2 802.11ax Wi-Fi 6 Outdoor Long Range Access Point	2.00 Units	\$ 203.70	GST Sales (15%)	\$ 407.40

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[BKT-23] Hockey Stick Curved Fascia Mount 1m Hockey Stick Curved Fascia Mount 1m	2.00 Units	\$ 38.85	GST Sales (15%)	\$ 77.70
[AOLM2-1] QuWireless QuOmni 4dBi 4G/LTE MIMO 2x2 Antenna with 10m Coax and SMA-Male Connectors QuWireless QuOmni 4dBi 4G/LTE MIMO 2x2 Antenna with 10m Coax and SMA-Male Connectors	1.00 Units	\$ 265.00	GST Sales (15%)	\$ 265.00
Miscellaneous Terminal blocks, DIN rail, fuses, surge protection, cabinet accessories	1.00 Units	\$ 350.00	GST Sales (15%)	\$ 350.00
[PNY_L1] Assembly Labour Labour for product assembly, testing and shipping.	4.00 Hours	\$ 96.00	GST Sales (15%)	\$ 384.00
<i>NOT INCLUDE: INSTALLATION, FREIGHT</i>				
[PNY002] Penny Card Reader Bundle Penny QJT-125 card reader, rain cover, sticker package.	1.00 Units	\$ 199.00	GST Sales (15%)	\$ 199.00
Kitchen Door Lock				\$ 999.00
[PNY002] Penny Card Reader Bundle Penny QJT-125 card reader, rain cover, sticker package.	1.00 Units	\$ 199.00	GST Sales (15%)	\$ 199.00
Miscellaneous Door Lock (Estimate Only)	1.00 Units	\$ 800.00	GST Sales (15%)	\$ 800.00
Untaxed Amount				\$ 21,582.55
GST 15%				\$ 3,237.38
Total				\$ 24,819.93

Terms and Conditions of Trade

No one likes the small print. While reading the fine print is a bit time-consuming, we believe it's the best way to manage

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expectations and avoid surprises. Our terms of trade set out what we will deliver to you and what we expect from you. The last thing we want is a mismatch in understanding or a poor outcome for your project.

We take pride in our standards. These terms override any agreements made in person, over the phone, or in other communications. When you ask **Penny** to carry out work or provide equipment, you agree to these terms.

1. Preliminary Status & The Path to a Final Quote

- **Budgetary Estimate:** This document is a *Preliminary Budgetary Estimate*. It is an indicative price based on initial discussions and typical configurations.
- **Site Validation:** To move to a fixed-price contract, you must instruct us to proceed to a Site Visit and Final Quotation. This is done via a dedicated Site Visit, a previous site assessment by Penny, and/or a measure-up by your local contractor.
- **Your Responsibility:** It is your responsibility to confirm the "Big Picture" goals before the Final Quotation phase. The Final Quote is for settling quantities and site specifics, not for conceptual design changes.

2. Our Charges

Description	Charge
Initial Scoping & Site Validation (First 4 hours)	FREE
Initial Travel (First 100km round-trip)	FREE
Penny Technical Lead / Consultancy Rate	\$120.00+GST per hour
Additional Travel (After 100km)	\$1.96+GST per km
Local Tradesman Costs	Excluded (You will contract tradesmen directly)
Admin / Project Documentation	\$75.00 per hour
Overdue Invoice Charge	20% of invoice total

Note: The free 4-hour allowance applies strictly to the initial project scoping, measurement, and site validation required to produce a Final Quotation. All subsequent site time, technical consultancy, and project oversight are charged at our standard hourly rates. If Penny has already captured site data during a previous visit, this allowance is considered "fully utilized" toward the creation of your quote.

3. Payment & Progress

- **Hardware:** Due **upfront** upon acceptance of the Final Quotation. Equipment will be dispatched once payment clears.

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- **Professional Services:** Design, configuration, project oversight and installation services completed by Penny are invoiced on a **30-day account**.
- **Installation & Local Trades:** To ensure local accountability and compliance, **the Client engages third-party tradespeople directly**. Penny provides the technical specifications, oversight and agreed level of support, but the contract for physical installation exists between the Client and their chosen contractor.
- **Site Lead:** Where Penny coordinates with your local tradesperson for a site measure, this service is typically provided free of charge as part of the quoting process.

4. Full Terms For our comprehensive legal framework, including liability limitations and intellectual property, please refer to our full terms at: penny-tech.com/terms

Payment Terms: Due within 3 days of invoice.

Hardware is invoiced on acceptance of quotation or receipt of Purchase Order

Services are invoiced on completion of the service.

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- 8 Consideration of Urgent Business Items**
- 9 Consideration of Minor Nature Matters**
- 10 Public Forum Issues Requiring Consideration**