

Notice is given that an ordinary meeting of the Community Development Committee will be held on:

**Date:** Thursday 10 August 2017  
**Time:** 9.30 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Community Development Committee

### AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	Cr P L Canton	
<b>Deputy Chairperson</b>	Cr D M Wensley	
<b>Members</b>	Mayor R G Kempthorne	Cr S R Brown
	Cr S G Bryant	Cr M J Greening
	Cr P H Hawkes	Cr T B King
	Cr C M Maling	Cr D E McNamara
	Cr D J Ogilvie	Cr P F Sangster
	Cr T A Tuffnell	Cr A C Turley

(Quorum 7 members)

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## AGENDA

- 1 OPENING, WELCOME
- 2 APOLOGIES AND LEAVE OF ABSENCE

### Recommendation

That apologies be accepted.

- 3 PUBLIC FORUM
- 4 DECLARATIONS OF INTEREST
- 5 LATE ITEMS
- 6 CONFIRMATION OF MINUTES

That the minutes of the Community Development Committee meeting held on Thursday, 6 July 2017, be confirmed as a true and correct record of the meeting.

### 7 REPORTS OF COMMITTEE

Nil

### 8 PRESENTATIONS

- 8.1 Motueka District Museum - Pupuri Taonga ..... 5
- 8.2 Golden Bay Museum - Te Waka Hui o Mohua ..... 7

### 9 REPORTS

- 9.1 Chair's Report..... 9
- 9.2 Libraries Manager's Report..... 11
- 9.3 Community Development Manager's Report..... 21
- 9.4 Action Sheet - Community Development..... 41



## 8 PRESENTATIONS

### 8.1 MOTUEKA DISTRICT MUSEUM - PUPURI TAONGA

Information Only - No Decision Required

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	10 August 2017
<b>Report Author:</b>	Tracey Barron, Executive Assistant - Community Development
<b>Report Number:</b>	RCD17-08-01

#### PRESENTATION

Jen Calder from the Motueka District Museum will present an annual update to the Committee.

#### Appendices

Nil



## 8.2 GOLDEN BAY MUSEUM - TE WAKA HUI O MOHUA

Information Only - No Decision Required

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	10 August 2017
<b>Report Author:</b>	Tracey Barron, Executive Assistant - Community Development
<b>Report Number:</b>	RCD17-08-02

### PRESENTATION

Geoff Rennison, Chairperson of the Golden Bay Museum will present an annual update to the Committee.

### Appendices

Nil





## 9 REPORTS

### 9.1 CHAIR'S REPORT

Information Only - No Decision Required

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	10 August 2017
<b>Report Author:</b>	Peter Canton, Chair, Community Development
<b>Report Number:</b>	RCD17-08-03

#### 1 Summary

1.1 This report contains the Community Development Chair's regular meeting report.

#### 2 Draft Resolution

**That the Community Development Committee receives the Chair's Report RCD17-08-03.**

**3 Welcome**

- 3.1 Welcome once again to the Community Development Committee meeting.
- 3.2 I would like to welcome Susan back from her well-earned break.
- 3.3 As there has been a short interval between Community Development meetings my report will be brief.

**4 Key Activities**

- 4.1 On 8 July Crs Ogilvie, Hawkes, Wensley, Motueka Community Board member Dowler and myself attended the unveiling of the Tarrant Memorial at the old wharf in Motueka. Leonard Tarrant was the first New Zealander to die whilst on overseas duty. His death in 1900 led to the original memorial installation in 1903.
- 4.2 With regards the Golden Bay Grandstand, there has been comment on the amount of money spent on the court case. I would like to say that it needs to be recorded that we were the respondent to the Environment Court action, we did not initiate it. Throughout all the negotiations between Council and the Grandstand Trust, not once was a proposal put forward that didn't involve major amounts of capital being funded by the ratepayers.
- 4.3 Part of the discussion we should be having is whether we should consider setting all policy via social media or how much social media should influence our decisions.
- 4.4 I would like to state my appreciation for the effort everyone put into getting to the current position on the Grandstand saga. I think we, Grandstand Trust and Council, still have a lot of work to do before a final decision can be made on the matter. Hopefully we will be able to move forward and to get the new community recreation facility fully opened as soon as possible. This has been a long and protracted issue that has divided sections of the community.
- 4.5 I would personally like to thank Councillor Sangster for offering to be the liaison person between the Trust and Council. We look forward to a speedy proposal and even quicker opening of the new facility
- 4.6 Last Sunday Mayor Kempthorne, Cr Turley and myself along with a large contingent of staff attended the Mapua waterfront consultation. It was well attended by the local community and lots of feedback was gained. We were at one point entertained by Annette Walker who walked us through the local museum offering lots of local knowledge and history. It is encouraging to see our communities being engaged and a big thanks goes to project leader Sharon and Catherine for making the day a great success.
- 4.7 Councillor Turley and I will be attending a youth summit at the Trafalgar Centre on Wednesday 2 August. We will provide an update at the Community Development Committee meeting on 10 August.

## 9.2 LIBRARIES MANAGER'S REPORT

Information Only - No Decision Required

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	10 August 2017
<b>Report Author:</b>	Glennis Coote, Libraries Manager
<b>Report Number:</b>	RCD17-08-04

### 1 Summary

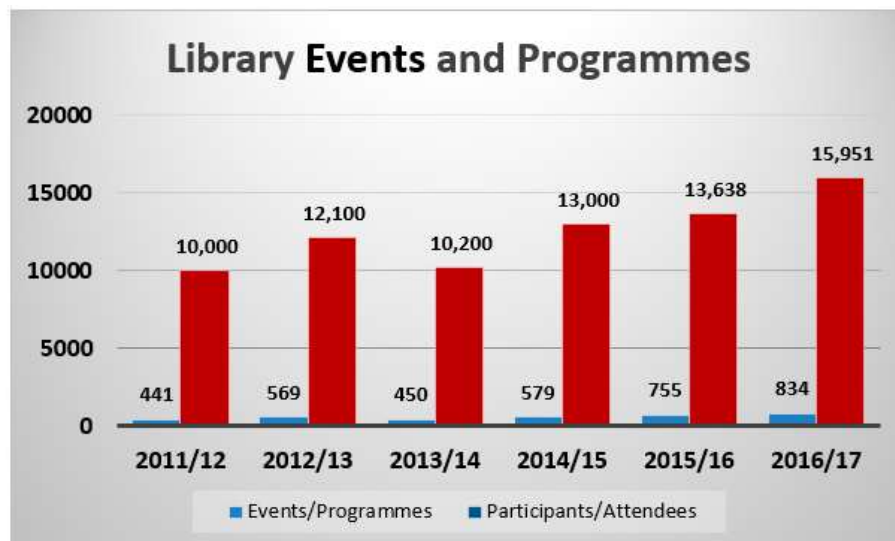
- 1.1 The purpose of this report is to provide an annual summary of library activities for the year ending 30 June 2017. This report covers:
- **Events and Promotions** – during the past year the libraries delivered a total of 834 events or programmes attended by approximately 16,000 people.
  - **Motueka Library Anniversary** – this year marks 160 years since the first Motueka Public Library was established. To celebrate the anniversary and highlight the library's value to the community we have a full programme of events and programmes taking place this year.
  - **Community Engagement and Community Partnerships** – the libraries engage with their local communities in a number of ways, including supporting community events and literacy programmes, hosting community displays and collaborating with local businesses and community organisations.
  - **Customer Services** – During the past year, library staff handled 15,200 information queries and delivered 2,565 items to housebound users.
  - **Digital Services** – use of the libraries digital resources and services continues to increase. Issues of e-books and e-audio increased by 21.6% and use of the library's computer catalogue increased by 40%.
  - **Shared Services and Co-operative Arrangements** – the library belongs to a number of national and regional partnerships and consortia. There are a number of benefits from these arrangements including better use of financial resources and being able to offer a wider range of resources and services to library users. We also benefit from the expertise and specialist skills of our partners.
  - **RFID Installation** - the installation of Radio Frequency Identification (RFID) technology in Richmond, Motueka and Takaka libraries was completed in October 2016.
  - **Key Statistical Measures** – issues of items decreased by 2.4% and visitor numbers increased by 1.6% compared to 2015/2016. We now have 156,822 collection items available to library users.

### 2 Draft Resolution

**That the Community Development Committee receives the Libraries Manager's Report RCD17-08-04.**

### 3 Events, Programmes and Promotions

- 3.1 Every year our libraries deliver a wide range of events and programmes; as well as raising awareness of library resources and facilities. The events and programmes provide opportunities for learning, knowledge sharing and community engagement.
- 3.2 Events include class visits; holiday programmes; outreach visits to schools and preschools; book group meetings; craft groups; author visits; book launches and digital training sessions. The range and number of events expands each year and during the past year, we delivered a total of 834 events and programmes with attendances totalling 15,951.



#### 3.3 Major highlights for the year:

- 3.3.1 Acclaimed New Zealand author Patricia Grace visited Takaka Library and spoke in conversation with Golden Bay author Gerard Hindmarsh. The evening began with a welcome from Manawhenua ki Mohua and finished with a haka performed by Taki Matete. Local businesses provided sponsorship and support for this event that attracted an audience of 80 people.
- 3.3.2 During May, we celebrated New Zealand Music Month with music events in Motueka and Takaka libraries. Performers included students from local schools and the concerts were a great opportunity for the young musicians to perform in a community space.



- 3.3.3 The seventh Winter Series held at Takaka library featured lunchtime talks on a wide range of subjects with most of the speakers coming from the Golden Bay community.

A sample of the talks included “Cycling Europe on a Budget”, “New Zealand Jade from a Carver’s Perspective,” “Cave Discoveries at Spittal Springs and Ironstone Creek”. Audience numbers totaled 202, compared to 156 the previous year.

- 3.3.4 Richmond Library’s Book Art competition ran during March and April. The competition invited participants to take a discarded library book and use it to create an original piece of book art. In the lead up to the closing date, 130 entry forms were picked up and 136 discarded large print books were collected to transform into works of art. Thirty six books were returned and entered into the competition. This was a very successful promotion with some very positive engagement between customers and staff in conversations about the idea of book art, creativity and craft.



- 3.3.5 The eight annual Tasman District Libraries Children’s Book Quiz was held in June. Children from 24 schools took part in the quiz, which is a competition for year five and six students. The event is run simultaneously at Motueka, Richmond and Takaka Libraries. As well as a trophy for the winning teams, prizes are awarded for the best costumes. The quiz is a highlight for both the library and the children involved. Children eagerly await the event and compete to be part of their school’s team.



#### **4 Motueka Library Anniversary**

- 4.1 This year marks 160 years since the first Motueka Public Library was established. Edward Fearon founded Motueka Literary Institute in 1857 and an opening ceremony was held in January 1858.
- 4.2 Throughout 2017, we are using the theme “Motueka Library, celebrating 160 years” for our promotions and publicity. To celebrate the anniversary and highlight the library’s value to the community we have a full programme of events and programmes taking place this year.

Programmes to the end of June included, wellness and healthy lifestyle workshops, “Inspire me” workshops, author visits and a series of travel talks.

- 4.3 A major highlight was an anniversary morning tea, which was held in June. The event was a chance to celebrate the contribution the library has made to the community. Approximately 60 guests including Councillors, Council staff, past and present library staff and members of the public attended the event.
- 4.4 During this anniversary year, we are celebrating the library’s history and highlighting the service the library currently provides to the community. Recent feedback from library users shows how much the library is valued:

*“The staff at Mot Library are at the top. They know the word service – willing to assist-friendly and innovative. Create interest in books and the library through inviting the community to hear authors speak, great displays. Altogether a great deal of hard work goes into creating an interesting community space.”*

*“Thanks you for the myriad of offerings at the library. It’s an important cultural centre for our town.”*

*“Good to see the library being used for such a variety of things these days”*

*“The library is full of cool ideas for people of all age groups. I love it as it brings the community together.”*



## 5 Community Engagement and Community Partnerships

- 5.1 Motueka library hosted four Reading Together workshops with Lower Moutere School. The Ministry of Education funds the Reading Together Programme. The programme helps parents to support their children’s reading at home. Workshop sessions for parents are led by teachers with support from community librarians. The library’s participation in the programme creates ongoing relationships with the parents, many of whom have not previously been library users. The programme also allows the library to form closer relationships with the participating schools.
- 5.2 Each year Takaka Library supports the Golden Bay Community Trust by having a Christmas tree in the library where members of the community can leave gifts which are then distributed by the Community Workers to those in need.

- 5.3 Staff from Motueka Library attended the Motueka Recreation Expo in September and staff from Richmond Library attended the Age2Be Expo in March. These outreach opportunities allow us to promote library services and reach people who may not be aware of the range of services our libraries have to offer.
- 5.4 Richmond and Takaka Libraries provide meeting room facilities for community and special interest groups. The rooms are used for a range of purposes, including health education classes, staff training, ratepayer group meetings, hobby group meetings, job interviews and Council community engagement meetings. When not booked the meeting rooms are available for informal use. Bookings for the meeting rooms in 2016/2017 totalled 623.
- 5.5 The library regularly collaborates with local businesses and community groups to support our displays and events. Some examples of these partnerships are: Takaka Library partnered with Nelson Bays Community Law to run “Law for Lunch” workshops on legal topics; Motueka Library partnered with Motueka High School to run “Opportunities beyond School”, a series of talks on life skills for senior students at the school.
- 5.6 A range of community groups use the community display spaces in our libraries. During the past year, we hosted 40 displays on a wide variety of topics including about Nelson Arts Council, World Smokefree Month, Community Access Radio, Age Concern and Mental Health Awareness.

## **6 Customer Services**

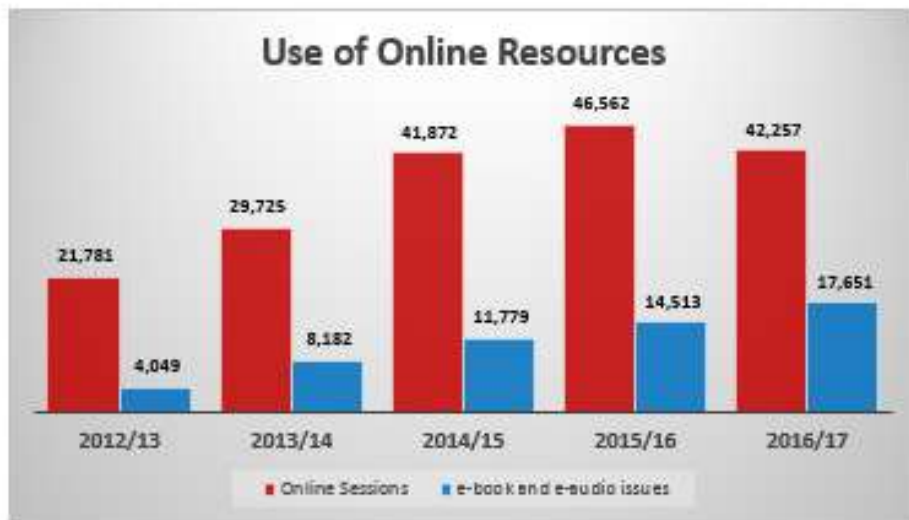
- 6.1 An important measure of the value-added services offered by the Libraries is the number of requests for assistance with finding information. In addition to face-to-face requests, the library receives requests for assistance by email, telephone or via our website. Information requests include assistance with research and help with finding reading or information material. Library users are also helped to access online information using digital technologies.
- 6.2 We also provide a book-a-librarian service where library users can book some dedicated time with a staff member if they need a greater level of assistance with their request. Some examples of the help given are using e-readers; writing CVs; completing online job applications and setting up email accounts. During the past year, we recorded 15,200 information requests and provided 154 book-a-librarian sessions.
- 6.3 The New Zealand Interlibrary Loan Scheme allows Tasman District Libraries to borrow books, journals, music and other items for our members from other libraries in New Zealand. Last year we borrowed 734 items from other libraries and loaned 148 items to other libraries. Two of the items borrowed from other libraries were international interloans.
- 6.4 Each of our library branches offers a housebound delivery service to eligible borrowers. The housebound service was established in 2005 to satisfy the library needs of those people who are physically unable to visit the library on a regular basis. Borrowers receive deliveries of items every three or six weeks. Library staff select suitable items, which are then delivered by volunteers. During the past year, 582 deliveries were made to housebound borrowers with 2,565 items issued.

## **7 Digital Services**

- 7.1 By the end of June 2017, 11,125 e-book and e-audio items were available for loan to Tasman library users. Issues of downloadable items have been growing steadily since the

library began offering e-books and e-audio in 2011. Issues during 2016/2017 totalled 17,651, an increase of 21.6% over the previous year. Loans of e-books and e-audio items now account for 3% of our total issues.

- 7.2 The library subscribes to a number of online resources covering a range of information and interests. Resources include encyclopaedias, journal articles, genealogy databases and digital newspapers. Access to online resources is available using internet computers within the library and remotely via our website. Use is measured in the number of user sessions recorded. A total of 42,257 user sessions was recorded in 2016/2017. Press Reader continues to be our most popular and well-used electronic resource, providing access to full digital editions of 2,200 newspapers from 97 countries. Average usage each month was 2,930 user sessions.



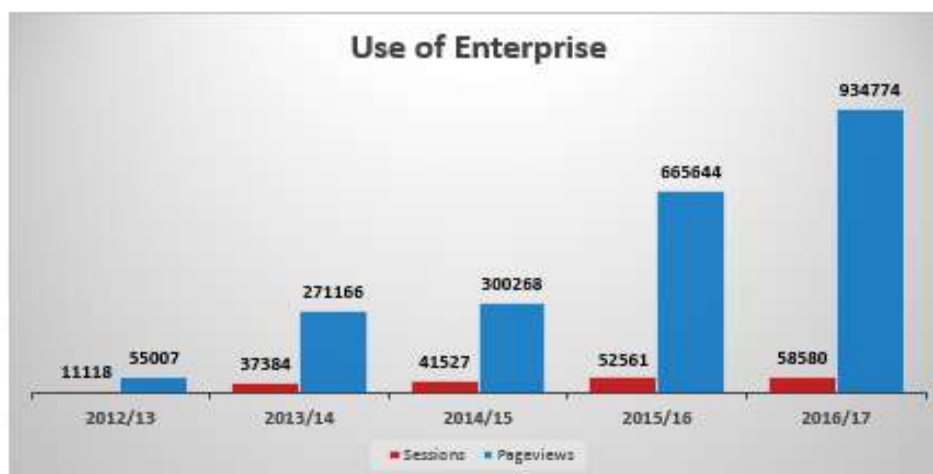
- 7.3 Website use figures for 2016/2017 show that use of the libraries website remains steady. The number of sessions was 73,945 compared to 74,422 in 2015/2016 and the number of users was 38,851 compared to 38,844 in 2015/2016.



- 7.4 Enterprise, the library catalogue, can be accessed via the library website and on dedicated computers in each of our library branches. Enterprise provides access to all of the library's physical and e-book/e-audio collections as well as a range of our electronic subscriptions. Improvements to the interface and searchability over the past year have improved the user



experience and contributed to a 40% increase in pageviews in 2016/2017 compared to the previous year.



## 8 Shared Services and Co-operative Arrangements

8.1 Tasman District Library belongs to a number of national and regional partnerships and consortia. These co-operative arrangements mean that we are able to increase the range of resources and services available to library users and purchase resources and services at more advantageous prices. We are also contributing to the public library community as well as benefiting from the expertise and specialist skills of our partners. Our major partnerships are listed below.

### Kōtui

8.2 Tasman District Library has been a member of the Kōtui consortium since 2011. Kōtui is a shared library management and resource discovery service and is a collaboration between member public libraries, the Association of Public Library Managers (APLM), Local Government New Zealand (LGNZ) and the National Library of New Zealand.

8.3 Tasman was the fourth library system to join the Kōtui consortium.

8.4 Currently 32 libraries from 34 councils are members of the consortium.

8.5 This year I was reappointed for a second term to the Kōtui Board. The Board governs the Kōtui consortium and includes public library members, staff from the Department of Internal Affairs, representatives from the Association of Public Library Managers and Local Government New Zealand.

### Aotearoa People's Network Kaharoa (APNK)

8.6 APNK is a partnership between public libraries and The National Library of New Zealand. Our membership of APNK provides us with heavily subsidised network, hardware and software resources, which enables us to offer public internet services to library users. APNK was established in 2007, Tasman District libraries joined the network in 2008 and now more than 140 libraries are members of APNK.

**EPIC**

- 8.7 We are a member of the national EPIC consortium, which is managed by the National Library. Through the consortium, we are able to access a range of online resources at a significant lower cost than if we purchased these resources as an individual library.

**Shared e-book Purchasing Arrangements**

- 8.8 We are part of a consortium of thirteen South Island Public Libraries that was formed in 2013 for shared purchasing of e-books from Overdrive, an American company that has been supplying the library market for a number of years. We also have a partnership with Marlborough District Libraries for the purchase of e-books and e-audio from Bolinda, an Australian company. Both of these shared arrangements provide significant cost savings and allow us to expand the range of our resources more effectively than purchasing them as an individual library.

**AnyQuestions**

- 8.9 AnyQuestions is a live online chat homework help service funded by the Ministry of Education and the National Library. Service operators assist students to find appropriate online resources to answer their homework queries. Operators require a high level of knowledge of appropriate resources and need to be skilled in analysing student requests.
- 8.10 Librarians from the National Library and a number of public libraries from across the country staff the service, which is available for 25 hours each week during school term. Tasman has four staff working as AnyQuestions service operators, between them, they staff the service for two hours each week.

**9 RFID Installation**

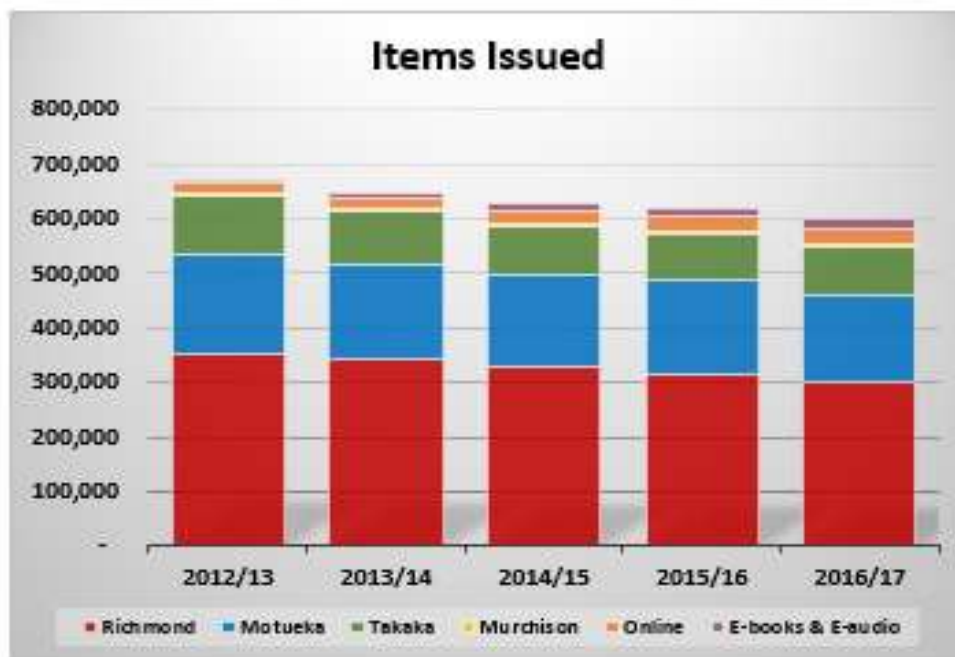
- 9.1 The installation of Radio Frequency Identification (RFID) technology in Richmond, Motueka and Takaka libraries was successfully completed in October 2016. This was a major project for the library for a number of reasons: a considerable amount of staff time was spent on the project; we achieved process and customer service improvements and because of changes to our processes, we restructured a number of staff roles.
- 9.2 As part of the project, all library stock was tagged with RFID tags. The tagging took place during July and August with the majority of this work being undertaken by contract staff. Prior to the tagging library staff undertook an extensive stock weeding programme in order to ensure that resources were not wasted on tagging outdated or unused stock.
- 9.3 Service desk areas in Richmond and Motueka Libraries were reconfigured to allow for the installation of self-service kiosks. The installation of self-check kiosks in Richmond and Motueka libraries has given library users the option of issuing their own items. Use of the kiosks is increasing as people become more comfortable with the technology. By the end of the year, approximately 50% of items issued in the Richmond and Motueka libraries were issued through the self-issue kiosks.

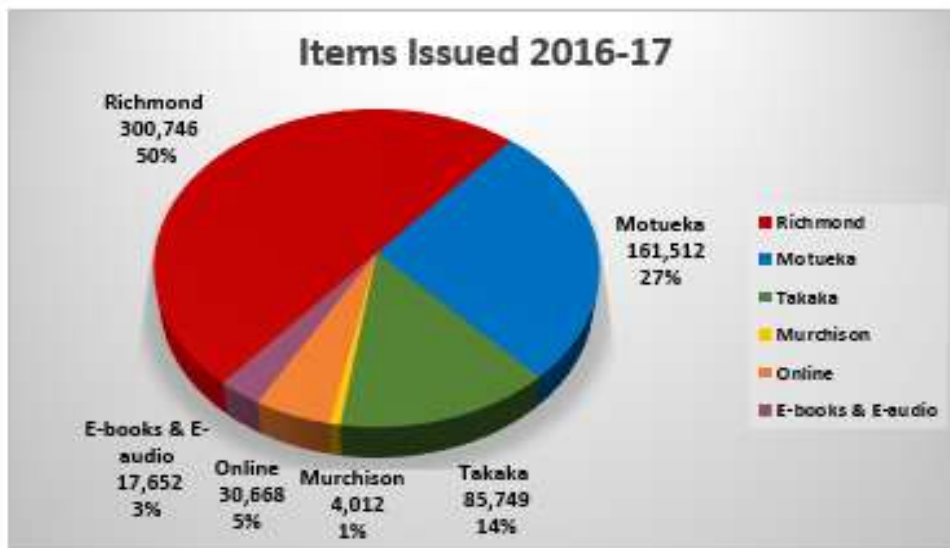
**10 Key Statistical Measures**

- 10.1 Visitor numbers for the 2016/2017 year totalled 476,268. This was an increase of 1.6% compared to 2015/2016. Richmond's visitor numbers were on par with last year while Motueka's increased by 6.9% and Takaka's decreased by 1.4%.



10.2 During the 2016/2017 year, the district's libraries issued 600,339 items. This was a decrease of 2.4% compared to total issues in 2015/2016. Issues of physical items decreased by 3.7% while issues of e-books and e-audio increase by 21.6 % and renewals via the library website increased by 18%.





10.3 New membership registrations for 2016/2017 totalled 1729. Membership numbers at the end of June 2016 were 22,457. The membership figure reflects members who have used or renewed their library card during the previous 24 months. The active member count does not give a complete picture of the number of people who are borrowing items or using online resources, as we know that many library cardholders borrow on behalf of other family members. A snapshot of use on 30 June showed 6,396 library members had items on loan on that day, which equates to 28.5% of active library members.

10.4 Eighteen thousand, four hundred and twenty three items were purchased for the libraries collections during 2016/2017, this included 1,494 electronic items. The total number of items held now stands at 156,822, comprising 145,697 physical items and 11,125 electronic items.

## 11 Attachments

Nil

**9.3 COMMUNITY DEVELOPMENT MANAGER'S REPORT****Information Only - No Decision Required**

<b>Report To:</b>	Community Development Committee
<b>Meeting Date:</b>	10 August 2017
<b>Report Author:</b>	Susan Edwards, Community Development Manager
<b>Report Number:</b>	RCD17-08-05

**1 Summary**

- 1.1 This report provides the Committee with an update on some of my work since my update provided to you at the July Community Development Committee meeting. My report also outlines key highlights of the work undertaken the Community Relations and Strategic Policy sections of the Community Development Department. The Reserves and Facilities work plan is attached to this report for Councillors information and comment. The Library Manager's end of financial year report on the Libraries activity is contained in a separate report on this agenda.
- 1.2 The 'commentary and patronage' pages of the May 2017 Report from the Richmond Aquatic Centre manager is attached (Attachment 1).

**2 Draft Resolution****That the Community Development Committee:**

1. receives the **Community Development Manager's Report RCD17-08-05**; and
2. receives the **Reserves and Facilities Work Plan 2017/2018 contained in Attachment 3 to report RCD17-08-05**.

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

- 3.1 This report provides the Committee with an update on some of my work since the last Community Development Committee meeting and outlines key highlights of the work undertaken by the Community Relations and Strategic Policy sections of the Community Development Department. The Reserves and Facilities work plan is attached to this report for Councillors information and comment. The Library Manager's end of financial year report on the Libraries activity is contained in a separate report on this agenda.

### **4 Key Activities**

- 4.1 Since my last report in July 2017, I have undertaken a number of key activities. Among other things, the highlights included:
- Golden Bay Community Board and Grandstand Trust meeting with Lindsay;
  - discussion with consultants preparing a report on the Provincial Museum;
  - attended Waimea Community Dam workshop and meetings;
  - discussions with Nelson City Council staff on the velodrome project;
  - prepared a presentation I will be delivering with Sharon Flood at the Society of Local Government Managers Community Planning Conference on 14 August;
  - a catchup with the Chief Executive of Sport Tasman;
  - a catchup with Chris Ward at Nelson City Council;
  - discussions with other staff on Forestry Recreational Access Policy;
  - attended Long Term Plan workshop and meetings; and
  - two weeks annual leave.

### **5 Richmond Aquatic Centre**

- 5.1 Attached is the 'commentary and patronage' pages of the May 2017 Report from the Richmond Aquatic Centre Manager. (Attachment 1).

### **6 Strategic Policy Update – Sharon Flood**

#### **Annual Report 2016/17**

- 6.1 We are well into drafting the Annual Report for 2016/2017. Relevant staff have provided information for their reporting against levels of service and performance measures. We are on track to have a draft ready for Audit New Zealand on 18 August 2017. At this stage we don't anticipate any problems, with the Annual Report scheduled for adoption on 28 September 2017.

#### **Long Term Plan 2018 – 2028 (LTP)**

- 6.2 The Strategic Policy team continues to manage the LTP process across the organisation. Upcoming workshops with Councillors include the following topics:
- Murchison refuse options;

- LTP feedback received from initial consultation round;
- Key issues for the Consultation Document; and
- Youth Council LTP presentation.

6.3 We are currently working with Nelson City Council to run a series of workshops on health and wellbeing for older adults in Nelson and Tasman. The aim is to have a panel of local speakers to discuss these issues with interested community members. We aim to work with the District Health Board and Health Action Trust to help deliver these sessions.

#### **Reserve Management Plans (RMPs)**

6.4 Initial feedback on the Motueka Ward Reserves Management Plan (RMP) closed on the 28 April 2017. We received suggestions from 111 groups and individuals. This feedback will be published on Council's website shortly. The next stage of the project is to classify existing reserves and declare land as reserves. This involves a separate public consultation process, which needs to be completed before public notification of a Draft RMP for Motueka Ward Reserves takes place. The revised timeline (refer Attachment 2 to this report) has the report on reserve classification going to the 28 September 2017 Full Council meeting, with submissions on proposed reserve classification closing at the end of October. A Draft RMP is likely to be completed for public notification by early 2018.

#### **Waimea Community Dam**

6.5 We continue to work with the project team regarding public consultation and timelines. Our contractors have begun working on the outline for the draft Statement of Proposal and the funding analysis to meet the s101(3) of the LGA requirements.

#### **S.17A – Delivery of Services Reviews**

6.6 Work is progressing on meeting our legislative requirements under section 17A of the Local Government Act 2002, to review the delivery of our services before 8 August 2017. All of the Community Development and Environment and Planning Department reviews have been completed. There are a number of outstanding assessments including two from the Engineering Department. The Engineering Department assessments are for transportation and solid waste local services, and both will be presented to the Engineering Services Committee on 17 August 2017. The Property and Commercial assessments have been delayed due to resourcing issues and will not be completed in time to meet the deadline.

#### **Mapua Waterfront Survey**

6.7 We held an 'In Your Neighbourhood' drop in community session at the Mapua Precinct on Saturday morning 29 July 2017 from 10am to 12.30pm. Some of the locals joined us with a barbecue to make this a community event. This sessions were well attended with a constant stream of people dropping in for a chat. Submissions close 14 August 2017, with hearings scheduled for 21-22 August. After the hearing deliberations, we will be developing the long term master plan for the Waterfront Area. We anticipate this plan will be completed for adoption in late September 2017.

#### **Forestry Recreation Access Policy**

6.8 This policy is to address the issues around recreation and access to our commercial plantation forests. Meetings with stakeholders have taken place, as well as information having been sought about how these issues are managed in similar forests elsewhere in the country. The consultant working on this project is expected to deliver a draft policy for the staff group to discuss before it is shared with the Project Control Group (Councillors King,

Bryant and Wensley) on 8 August 2017. The draft policy will be workshopped with full Council prior to public consultation.

#### **Risk Policy and Framework:**

- 6.9 We have continued with work to determine Council's risk appetite statements and to develop our risk management framework. We have established an internal Risk Working Group which comprises staff from various departments across Council. The Risk Management Policy was reviewed by the Risk and Audit Committee at their 30 June 2017 meeting. Once the risk appetite statements have been included we will finalise the Risk Policy and bring it to Council for adoption. Our consultants have been working on developing the risk framework and we expect this will be ready for implementation by mid-September 2017. The next steps after that will be to develop a change management programme to implement the policy and framework across Council.

#### **Tourism Infrastructure Fund**

- 6.10 The Team has been involved in providing input and advice to Council's Tourism Infrastructure Fund application. The Government recently announced that it will provide up to \$25m per year for the development of local tourism-related infrastructure such as carparks, freedom camping facilities, sewerage and water works, and transport projects. The first round of funding is due to open in early August, and we understand we will have a four week period in which to apply. There are a number of eligibility criteria which councils must meet to apply for the funding. Amongst the range of assessment criteria, applications must be for a minimum of \$100,000, clearly demonstrate the project is tourism related, and be funded on a 50/50 cost share basis.

<b>7 Reserves and Facilities 2017/2018 work programme – Beryl Wilkes</b>
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- 7.1 This section of the report provides you with an overview of the Reserves and Facilities team's work programme over the next 12 months.
- 7.2 The Reserves and Facilities team currently includes six full time staff members. The team comprises: Beryl Wilkes (Reserves and Facilities Manager); Glenn Thorn (Reserves & Assets Projects Officer); Richard Hilton (Horticultural Officer); Lynne Hall (Horticultural Officer); Steve Richards (Reserves Officer – Landscapes); and Francie Wafer (Reserves & Facilities Administrator). Anna Gerraty (Policy Advisor within the Strategic Policy Team) also contributes to the outputs of the Reserves and Facilities team in the areas of reserve planning and preparing the activity management plan for the Reserves and Facilities activity, along with other policy and planning support for the team.
- 7.3 Beryl will also be recruiting an additional full time staff member in the near future to assist the team, as approved through the Annual Plan process.
- 7.4 The Reserves and Facilities team contributes to many areas of Council's work programme. Its core responsibilities include: Reserves and Facility capital projects, forward planning, maintenance and management. The team also supports and funds the Special Purpose Committees (hall and reserve committees), manages Council's Pensioner Cottage tenancies and the maintenance of the Cottage, and manages the cemeteries and public conveniences throughout the District.
- 7.5 Over the last year, the team has been very busy due to being a staff member down for over half the year and with Glenn Thorn being heavily dedicated to the Saxton velodrome project.



This situation has meant that there are a number of projects planned for the 2016/2017 year, which will be carried over into the new financial year for completion.

- 7.6 The Reserves & Facilities team has a very full work programme over the next 12 months (refer Attachment 3 to this report). The work programme is provided to the Committee for its information. Many of the projects contained in the work programme have been discussed with the Motueka and Golden Bay Community Boards and the ward councillors through their consideration of the Reserve Financial Contributions budgets for inclusion in the Annual Plan 2017/2018 and through carry forwards from last year.
- 7.7 The focus of the work plan is to:
- contribute to the Long Term Plan 2018-2028 and its associated processes (e.g. growth strategy, activity management plans);
  - contribute to the preparation of the Motueka Reserve Management Plan;
  - manage the Parks and Reserves Asset Management Contracts;
  - manage reserve usage and community partnerships relating to Council's parks and reserves;
  - develop new and upgrade existing playgrounds;
  - acquire, plan and develop new reserves and walkways;
  - ongoing development, management and maintenance of public toilet facilities;
  - development, management and maintenance of Council's cemeteries;
  - development, management and maintenance of Council's sportfields and liaison with user groups;
  - manage and maintain Council's remote camping grounds;
  - manage and maintain Council's community halls, in association with local hall management committees; and
  - management, maintenance of and providing tenancy services for Council's pensioner cottages.
- 7.8 The work programme is provided for Councillors information and comment.

## **8 Community Relations and Media – Chris Choat**

### **Community Partnerships and Enviroschools**

- 8.1 Key work undertaken by the Community Partnerships staff since the last meeting, includes:
- 8.1.1 “Second Hand Sunday” 8 August – growing in popularity since inception. The number of houses registering grows each time, as does those who take the opportunity of the day to put their old housewares out;
  - 8.1.2 support for a teacher on the Science Teacher Leadership Programme by hosting a teacher from Wakefield for two terms, to experience a range of applied science within the Council; and
  - 8.1.3 “Secondary Environmental Leaders Hui” – Abel Tasman National Park.

### **Events**

- 8.2 Planning has begun for the summer events. Alongside the seasonal events, there are a number of smaller local events including:
- 8.2.1 a Queen Street celebration supported by Richmond Unlimited, and

8.2.2 the opening of the Velodrome currently scheduled for 12 November.

### **Grants and Awards**

8.3 We are currently very busy working on our grant schemes:

8.3.1 community grants closed 31 July 2017;

8.3.2 outstanding community awards have closed with 8 nominations. The awards ceremony will be held 24 August; and

8.3.3 processing two applications to the Special Grants fund – Masters Games and the Abel Tasman Cycle Challenge. The applications will be discussed at the next Community Development Committee.

8.4 An application has been made to the Youth Development Agency for funding to manage a programme supporting Youth Leadership. The programme is to support youth in taking charge of community initiatives including voluntary work programmes, input into the LTP, mentoring youth groups and a sustainable future for youth councils.

### **Media activity**

8.5 The team have had a busy period supporting Council initiatives and decisions with particular focus on the Grandstand, Waimea Water Augmentation and the Mapua Strategy development.

### **Online Report June 20 – July 31**

8.6 Figures for six weeks June 21 to July 31 show continued steady performance:

- Number of sessions 76,511;
- Number of users 41,189;
- Page views 199,525;
- Average session 1:59;
- Average 2.61 pages per session.

### **Traffic Highlights**

8.7 Snow caused a peak of 3550 visits on Wednesday 12 July to the site.

8.8 Unfortunately the web camera at Lake Rotoiti had been working intermittently in June and stopped working in July. The contractor has built a new camera and we are awaiting installation by a sub-contractor.

### **Social Media**

8.9 Council decisions have a flow on-effect to social media. Discussions cover a wide range of topics including the Golden Bay grandstand and Local Government New Zealand climate change resolution.

### **Online Development**

8.10 Rates searches and cemetery searches have returned to full functionality following the NCS – MagiQ upgrade.

### **Other Areas**

8.11 We have entered an agreement to host the new version of our website on the Common Web Platform. Used by government and Civil Defence agencies across the country, the platform

has numerous benefits – including shared development of new services and improvements to the code base and shared procurement.

- 8.12 Responses to an RFP for delivering the new site on the Common Web Platform are expected to be returned by September.

## **9 Health and Safety – Susan Edwards**

- 9.1 Since the last meeting we have made some further progress on the security camera installation and zone separation work in our service centres and libraries, which are needed for the health and safety of staff. The Richmond Office building work is completed in the reception area creating a safe zone.
- 9.2 There have not been any health and safety incidents relating to the Department's work.

## **10 Attachments**

- |    |  |    |
|----|--|----|
| 1. | Richmond Aquatic Centre Managers Report May 2017 | 29 |
| 2. | Timeline for Motueka Ward reserves projects      | 33 |
| 3. | Reserves and Facilities Work Plan 2017/2018      | 35 |





## Richmond Aquatic and Fitness Centre Monthly Report

### 1.0 Commentary and Patronage

#### Patronage Summary

Pleasing to see positive growth shown against April 17 and also May 16. Largely this growth was in the form of swimming lessons due to term time vs holidays.

	Total May 2017	Total April 2017
Adult	945	1356
Adult Concession	863	999
Adult/ Preschooler (x2)	1294	2001
Adult/ Preschooler Concession (x2)	113	219
Child	1332	3360
Child Concession	99	123
Community Service Card Holder	136	108
Community Service Card Holder Concession	230	202
Family (x4) Shark pass	416	1292
Preschooler	191	316
Preschooler concession	12	20
Senior	141	167
Senior Concession	941	680
Visitor	0	0
Student Concession	111	76
Aquatic Memberships	289	270
Holiday Programme	0	442
Before + After School Care	412	212
User Groups	1574	859
Wave Rave	330	312
Promotional Visits	113	158
Child School Swim	70	141
Adult School Swim	28	138
Swim School	9222	3862
Shower	85	144
Supervised Child Care	0	0
Aqua Fitness concession	352	300
Aqua Fitness casual visits	34	63
Group fitness casual visits	87	151
Fitness Centre casual visits	138	47
Fitness Centre Concessions	21	101
Fitness Centre Memberships	4729	5214
<b>Total Patronage for the Month</b>	<b>24308</b>	<b>23333</b>

Richmond Aquatic and Fitness Centre Patronage Numbers

Total patronage JUL16-MAY 17 275001    MAY 16 – 21260



### 3.0 Marketing and Promotion

A number of marketing mediums were utilised across the facility during the month. These included but were not limited features in the local news papers and facebook promotions

#### Additional Promotions

- New non-slip surfacing applied to tiles outside of changing rooms and ramp
- Winter Madness promotion
  - Added months on pool memberships
- Pink Ribbon Breakfast for breast cancer
- Mothers Day specials swimwear, swimming and aquafitness
- Swim School – Free trial lesson
- New inflatable for the pool – Gekko
- New signage on the facility with updated logos
  - Replacing the ASB brand

#### Active and On-going:

Advertisements for the facility and each of its business units continue to be present across a number of marketing mediums. Each advertisement was updated to reflect the message of each business unit this month.

Facebook and the website in conjunction with appearances in the community have been very positive for swim school, the fitness centre and the wave rave programme. These means of marketing have been pin pointed as vital in moving the facility forward.

Further development was performed on the facility Facebook pages and also the website – updates tied into the aspects of on-going marketing with a call back to the website for more information

Overall the marketing for the month kept a strong facility presence in the community. This was shown across all mediums utilised, with the majority of the messages having a full facility approach.







**Updated timeline for Motueka Ward reserves projects**

Task	Timeframe	Status
Council agrees to classify reserves in Motueka Ward and review the existing Reserve Management Plan (RMP)	Sep 2016	Complete
Council notifies intention to prepare RMP and invites suggestions.	Nov 2016	Complete
Initial public consultation phase for RMP.	Nov 2016 – Apr 2017	Complete
Staff complete inventory and prepare background information about each of the reserves proposed to be classified (or declared reserve).	Oct 2016 – July 2017	In progress
Staff create maps of all reserves and upload to website.	July - Aug 2017	In progress
Staff consult with iwi and Motueka Community Board on potential classification for each reserve and ideas for inclusion in Draft RMP.	Aug – Sep 2017	Not started
Staff create list of parks and reserves in Ward, categorised into: reserves already classified, unclassified reserves, fee simple land Council could declare as reserve, and fee simple land not recommended to be declared as reserve. Staff recommend proposed classification for all but latter.	Sep 2017	Not started
Staff prepare a Draft RMP document.	Aug – Dec 2017	Not started
Full Council meeting considers report on proposed classification and intention to declare land as reserve and agrees to notify.	28 Sep 2017	Not started
Publish public notice of Council's intention to classify reserves and declare land as reserve.	30 Sep 2017	Not started
Submissions open for one month (on proposed reserve classification and intention to declare land as reserve).	Closing 31 Oct 2017	Not started
Hearings and deliberations.	Nov 2017	Not started
Workshop with Councillors and Motueka Community Board on Draft RMP document and to consider any changes to reserve classification etc, as proposed by Hearing Panel.	End Nov 2017	Not started
Full Council meeting to consider reports and (a) resolve to classify reserves and declare land as reserve; and (b) resolve to publicly notify Draft RMP once NZ Gazette notices are published.	14 Dec 2017	Not started
Staff submit notice to New Zealand Gazette from Council, outlining reserve classifications and declaring land as reserve.	15 Dec 2017	Not started
Publish public notice calling for submissions on draft RMP.	At latest, mid January 2018	Not started
Submissions on Draft RMP open for two months.	Closing mid March 2018	Not started
Hearings and deliberations.	Late March 2018	Not started
Council workshop to consider submissions and Hearing Panel recommendations to amend draft RMP.	April 2018	Not started
Staff revise draft RMP based on above.	April-May 2018	Not started
Full Council considers report and adopts final RMP.	By 30 June 2018	Not started



**Reserves and Facilities – Work Plan**

Tasks	Objectives (why)	Strategic Priorities	Community Outcomes	Service Delivery (how)	Partners (who)	Examples of Deliverables 2017-18 (what)
<b>Asset Management</b>						
	Provide Reserves and Facilities to promote community wellbeing and to meet community expectations. To contribute to the development of healthy, active functioning communities.	Better engagement and storytelling.  High quality customer services.  Decisions that enable.  Quality partnerships and relationships.	1,2,3,4, 5,6,7,8	Provide adequate Reserves and Facilities for the community and that these are managed and maintained in a way that meets community expectations and encourages community involvement.    Utilising the policies in our Open Space Strategy and Reserve General Policies document and the Growth Strategy outcomes, continue to acquire land for reserves and walkway linkages in strategic locations throughout the District particularly in areas where there are gaps in the provision.	Community Groups/Local Residents	Provide input into the 2018 /2028 Long Term Plan, Activity Management Plans and Growth Strategy. Review the Motueka Ward Reserves Management Plan. Prepare LTP and AP budgets  Carry out condition assessments on our Reserves and Facilities and provide information on capital and maintenance requirements to feed into the Long Term Plan budgets.  Continue to be part of the planning team that reviews subdivisions and major resource consents for opportunities for the community.
	Parks and Reserves Asset Management Contracts	High quality customer services.  Quality partnerships and relationships.	1,2,3,4, 5,6	Ensure that our contracts are up to date and relevant to community expectations.  Liaise with our Parks contractors to ensure our contracts are up to date.	Contractors	Ensure that our contractors work is audited, our levels of service are being met and our Asset Management Database is up to date.  Renew the Parks and Reserves Asset Management Contract due to expire on 30 June 2018.

Tasks	Objectives (why)	Strategic Priorities	Community Outcomes	Service Delivery (how)	Partners (who)	Examples of Deliverables 2017-18 (what)
<b>Community</b>	Provide local residents, ratepayers, volunteers and Community groups with opportunities, support and service to assist them to take part in activities on our reserves and respond to service requests regarding issues that arise on our reserves or with neighbours.	High quality customer services. Quality partnerships and relationships.	1,2,3,4, 5,6,7	We liaise with individuals and groups, attend meetings, site meetings, organise plantings or activities as required or requested. Take bookings for events on our reserves, liaise with groups, cover any Health and Safety required to allow them to work on and use our reserves etc safely.  Respond to service requests in a timely manner. Set budgets in LTP and AP to support these items.	Reserve users/ Volunteers/ Community Groups/ Residents	Continue to build relationships with our community.  Receive bookings, enter bookings into the booking calendar, send out H&S forms etc. as required. Organise induction site visits if required. Inform other staff or contractors as required. Follow up any service requests by providing information, organising site visits to view issues, alert other staff and/or contractors and send work orders etc. to contractors if required.
<b>Capital Works Reserves</b>						
Playgrounds	Provide Playground Equipment that best reflects the needs of the immediate community.	High quality customer services.  Decisions that enable.  Quality partnerships and relationships.	3,4,6	Consult with the local community and nearby schools or playcentres etc. Set budget in LTP or AP. Playground equipment inspected on a regular basis for safety and maintenance with a full audit undertaken by an accredited Playground Auditor every three years.	Community Groups/Local Residents/ Schools	Takaka Memorial Gardens Playground. Adult Fitness Equipment in Bill Wilkes Reserve and Decks Reserve. Newman Cres Reserve Playground. Plan ahead for new playgrounds and upgrades.

Tasks	Objectives (why)	Strategic Priorities	Community Outcomes	Service Delivery (how)	Partners (who)	Examples of Deliverables 2017-18 (what)
Walkways/Cycleways	Walkways are, provided primarily to create walking and cycling linkages for transportation, recreation or as linkages between roads or access to facilities etc.	High quality customer services.  Decisions that enable.	1,2,3,6	Continue to acquire land for walkway, cycleway linkages as opportunities arise, in areas where there is a known gap or to ensure future linkages can occur. Set budget in LTP and AP.  Seek input from local communities, neighbours etc. Review Council plan changes etc.	Other Council Staff	Westmere Drive to Stagecoach Road. Appleby Hills Development Anarewa Crescent Reserves Mapua Seaton Valley Stream
Public Toilets	Provide clean public toilet facilities to meet community and visitor needs in appropriate locations.	High quality customer services.	3,4,6	Population growth and development of new parks will require the ongoing development of public toilets to meet demand and maintain levels of service. Set budget in LTP and AP.	Contractors	Ben Cooper Park work with Morepork Darts Club to upgrade existing toilets that are available to park users.  Develop a Public Toilet Strategy to guide decision making on toilet provision, renewals and replacement.
Cemeteries	We provide Cemeteries that create an attractive, peaceful and respectful environment of the memorial and remembrance of the deceased. Council is legally required to provide cemeteries to ensure the burial and cremation needs of our District are met now, and in the future.	High quality customer services.	2,3,4, 5,6	Keep records and provide adequate land for burial and cremation needs into the future.  Keep up to date with the changes in legislation and burial wishes and trends of a changing community.  Update our Standard Cemetery Operating Procedures to reflect these changes. Set budget in LTP and AP.	Community Groups/Local Residents/ Funeral Directors.	Spring Grove Cemetery - complete the development of the Natural Burial and Bhutanese Areas.  Richmond Cemetery - extend roadway system to provide access to new area.  Provide way-finding signage at Richmond, Rototai and Motueka Cemeteries.
Sportsgrounds	We provide Sportsgrounds for organised sport and events. They are also	Quality partnerships	1,2,3,4, 5,6,7,8	We work and liaise with sports, community groups, our contractors and volunteers to ensure where	Reserve users/ Sports Groups/ Volunteers/	Meet annually with Sports groups and users to discuss ongoing needs and future wish lists.

Tasks	Objectives (why)	Strategic Priorities	Community Outcomes	Service Delivery (how)	Partners (who)	Examples of Deliverables 2017-18 (what)
	used for unstructured recreation activities and provide large areas of open space,	and relationships.  High quality customer services.		possible that the grounds are maintained and available for use.  Liaise with sports codes regarding provision of fields, numbers of users, timing of use and future trends and requirements.  Provide facilities at the Sportsgrounds to improve use-age of the grounds especially where there are no club facilities available e.g. lights, toilets and changing rooms. Set budgets in the LTP and AP.	Community Groups/ Residents/ Contractors	Carry out spring and autumn turf renovations to keep surfaces as much as possible in a safe playable condition. Ensure our parks contractors are complying with contract specifications.  Carry out Condition Assessments of the Buildings, carparks and facilities to plan future capital and maintenance work requirements.
Remote Campgrounds (charge)	We provide informal campgrounds at three reserves, basic camping facilities are provided for the public to use for a small fee.	High quality customer services.	3,4,6	We work with our contractors to provide a friendly low key camping experience with well maintained facilities.	Camp Ground Managers/ Contractors	McKee Recreation Reserve Campground – upgrade the sewerage system and install alert telemetry for that system. Upgrade the access roadway.
Moturoa/Rabbit Island	We provide a range of active and passive recreational opportunities on reserve areas in a unique coastal, estuarine and riverside setting.	Quality partnerships and relationships.  High quality customer services.  Decisions that enable.	1,2,3,6	We work with our contractors, a range of recreational and environmental community groups and staff to ensure that the reserve areas are maintained and a range of facilities are provided to allow for these activities.  Our contract specifications suit the range of reserve areas and provide a good quality experience for users.	Contractors/ Environmental and Community Groups/ Reserve Users	Following up on the work plans in the Moturoa/Rabbit Island Reserve Management Plan, we will be putting together a work plan to provide extensions to the mountain bike and cycle trails. Provide additional recreational amenities e.g. information hubs, updated signage, new toilets etc.  Continue with our Coastcare and planting programme with Keep Richmond Beautiful, Waimea Inlet Group and Forest and Bird.

Tasks	Objectives (why)	Strategic Priorities	Community Outcomes	Service Delivery (how)	Partners (who)	Examples of Deliverables 2017-18 (what)
<b>Community Halls</b>	Community Halls provide indoor areas for public and private meetings, programmes or community events on a regular or casual basis.	Quality partnerships and relationships.  High quality customer services.  Decisions that enable.	3,4,5,6,7	Work with the Hall Management Committees to keep the halls updated, maintained and welcoming to users.  Undertake a Building Condition Assessment to allow for planned programming of Capital work. Set budgets in LTP and AP  Provide funds to the Management Committees to allow for the ongoing maintenance and capital works required.  Set budget in LTP and AP	Hall Management Committees	Bainham Hall – exterior painting Golden Bay Community Centre – replace roof Hope Hall - exterior painting Lake Rotoiti Hall – replace urinals
<b>Pensioner Cottages</b>	We provide housing predominantly for the elderly and other people who comply with Councils Pensioner Housing Policy. Pensioner housing is provided at no cost to the ratepayers as rental income covers the total operating costs.	High quality customer services.	3,4,6,7	We provide tenancy and maintenance service to our tenants, carry out annual maintenance inspections and send out biennial satisfaction surveys.  Undertake market rental reviews every three years.  Undertake Building Condition Assessments to allow for planned programming of Capital work. Set budgets for LTP and AP.	Tenants	Aotea Cottages – upgrade of insulation in all cottages.  Carry out biennial satisfaction survey and annual maintenance inspection.  Review the Building Condition Assessment for capital work requirements.  Tenant flats as they become vacant.

**Community Outcomes:**

- Outcome 1: Our unique natural environment is healthy and protected.
- Outcome 2: Our urban and rural environments are people-friendly, well planned and sustainably managed.
- Outcome 3: Our infrastructure is efficient, cost effective and meets current and future needs.
- Outcome 4: Our communities are healthy, safe, inclusive and resilient.
- Outcome 5: Our communities have opportunities to celebrate and explore their heritage, identity and creativity.
- Outcome 6: Our communities have access to a range of social, educational and recreational facilities and activities.
- Outcome 7: Our council provides leadership and fosters partnerships, a regional perspective, and community engagement.
- Outcome 8: Our region is supported by an innovative and sustainable economy.





## 9.4 ACTION SHEET - COMMUNITY DEVELOPMENT

Information Only - No Decision Required

**Report To:** Community Development Committee  
**Meeting Date:** 10 August 2017  
**Report Author:** Tracey Barron, Executive Assistant - Community Development  
**Report Number:** RCD17-08-06

### Summary

1.1 The action items are attached from previous Community Development Committee meetings.

### 2 Draft Resolution

**That the Community Development Committee receives the Action Sheet - Community Development report RCD17-08-06**

### 3 Attachments

1. Community Development Action Sheet - August 2017

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**Action Sheet – Community Development Committee**

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date - 8 December 2016			
RCD16-12-03 Community Development Manager's Report	Staff to follow up on the fitness equipment at Bill Wilkes Reserve for adults.	B Wilkes	On the Reserves & Facilities Work Plan for 2017/18.
Meeting Date – 18 May 2017			
RCD17-05-05 Community Development Manager's Report	Review the Library charges through the Long Term Plan 2018-2028 process.	S Edwards	Request passed on to Libraries Manager to action.
Meeting Date – 6 July 2017			
RCD17-07-05 Update on Seismic Strengthening of Reserves and Facilities Buildings and Decision on Wakefield Hall	Staff to engage an engineer to design and prepare an estimate to bring the Wakefield Hall up to the 34% of current New Building Standard (NBS).	S Edwards	S Edwards to initiate on return from annual leave
CD17-07-08 Community Development Manager's Report	Prepare and present costings to Council on publishing, distribution and associated costs with regard to Newsline and Mudcake & Roses.	C Choat	Underway
CD17-07-08 Community Development Manager's Report	Staff asked to investigate Council dog registration process of having to physically pick up the ticket from the Council office.	S Westley	Information being gathered.