



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

Date: Thursday 29 October 2015
Time: 9.30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

Chairperson	Cr J L Edgar	
Deputy Chairperson	Cr M L Bouillir	
Members	Mayor R G Kempthorne	Cr T B King
	Cr M J Higgins	Cr B W Ensor
	Cr Z S Mirfin	Cr T E Norriss
	Cr B F Dowler	Cr M J Greening
	Cr P L Canton	Cr J L Inglis
	Cr P F Sangster	Cr S G Bryant

(Quorum 7 members)

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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

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, 17 September 2015, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Community Development Committee meeting held on Thursday, 17 September 2015, be confirmed as a true and correct record of the meeting.

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

8.1 (10.15 am) Moutere Hills Community Centre 5

9 REPORTS

9.1 (9.35 am) Chair's Report 7
9.2 (9.45 am) Community Development Manager's Report 11
9.3 (10.00 am) Reserves & Facilities Work Plan..... 27
9.4 (10.45 am) Libraries Manager's Report 35
9.5 (10.55 am) Customer Services Manager's Report 40
9.6 (11.05 am) Action Sheet - Community Development Report..... 45

8 PRESENTATIONS

8.1 MOUTERE HILLS COMMUNITY CENTRE

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 29 October 2015
Report Author: Tara Fifield, Executive Assistant
Report Number:
File Reference:

PRESENTATION

Katrina McLean, Facility Manager of the Moutere Hills Community Centre, will make a presentation to the Committee on the Centre's recent activities.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 29 October 2015
Report Author: Judene Edgar, Chairman, Community Development Committee
Report Number: RCD15-10-01
File Reference:

1 Summary

1.1 This report contains the Community Development Chair's regular meeting report which covers:

- an update on the Golden Bay Community Facility;
- information regarding the Golden Bay RSA Memorial Gardens opening;
- New Zealand Shake Out;
- information regarding the Cawthron Nelson Science and Technology Fair; and
- an update on the Positive Ageing Forum.

2 Draft Resolution

That the Community Development Committee receives the Chair's Report RCD15-10-01.

3 Golden Bay Community Facility

- 3.1 I am delighted that the contract for the new Golden Bay Community and Recreation Facility has been awarded. The winning tender was a proposal from Redbox Architects and Gibbons Construction.
- 3.2 The facility will include an indoor gymnasium with a full sized indoor netball court, two squash courts, a community room, function room, kitchen and bar, toilet and showers, manager's office and storage facilities. We are now working with the architects to finalise the design and the intention is to start work after the Takaka A&P show at the beginning of next year with the expectation of the work been completed before the following year's show.
- 3.3 All three tenders that were received were of a very high standard and within budget.

4 Golden Bay RSA Memorial Gardens Opening

- 4.1 The RSA Memorial Gardens official opening is being held 31 October. This event is being organised by the RSA.
- 4.2 There will be an unveiling of the weeping wall and the pillars associated with the wall. The Memorial will be opened by the Hon. Damien O'Connor, MP for West Coast/Tasman at 1.30 pm. All members of the military, ex-service personnel, uniformed organisation and the public are welcome to attend. Dress is formal, decorations and medals.

5 New Zealand Shake Out

- 5.1 Thursday 15 October at 9.15 am Council took part in 'Shake Out'. Approximately 1.3 million people throughout New Zealand took part in the Shake Out drill.
- 5.2 Shake Out was created to help people and organisations get better prepared for major earthquakes, and practice 'Drop, Cover and Hold' – the right action to take during an earthquake. Shake Out also provided an excellent opportunity for businesses, schools and other organisations to examine and review their own emergency preparedness arrangements.

6 Cawthron Nelson Science and Technology Fair

- 6.1 I was delighted to be able to attend the Cawthron Nelson Science and Technology Fair Award Ceremony on Wednesday 14 October at Elim Church, Stoke. Over 150 people attended the ceremony. Tasman District Council and Nelson City Council sponsored the Youth Leadership Award for the best project identifying an environmental challenge that demonstrates leadership and action to benefit the environment and community.
- 6.2 This year there were joint winners: Rhys Palmer from Motupipi School for his project *Recycled Glass as a filter*, and Jamie Foster from Nelson Intermediate for his project *Trapper Tracker*.
- 6.3 **Recycled glass as a filter** - after seeing glass being disposed of at the recycling centre and pollution in rivers and lakes, Rhys came up with a fantastic filter system to clean water using all recycled material, including broken glass.

- 6.4 **Trapper tracker** - in New Zealand many hours are spent by employees and volunteers to check traps all over our native bush. Using Arduino programming language Jamie built a trap that would alert you on your mobile phone when an animal had set off the trap. Naturally the Brook Sanctuary is very interested in this system.

7 Positive Ageing Forum

- 7.1 Gail Collingwood has resigned as Chair of the Positive Ageing Forum. Two nominees were received for Chairperson, and after an election was held Dean Charles Tyrell was elected Chair. He takes over the role at the November Forum meeting.
- 7.2 Charles is currently Chair of Nelson Tasman Age Concern and Advisor for the Care of Older People for the Anglican Diocese of Nelson.

8 Updates from Management Committees

- 8.1 Councillors are invited to provide any updates of interest or raise any other matters.

9 Attachments

Nil

9.2 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Decision Required

Report To:	Community Development Committee
Meeting Date:	29 October 2015
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RCD15-10-02

1 Summary

- 1.1 This report provides the Committee with an update on my work since the September Community Development Committee meeting and outlines key highlights of the work undertaken by the Strategic Policy and Community Relations sections of the Community Development Department.
- 1.2 Following a request from Cr Bryant, I have provided information for the Committee to consider Council's liaison role on the Wakefield and Districts Health Centre Inc. The Society is considering changing its governance structure to a Trust. Council may wish to consider whether there is still a need for a liaison representative on the new Trust. My recommendation is that a liaison representative is no longer required. I am not recommending any change to the liaison appointment to the Mapua Health Centre at this stage.
- 1.3 The 'commentary and patronage' pages of the July and August 2015 report from the Aquatic and Fitness Centre managers are attached.
- 1.4 The Strategic Policy section provides an update on the review of the current priorities for the team and an outline of Section 17A Service Reviews.
- 1.5 The Community Relations section provides an update on the regional guide which will be delivered mid November; a guide to summer in Tasman is being scoped; the 'In Your Neighbourhood' event; the district-wide community facilities agreement; staff changes in the team; the Farewell Spit webcam and website statistics for the period.

2 Draft Resolution

That the Community Development Committee:

- 1 receives the Community Development Manager's Report RCD15-10-02; and**
- 2 agrees that Cr Bryant will remain as the liaison representative on the Wakefield and Districts Health Centre Inc until such time as the new Trust is formed or until the next triennial election in October 2016; and**
- 3 agrees that there is no need for a Council liaison representative to be appointed to the new Trust that will be responsible for the Wakefield and Districts Health Centre; and**
- 4. notes that Cr Norriss will remain as the liaison representative on the Mapua Health Centre Inc until the next triennial election.**

3 Purpose of the Report

- 3.1 To provide the Committee with an update on my work since the last Community Development Committee meeting and to outline key highlights of the work undertaken by the Strategic Policy and Community Relations sections of the Community Development Department. Highlights of the Reserves and Facilities, Customer Services and Libraries sections work is covered in a separate report on this agenda.

4 Community Development Update

- 4.1 Since my last report in September, I have undertaken a number of key activities. Among other things, the highlights have included:
- attending various meetings on the Golden Bay Community Recreation Facility, including the tender evaluation;
 - attending several meetings relating to the MBIE Broadband and Mobile Black Spot funding;
 - attending various meetings with staff on recreational access to forestry;
 - meeting with representatives from the Ministry for Culture & Heritage;
 - attending a regional funding meeting organised by Nelson City Council with various regional funding agencies;
 - meeting with Chris Ward from Nelson City Council on various matters;
 - meeting with Sport Tasman CEO Nigel Muir to discuss various matters of interest;
 - attending meetings on the Waimea Community Dam project;
 - attending a Saxton Velodrome Working Party meeting; and
 - attending an Emerging Technologies and Local Government webinar.

5 Wakefield Health Centre Society

- 5.1 Attachment 1 to this report outlines a proposal from the Wakefield and Districts Health Centre Inc to change from an Incorporated Society to a Trust.
- 5.2 At the 14 November 2013 Community Development Committee a resolution (CD13-11-1) was passed making a variety of appointments as “liaison representatives” to management committees and other organisations for the three years of the current triennium. Cr Bryant was appointed as the liaison representative to the Wakefield and Districts Health Centre Inc. Cr Norriss was appointed as the liaison representative to the Mapua Health Centre.
- 5.3 The reason for the Council originally having a liaison representative on the Wakefield and Districts Health Centre Inc was because Council sold the land to the Centre for \$1. My assumption is that Council wished to retain a role with the organisation to ensure that the Centre was built on the land it sold and that the new Centre was managed for the benefit of the community.
- 5.4 The Centre has been operational for approximately 27 years now and the need for Council involvement has significantly reduced.

- 5.5 Given that the Society is considering moving to a Trust based governance structure, Cr Bryant considered that it was an appropriate time to decide whether Council needs a continued role on the new Trust.
- 5.6 I have discussed the matter with Cr Bryant and we consider that having a liaison representative on the new Trust is not required. Council could always appoint a liaison person in the future should the need arise.
- 5.7 I am recommending that Cr Bryant remain as the liaison representative on the Wakefield and Districts Health Centre Inc until such time as the new Trust is formed or until the next triennial election in October 2016 (as all appointments are reviewed after an election).
- 5.8 Cr Norriss is the liaison representative on the Mapua Health Centre Inc. At this point in time the Society is not looking at reviewing its governance arrangements. Cr Norriss is happy to continue on the Society until the next triennial election. In the meantime we will review the Society's constitution to determine if there is a need for Council to retain a liaison representative on the Society following the election.

6 Aquatic and Fitness Centre

- 6.1 Attached are the 'commentary and patronage' pages of the July and August 2015 reports from the Aquatic and Fitness Centre managers. The cold weather had a continued effect on patronage in July. A positive increase was seen between July and August. The introduction of new programmes including SUP Yoga has been well received.

7 Golden Bay Community Recreation Facility

- 7.1 Three "design and build" tenders were received for the Golden Bay Community Recreation Facility. All three proposals were of a very high quality. The tender evaluation group assessed the tenders based on a weighted attributes scoring process. Gibbons Construction was awarded the contract subject to a few relatively minor design matters being worked through prior to the design being finalised. Construction work is programmed to start in February 2016.
- 7.2 It is exciting to get to this phase in the process and to know that this project is now well underway.

8 Strategic Policy Update

- 8.1 Submissions on the partial review of the Abel Tasman Foreshore Scenic Reserve Management Plan closed on 12 October. Eleven submissions were received, with five individuals or groups asking to speak to their submissions. We are now arranging for the hearing and decision making meeting/s.
- 8.2 Work for the Rabbit Island (Moturoa) Reserve Management Plan has continued and a report went to the 22 October Full Council meeting to obtain approval to gazette the land for this reserve and to formally commence the review.
- 8.3 In preparation for the Motueka Ward Reserve Management Plan we are checking that all reserves have been gazetted and classified correctly. The first phase of this work, reviewing all the property files, is almost complete. The actual draft plan will be consulted on in 2016.

- 8.4 A draft paper has been prepared for a workshop on how Council sets its rentals for leases and licenses of community assets. This is scheduled for 1 December.
- 8.5 We are also preparing a work programme to coordinate Section “17A” reviews across Council. In summary, changes to the Local Government Act 2002 (LGA) in 2014 introduced a new requirement to conduct Service Delivery Reviews (s17A). The legislation requires that a service delivery review should periodically assess “*the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good quality local infrastructure, local public services, and performance of regulatory functions*”.

We already undertake internal review of services from time to time for the purpose of improving efficiency. Now, the legislation has specified legal “triggers” when a service delivery review must be undertaken:

1. in conjunction with consideration of significant changes to service levels – either by changes to levels of service or starting a new service. Changes to funding do not trigger the need for a review;
2. within two years before a contract or binding agreement expiring; and
3. at any other time, but not later than six years following the last review.

There are a number of options that you will need to consider when reviewing services and these will be outlined in a report in due course. There are also exceptions to reviewing a service and we will cover these in the first report as well.

All services must be reviewed by 8 August 2017.

- 8.6 Other work that is underway includes a new policy tracking system, Waimea Inlet Management Strategy review, development of a Council Risk Policy, 2016-2017 budget and Annual Plan work, and initial work on the supply and demand for business land (this will contribute to the next version of the Growth Supply and Demand model).
- 8.7 Finally Councillors will probably be aware by now that Mark Tregurtha has resigned and will be leaving the Council at the end of January 2016. We will be sad to see Mark leave. He has made a very valuable contribution to Tasman in his time with Council. His decision to leave was influenced by his wife, Lisa’s, decision to take up an artist placement in Germany.

9 Community Relations Update

- 9.1 Planning for Christmas period events and services throughout the District is well underway. The regional events guide which is being produced in tandem with Nelson City Council, will be delivered mid November.
- 9.2 A guide to summer services in Tasman for visitors is being scoped. The guide will provide visitors and residents with information about rubbish, dogs, camps and freedom camping. It is proposed to have a relatively small print run with most of the information available on the website.
- 9.3 The first ‘In your Neighbourhood’ event is being piloted at Easby Park on 1 November. While providing activities to occupy and enthrall, the event is focused on bringing groups who have an interest in a specific area together with residents. Groups involved included: the Police, Neighbourhood Support, Department of Conservation, Keep Richmond Beautiful and Native Bird Recovery. Residents attending the event will be guided around the nearby

tracks by the two latter groups. Staff hope these events will provide a very good venue for community engagement exercises.

- 9.4 The District-wide community facilities management agreement is near finalisation – developed with the current facility managers. The purpose of the agreement is to ensure the responsibilities of the facility management committee and Council are clearly identified and commonly understood.
- 9.5 The Community Relations team has gained one member and is losing another. Beth Catley has joined the team as a part time Communications Adviser. With strong media experience and commercial PR experience Beth is already proving to be an asset to the Council. Paul McConachie is leaving the Council on 29 October to pursue a private enterprise. After eight years Paul has created a legacy of community events throughout the District which have now become an accepted part of living in Tasman. We are taking this opportunity to review services and how these are delivered.
- 9.6 Since the last report we have accepted an offer to take a feed of images from the Farewell Spit webcam into the Council website. In its first six weeks it has attracted 1,302 page views. It's attractive visually and generously provided by the business operator – Farewell Spit Eco Tours - at no cost to Council.
- 9.7 Website traffic remains steady, with no real spikes or unusual activity to report. Development is put on hold as we are currently leading a major review of the 4,500 pages currently on the site.

10 Health and Safety Update

- 10.1 There are no health and safety issues to report within the Community Development Department.

11 Attachments

- | | | |
|----|---|----|
| 1. | Proposal from Wakefield and Districts Health Centre Inc | 17 |
| 2. | Aquatic & Fitness Centre July 2015 Report | 21 |
| 3. | Aquatic & Fitness Centre August 2015 Report | 25 |

Who Owns the Wakefield and Districts Medical Centre Inc?

You may well be surprised to know that it belongs to the residents of the geographical area bounded by St Arnard, Wangapeka, Dovedale and the River at Brightwater. Surprised are you? Well let me try and explain how it all came about.

One Friday night whilst I was working at what was our Garage then known as Bob Croy Auto Services Ltd our then chemist at the Wakefield Chemist Brian Gibb wandered down for a yarn. Bob he said I have a dilemma! What's the problem Brian I asked? Well Bob both of our Doctors [at the time Dr John Davis and Dr Ted Bassett] are getting near to retirement, [Dr John was seventy years old and Dr Ted was sixty at that time] and if they cannot find replacement Doctors to buy their practices which infact isn't easy at the moment we could end up with no medical services in Wakefield. And there would be no need for a chemist. That means Brian and Moira Gibb would not have a business either. Very bad for Wakefield!

So we talked about the dilemma for some time and as we both were on the Wakefield Ratepayers Committee at the time we decided to take it to our next meeting and raise it there. Incidentally Dr Ted was also on the Ratepayers committee. This was duly done and was received with open arms by the whole committee. A small sub committee was set up with Dr Ted and we set about finding replacement for our two gentlemen. It was a great little committee to be on and we were so happy that there were no conflicts with the Doctors. Dr Ted fairly soon in the piece started corresponding with a young Doctor in England. And Dr John's son Ken who works in Wellington Hospital met up with a young Doctor whose Father was a GP and he was looking for a practice. It seemed like no time at all the 'dilemma' was solved and Dr Tony Eames and his family took up residence in Wakefield to be followed by a very young Doctor Peter McKenzie and his family. Tony worked with Dr Ted at his practice and Peter worked with Dr John in his practice which was at both of their homes in Whitby Road. That in fact was approximately twenty seven years ago.

Was the job that we set out to do done? Yes, but if we wanted to keep doctors here in the future and make it a little easier to enable them to move into a practise why don't we build a medical centre? Why not! The Ratepayers Committee was unanimous that's the way we should go and we did.

A meeting was called for all interested and from there a another committee was formed with representatives from St Arnard, Tapawera, Brightwater and Wakefield, this committee was charged with moving forward to build the Medical Centre. Life time resident Gordon Springer was elected Chairman.

Things moved quickly from here and when the Nelson Hospital Board got wind of what we were doing they wanted to be in with us as well. [This was at the time when they were trying to get patients out of their beds in the hospitals and back in their homes and was having district nurses visiting the patients at homes] Our project fitted nicely into what they were doing. Hence we have another committee member one representing NHB. What he brought with him was very welcoming as he had quite a budget and an architect to draw up plans and have accommodation for the District Nurses as well. Move on.

Item 9.2

So where are we going to build this place? It was proposed to dismantle the then plunket rooms which indecently are the Library now, and this didn't go down well with some of our ex servicemen as the building is a War Memorial. But move on we did and it wasn't until the plans were drawn up we could see that to accommodate all that we wanted to we would have to have two separate levels and no where to expand in the future. That wasn't an option!

Where the building stands today was a really rough old paddock but it was owned by the Waimea County Council. We approached them see if they could help and having numerous councillors in our deemed geographical area they were of great help. In fact they sold us the plot of land for a princely sum of One Dollar. That cheque is framed and hung on the entrance to the Medical Centre.

There was a lot of money raising activities going on around the district and each of the committee members went door knocking asking for donations, there were a fair number of anonymous donations of many thousands of dollars. When we had the required budget tenders were called and J McPherson and Son Builders won the tender as they donated a lot of there labour to the project.

The building was officially opened on the 18th August 1990.

An Incorporated Society was formed to build and look after the building which is leased to the Doctors and DHB.

So my friends that is some of the history of why and who owns the Wakefield and Districts Medical Centre.

If you have any questions please contact me .Bob Croy. Chairman. Phone 035418468

Attachment 1

Wakefield and Districts Health Centre Inc - Looking Forward

In my article in the September edition of Focus on Wakefield I explained how the Medical Centre was formed and what it means as a catalyst to keep the district healthy by being able to offer the Doctors and their staff an excellent facility to work from and thus have a continuity of medical professionals to service our area.

When the Incorporated Society was formed back in 1990 its objectives were to buy land and build a facility to service the encompassing district and keep the facility in excellent order. Since then the loans that were taken out to cover the costs of building have all been cleared and the committee has money in the bank. In fact there was a major addition made to the building to enable us to accommodate more professionals as the population in the district was growing very quickly. That was approximately six years ago and the finance for these extensions has also been paid in full.

So where to from here! The committee with the help of professional advice has examined the documentation and the rules and objectives of the Incorporated Society and it appears that all of the original objectives have been achieved and that the society is no longer the vehicle to carry us into the future.

We looked at changing the rules of the society to bring them up to date but there is a lot of red tape and expense to do that. The advice from our Solicitor and an Accountant is that we should disband the Incorporated Society and form a Charitable Trust. The costs to do this change or change the rules of the Incorporated Society are on a par but with the Charitable Trust we will have a lot more flexibility to invest in the districts well being.

The Trust deeds will be drawn up and form a simple document that the committee can work with into the future.

The committee has a number of thoughts as to what they will do with the funds that are generated from the lease of the building to the doctors. Some of these are, to supply the doctors with necessary equipment that they can use for diagnosis of patients problems instead of the patient having to drive into the city for further diagnosis, we will look into having an annual scholarship for folks in the described district to help with their costs when carrying our studies in the medical and wellbeing professions. Another suggestion has been to supply a mini van to help with transportation of our aging population to any appointments they need to keep. There are numerous avenues that we can take but they will all be associated with Health and Wellbeing in keeping with the rules of the Charitable Trust.

We have had our solicitor draw up the necessary documents and the committee have unanimously signed the recommendation to wind up the Incorporated Society. We will advertise in the local news papers that we will be having a Special Meeting so as any members of the Incorporated Society can attend.

We the committee are quite exited as we now start on this journey and look forward to a very bright future for Health and Wellbeing for the folks of our Wakefield and surrounding districts.



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage:

The cold weather had a continued effect on patronage in July. Market was increased which assisted to increase numbers – however these were still lower than July 2014 by 2000.

Patronage

Richmond Aquatic and Fitness Centre Patronage Numbers:

User	Total July 2015
Adult	1231
Adult Concession	726
Adult/ Preschooler (x2)	1536
Adult/ Preschooler Concession (x2)	194
Child	3917
Child Concession	172
Community Service Card Holder	146
Community Service Card Holder Concession	172
Family (x4) Shark pass	728
Preschooler	212
Preschooler concession	23
Senior	144
Senior Concession	351
Visitor	431
Student Concession	44
Aquatic Memberships	227
Holiday Programme	393
Before + After School Care	268
Wave Rave	443
Promotional Visits	322
Child School Swim	253
Adult School Swim	1
Swim School	5136
Shower	6
Supervised Child Care	0
Aqua Fitness concession	178
Aqua Fitness casual visits	37
Group fitness casual visits	46
Fitness Centre casual visits	123
Fitness Centre Concessions	96
Fitness Centre Memberships	5344
Total Patronage for the Month	22900



3.0 Marketing and Promotion

A number of marketing mediums were utilised across the facility during the month. These included but were not limited to both radio networks and also features in the local news papers.

Additional Promotions

- Birthday Child Free – Birthday Parties
- \$5 Lunch time swimming
- Wave Rave Glow Party
- Wet Weather Swimming Special



Active and On-going:

Advertisements for the facility and each of its business units continue to air across all major radio stations in addition to weekly call ins from the facility to the radio. 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.



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

A positive increase was seen between July and August 2015. Marketing for the period has shown to be effective and the introduction of new programmes including SUP Yoga has been well received

Richmond Aquatic and Fitness Centre Patronage Numbers:

User	Total Aug 2015
Adult	1125
Adult Concession	642
Adult/ Preschooler (x2)	1202
Adult/ Preschooler Concession (x2)	170
Child	1459
Child Concession	127
Community Service Card Holder	114
Community Service Card Holder Concession	124
Family (x4) Shark pass	300
Preschooler	154
Preschooler concession	8
Senior	95
Senior Concession	239
Visitor	129
Student Concession	41
Aquatic Memberships	175
Holiday Programme	0
Before + After School Care	423
User Groups	903
Wave Rave	470
Promotional Visits	174
Child School Swim	348
Adult School Swim	14
Swim School	9636
Shower	19
Supervised Child Care	0
Aqua Fitness concession	85
Aqua Fitness casual visits	61
Group fitness casual visits	60
Fitness Centre casual visits	100
Fitness Centre Concessions	80
Fitness Centre Memberships	4752
Total Patronage for the Month	23229
Patronage running total 2015 - 2016	46129



3.0 Marketing and Promotion

A number of marketing mediums were utilised across the facility during the month. These included but were not limited to both radio networks and also features in the local news papers.

Additional Promotions

- Wave Rave Glow Party
- Swim Magic – Mid Term Madness
- Holiday Programme
- 10% off Fruit & Vegetables at Raeward's Fresh



Active and On-going:

Advertisements for the facility and each of its business units continue to air across all major radio stations in addition to weekly call ins from the facility to the radio. 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.

9.3 RESERVES & FACILITIES WORK PLAN

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 29 October 2015
Report Author: Beryl Wilkes, Reserves and Facilities Manager
Report Number: RCD15-10-03

Item 9.3

1 Summary

- 1.1 This report covers the work programme for the Reserves and Facilities team through to the end of June 2016.
- 1.2 The main parts of the programme are:
- 1.2.1 the Reserve Fund Contribution capital works projects;
 - 1.2.2 managing the Parks and Reserves Asset Management Contracts;
 - 1.2.3 Saxton Field development
 - 1.2.4 building maintenance for Council halls; and
 - 1.2.5 insulation and heating upgrades for pensioner cottage.

2 Draft Resolution

That the Community Development Committee receives the Reserves & Facilities Work Plan report RCD15-10-03.

3 Purpose of the Report

- 3.1 To provide the Committee with information on the Reserves and Facilities team's work programme through to the end of June 2016.

4 Summary of Reserves and Facilities assets and services

Range of facilities

- 4.1 The provision of open spaces and recreational and community facilities contributes to the development of healthy and active communities. Council has a key role in creating an environment in which communities can prosper and enjoy improved health and wellbeing. We therefore aim to ensure that parks and reserves, walkway/cycleways, sportsfields and community halls are provided for the community and that these are managed and maintained in a way that meets community expectations and encourages community involvement.
- 4.2 Cemeteries are provided to create attractive, peaceful and respectful environments for 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. Cemeteries are also provided for public health reasons to ensure compliance with the requirements of the Burial and Cremation Act 1964 and to provide a location for bereavement within close proximity to communities.
- 4.3 Public toilets are provided throughout the District to meet community needs. The toilets need to comply with the Health Act 1956 and provide facilities for throughout the District in parks and reserves, shopping/business precincts and tourist areas.

Funding

- 4.3 The Reserves and Facilities team's major capital projects are funded from the Reserve Fund Contribution and District and Shared Facilities Rates accounts. Minor projects are funded through the operational accounts.
- 4.4 Discussions have been held with Community Board members and Councillors regarding the priority of projects for this financial year and these are listed in Appendix 1.

Contract Supervision and Planning

- 4.4 We are working with the Reserve Planner on the reviews of the Moturoa/Rabbit Island Recreation Reserve Management Plan and the Motueka Ward Reserves Management Plan. We also review incoming subdivision applications for new reserve areas and walkways etc.
- 4.5 Changes to the Local Government Act 2002 last year requires reviews of how services are delivered by August 2017. This work is being coordinated by the Strategic Policy team.
- 4.6 We work with the Nelmac team to make sure the Parks and Reserves Asset Management Contracts are being adhered to and are running smoothly.

5 Saxton Field

- 5.1 Completing the construction of the Velodrome is one of the team's major projects for this year, along with the development of Champion Green playing fields at Saxton Field.

- 5.2 The Avery Oval toilet block construction is due to be completed shortly.

6 Special Purpose Committees

- 6.1 The community halls are Council-owned halls that are available for hire on a regular or casual basis for public and private meetings, programmes, and community events. Many local halls are highly valued by the community and have an important history associated with them. We also have two community centres located in Motueka and Takaka which provide opportunities for social interaction, activities and meeting spaces and offices for community groups.
- 6.2 We have 24 Special Purpose Committees that manage halls and/or reserve areas on behalf of Council. We are currently carrying out a building condition assessment on the halls and will be following up with any urgent work outlined in that report along with the urgent work outlined in my report and approved at the last Community Development Committee meeting.
- 6.3 Staff work with these committees on their annual operational and maintenance budgets. Funding requests for maintenance projects are approved by the relevant ward Community Boards and Councillors. The projects for this financial year are listed in Appendix 2.

7 Remote Campgrounds

- 7.1 Remote campgrounds - informal camping is permitted at McKee Recreation Reserve, Ruby Bay; Kina Beach Recreation Reserve, Tasman; and Owen River Recreation Reserve, Murchison. These camps have caretakers contracted to maintain the facilities and collect the camp fees.

8 Council Cottages/Pensioner Cottages

- 8.1 Community housing is provided predominantly for elderly and other people who comply with Council's Pensioner Housing Policy. Council owns 34 units in Richmond, seven each in Brightwater and Wakefield, 45 units in Motueka and four units each in Takaka and Murchison, giving a total of 101 units. Community housing is provided for at no cost to the ratepayers, as rental income covers the total operating costs and contributes to a dividend back to Council.
- 8.2 This year the main focus is to upgrade the insulation and provide heat pumps at the Vosper Street cottages. We have also allocated some carried forward funds which will be used for this purpose to continue this programme at other locations.
- 8.3 A Building Condition Assessment is being carried out on the flats and any urgent work resulting from the report will also be followed up.

9 Working with Community Groups

- 9.1 We have limited resources and a large district. An important contribution to getting the best value for the community is the work that we do in conjunction local communities and community groups. These include; the Keep Richmond Beautiful and Keep Motueka

Beautiful Committees, Focus Wakefield, Brightwater Community Association and the Mapua Waterfront Park group. Community groups include; the Dominion Flats Group, Wakefield Bush Restoration Society, the Battle for the Banded Rail Group, Waimea Inlet Forum, Department of Conservation, the Nelson Mountain Bike Club, the Richmond Rotary Group, Tasman Area Community Association, the sporting associations and clubs throughout the district. We also invite all the local schools to our Arbor Day plantings and liaise with the local RSA groups for the annual ANZAC celebrations. We also get requests from local Scout groups, business groups etc to host working bees or planting bees.

10 Other Council work

10.1 Our 2015/2016 work programme also includes assisting other Council work teams by:

- 8.1.2 reviewing landscape plans for subdivision consents and Council projects;
- 8.1.3 checking the presentation of landscaped areas and reserves for 224 subdivision sign offs;
- 8.1.4 providing advice on tree issues as requested;
- 8.1.5 providing input into the urban design guide, the Engineering Standards and Council plan changes etc;
- 8.1.6 providing input into the Seaton Valley Stream, Richmond stormwater upgrades and town centre developments; and
- 8.1.7 planting and development plans for road reserve areas when required.

11 Attachments

- | | | |
|----|---|----|
| 1. | Parks and Reserves work programme projects list | 31 |
| 2. | Special Purpose Committee Approved Projects | 33 |

Work Programme projects list

Golden Bay

- Complete the Takaka Memorial Reserve redevelopment and playground upgrade.
- Redevelop the Ligar Bay beachfront area.
- Develop an informal burial area at Rototai Cemetery as another burial option and install location signage.
- Develop the walkway from Excellent Street to the beach via the Coba Holdings subdivision once ownership of the land is transferred to Council.
- Prepare a concept plan for the development of Ruataniwha Reserve.
- Continue Coastcare work with coastal communities.

Motueka

- Complete the Michael Myers and Eginton Park pathways.
- Install drainage in Memorial Park.
- Install new ash beam and location signage at Motueka Cemetery.
- Install new training lights at Goodman Recreation Park.
- Continue working with the Keep Motueka Beautiful Committee and provide support for the Motueka Beach Reserve redevelopment.
- Work with local residents at Stephens Bay regarding walkways and access to local reserve areas.
- Carry out upgrades of the Riwaka Memorial Reserve, Motueka Beach Reserve and Old Wharf Road toilets.
- Consult the community regarding the proposed upgrade of the Trewavas Street Foreshore Reserve walkway.
- Prepare concept plans for the development of Ngā Piko Place and Newhaven Crescent Reserves. Work with local iwi regarding the development of Pukekoikoi Reserve.

Waimea/Moutere and Lakes/Murchison

- Install path from Edward Street to Faulkner Bush Reserve.
- Replace the safety matting in the Upper Moutere Recreation Reserve playground, review the Brightwater Recreation Reserve and Mapua Recreation Reserve playgrounds and install a new playground in Dovedale Recreation Reserve.
- Work with Focus Wakefield on the development of Whitby Green and the Brightwater Community Association on the development of the Brightwater Village Green.
- Work with the local community group on developments at the Mapua Waterfront Park and provide name signage for the park.

- Develop a Natural Burial Area in Spring Grove Cemetery.
- Work with the Wakefield Recreation Reserve Management Committee to build a verandah and deck on the clubrooms and concrete the storage shed floor.
- Moturoa/Rabbit Island, carry out building improvements on the storage sheds.
- Paint the Lee Valley (DOC) Reserve toilets.

Richmond

- Install new training lights at Jubilee Park in conjunction with the Waimea Old Boys Rugby Club.
- Update playground equipment at Chelsea Ave Reserve.
- Investigate options for the provision of toilets at Ben Cooper Park.
- Install location signage and a new ash beam at Richmond Cemetery.
- Install new mountain bike tracks at Dellside Reserve.
- Continue to work with the Keep Richmond Beautiful Committee on projects.
- Paint the Busch Reserve toilets.
- Saxton Field - continue with the construction of the Velodrome, the development of Champion Green, the construction of toilets\changing facilities for the Avery Oval and work with Nelson City Council staff on the development of walkways through the reserve areas.

District Wide

- Upgrade the reserve lights to the LED lighting system and renew poles where required in conjunction with the Engineering team's project.

Special Purpose Committee Approved Projects	2015-2016 Project
GOLDEN BAY	
COLLINGWOOD HALL	Paint hall foyer, replace hot water zip – Repair roof and upgrade main power supply.
GOLDEN BAY COMM CENTRE	Paint soffits and ext plywood – Upgrade stormwater system
PAKAWAU HALL	Paint Hall ext – repair roof
WAIMEA	
BRIGHTWATER REC RES/HALL	Paint Hall ext yr 2 reseal carpark
STANLEY BROOK	Divert water from foundations Alterations to building seating etc
WAKEFIELD HALL	
TAPAWERA REC RES/HALL	Paint around windows and doors, repair carpark
LAKE ROTOITI	Replace carpet, new dishwasher
DOVEDALE HALL (Trustee)	Polyurethane Hall floor
MOTUEKA	
MEMORIAL HALL	Replace stage floor
RICHMOND	
HOPE REC RES/HALLS	Upgrade urinal
RICHMOND TOWN HALL	Replace front doors
Hall Fire Alarm Systems	Review all halls

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9.4 LIBRARIES MANAGER'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	29 October 2015
Report Author:	Glennis Coote, Libraries Manager
Report Number:	RCD15-10-04

1 Summary

1.1 This report provides a summary of library activities for September and October. It covers:

- **Events and Promotions** – events during September and October included technology workshops for children, garden related talks and workshops at Motueka and Takaka Libraries and a talk on travelling from Germany to New Zealand by bicycle.
- **Book a Librarian Service** – this recently launched service offers dedicated one-to-one help for library users. Help sessions are booked in advance to ensure that a staff member is available to help. The primary focus is on helping people to use library resources as well as helping them to access information and teaching them basic computer skills.
- **RFID Installation** – preparation of documentation for library RFID vendors will begin in November and installation of RFID technology will be completed by June 2016. The library's usual weeding programme has been accelerated in preparation for RFID installation to ensure resources are not wasted on tagging items that are no longer needed in the collections.
- **Key Statistical Measures** – visitor numbers for the July to September quarter were lower than for the same time last year but issues of both physical items and electronic items were higher. Visits to the library website and use of the library's online resources were also higher than last year.

2 Draft Resolution

That the Community Development Committee receives the Libraries Manager's Report RCD15-10-04.

3 Events, Programmes and Promotions

- 3.1 Highlights from the events and programmes run during September and October included:
- 3.1.1 Twenty classes from Richmond Primary School visited Richmond Library during the school's annual Book Week in September. Library staff organised a programme of activities based on reading and information searching techniques for the class visits.
 - 3.1.2 Richmond Library hosted a presentation by two cyclists visiting from Germany. Jana and Alex talked about their travels by bicycle from Germany via the Middle East and Asia to New Zealand. The event attracted a large crowd of over 50 people.
 - 3.1.3 As part of our school holiday programme, well-known cartoonist and artist Trace Hodgson ran workshops at Motueka and Richmond Libraries. During the workshops, Trace taught attendees a number of techniques for drawing cartoons and graphic novels.
 - 3.1.4 During the school holidays Richmond Library partnered with the Tasman-based charity, Ministry of Inspiration, to deliver technology workshops for children. Squishy Circuits was a fun introduction to electronics and creative sculpture, using play dough and electricity to make circuits. Build a Robotic Hand was an engineering workshop that showed children how to create a robotic hand from simple household materials.
 - 3.1.5 Other school holiday activities included a yoga class for children at Murchison Library, a card-making workshop at Motueka Library and storytime sessions at Motueka, Richmond and Takaka Libraries.
 - 3.1.6 Motueka and Takaka Libraries both offered programmes of garden-related events in October. Thanks to the support of local businesses, we were able to offer a programme of 15 garden and plant related talks and workshops. Topics included how to propagate plants; making floral posies; planting in pots; permaculture and herbs; Motueka Community Gardens and an introduction to Gardens of the World in Hope.

4 Book A Librarian Service

- 4.1 We recently launched a new service for customers who need help with using the library's electronic resources, doing research or using online resources.
- 4.2 The Book a Librarian service offers dedicated one-to-one help for library users with specific information needs. Our primary focus is on helping people to use library resources as well as helping them to access information and teaching them basic computer skills. Help sessions are available at specific times and must be booked in advance to ensure that a staff member is available to help. Bookings can be done in person, over the phone and online.
- 4.3 Staff at our information desks already provide a high level of assistance on request, but often they can only spend a few minutes helping people due to the needs of other library

users. By offering a booking service we can provide more focussed and dedicated assistance for library users than we are generally able to provide on an ad-hoc basis.

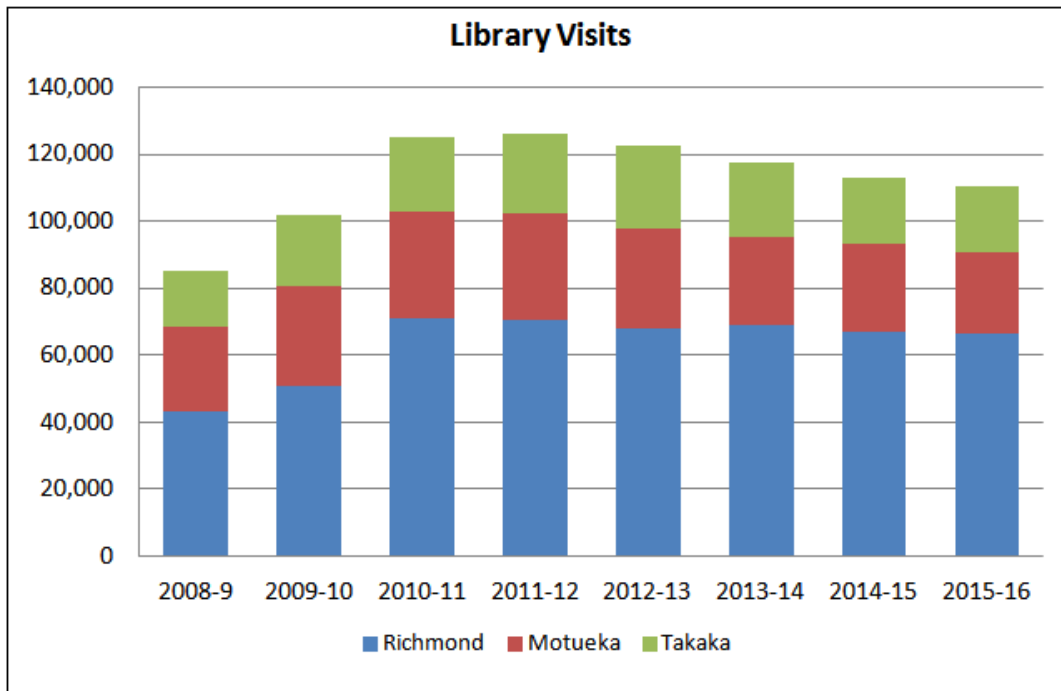
- 4.4 The service is currently available at Richmond Library only. Over the next few months, we will look at how the service can be expanded to include the branch libraries.

5 RFID Installation

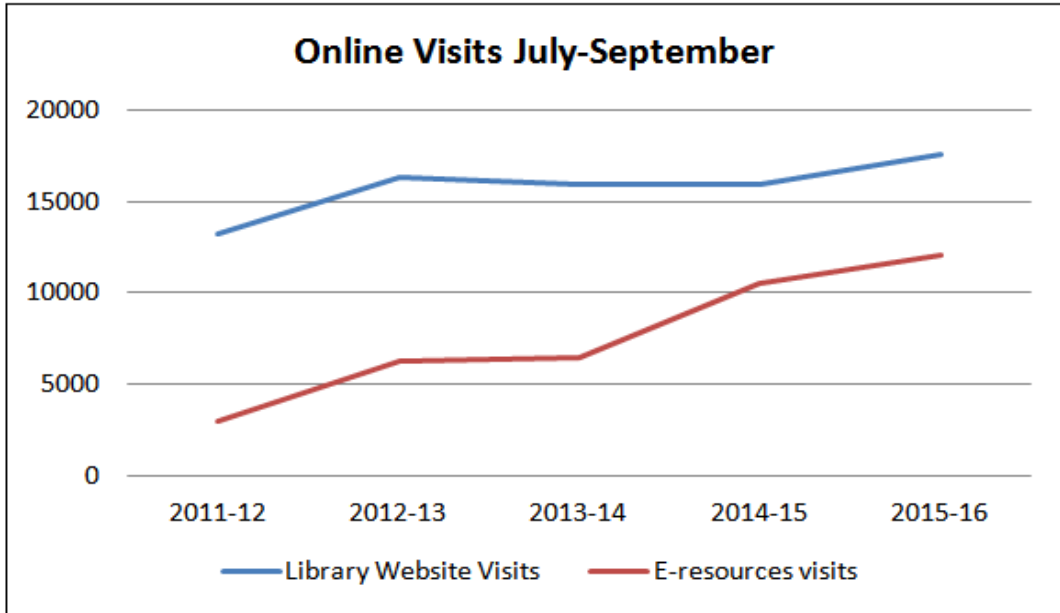
- 5.1 The library budget for 2015/16 includes funding for the installation of Radio Frequency Identification (RFID). Documentation for library RFID vendors will be prepared during November and December. Short listing and evaluation of tenders and selection of the successful vendor should be completed by the end of March.
- 5.2 Tagging of all items in the library collections is likely to take place during March to May, depending on specific vendor requirements. The system will go live in late June.
- 5.3 As part of good collection management practice we regularly weed items from our collections when they are outdated, no longer used or in poor condition. We have brought accelerated our weeding programme in preparation for the installation of RFID. We are currently undertaking extensive weeding to ensure that resources are not wasted on tagging those items that are no longer needed in our collections.

6 Key Statistical Measures

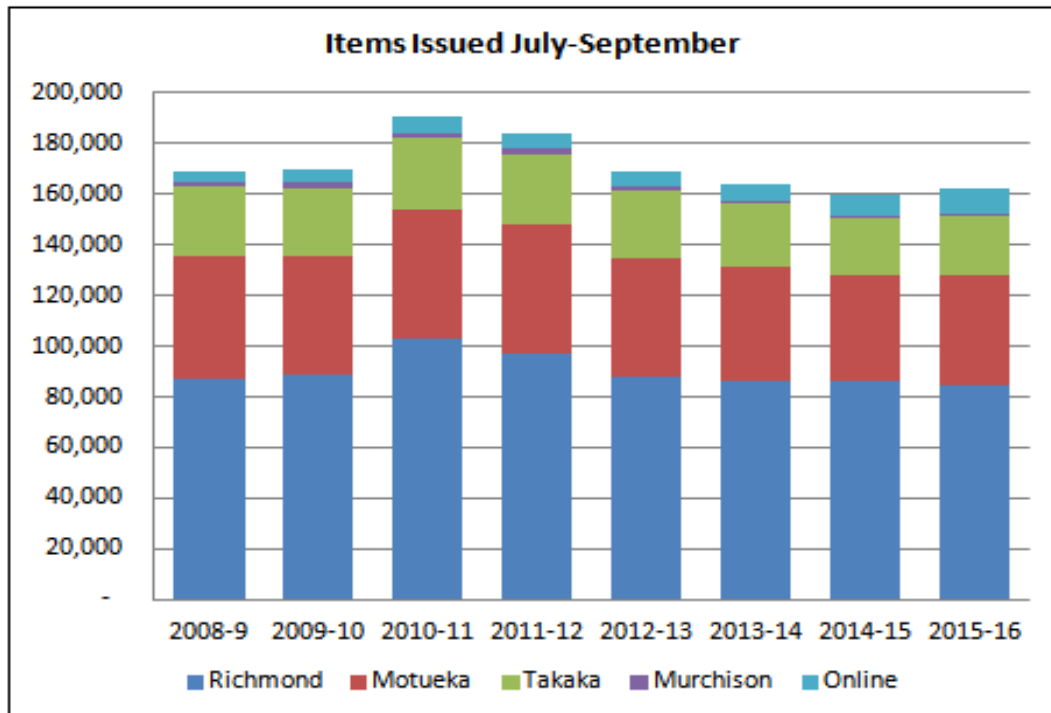
- 6.1 Visitor numbers for the month of September totalled 36,361; this was 2.7% lower than visitor numbers for September last year. Visitor numbers for the July-September quarter totalled 110,479, which was 2% lower than for the same period last year.



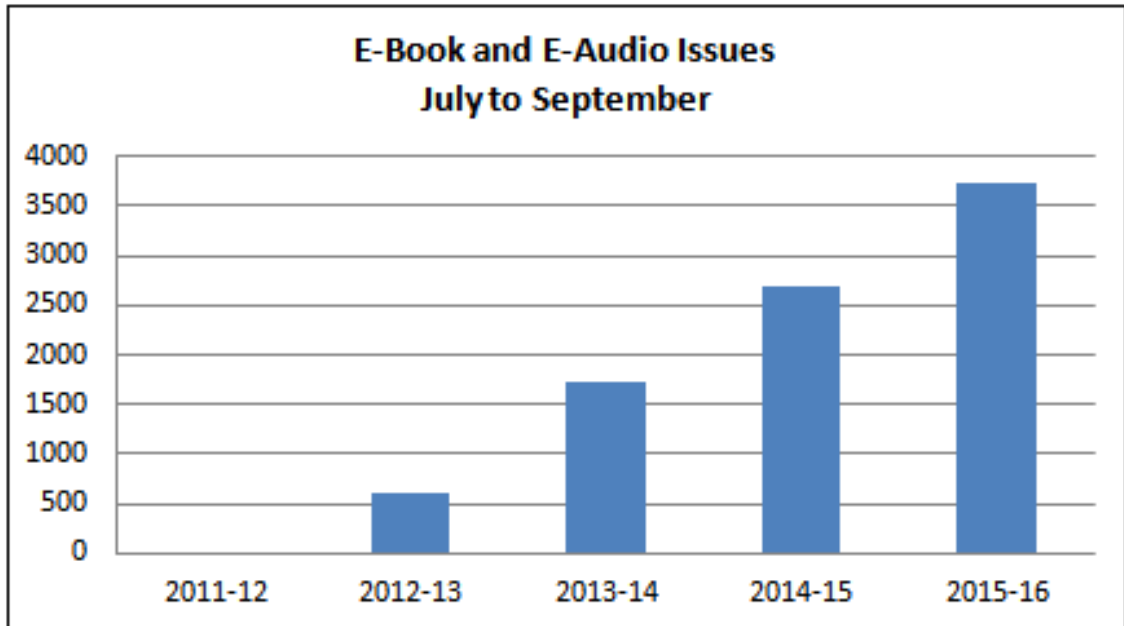
6.2 There were 5,943 visits to the library website during September. Visits to the website for the July to September quarter are 10.4% higher than last year. There were 3,911 usage sessions, or visits to our online e-resources during September, this includes use of online databases, electronic newspapers and other non-downloadable online material. Online e-resources usage sessions, or visits, for this quarter are 14.4% higher than last year.



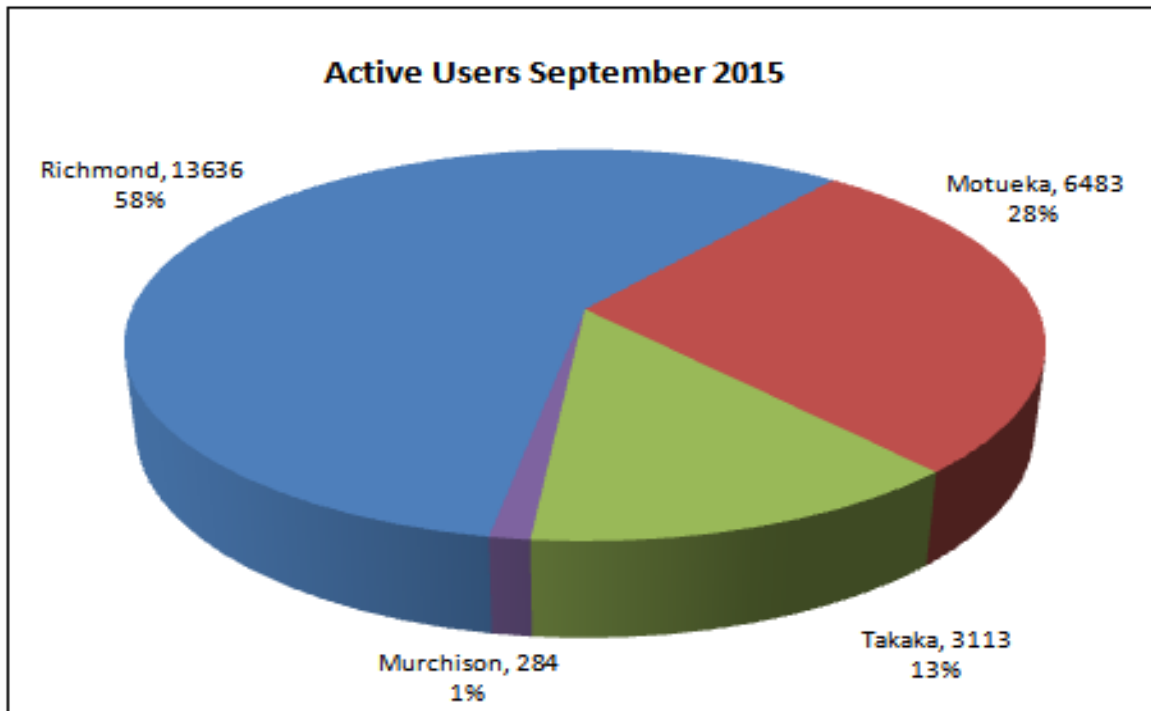
6.3 Items issued during September totalled 52,971; this was an increase of 2.4% compared to September 2014. Issues for the year to date total 162,331, which is 1.9% higher than last year.



6.4 Issues of physical items for the July to September increased by 1.3 %. Takaka and Motueka libraries both had an increase of 3.5% and Richmond had a decrease of 2.2%. Issues of e-books and e-audio for the quarter increased by 39%. Issues of e-books and e-audio for this period totalled 3,744, which equals 2% of total issues.



6.2.1 Active members at the end of September totalled 23,516. The active member count includes those people who have borrowed an item or renewed their membership during the previous two years. It does not include those people who have used electronic resources only. A snapshot of use on 30 September showed that 7,009 people or 29.8% of active library members had items on loan on that day.



9.5 CUSTOMER SERVICES MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 29 October 2015
Report Author: Suzanne Westley, Customer Services Manager
Report Number: RCD15-10-06
File Reference:

1 Summary

1.1 This report provides an update to the Committee on the activities of the Customer Services section since the last Committee meeting. Customer Services includes the Richmond, Motueka, Takaka and Murchison offices. Information on the following matters is included in the report:

- 1.1.1 activity numbers for 1 July 2014 to 30 June 2015;
- 1.1.2 feedback on the Land Information Memorandum Review; and
- 1.1.3 work area focus for the 2015/16 year.

2 Draft Resolution

That the Community Development Committee receives the Customer Services Manager's Report RCD15-10-06.

3 Purpose of the Report

3.1 The purposes of this report are to:

3.1.1 provide a review of the 1 July 2014 to 30 June 2015 period for the Customer Services team;

3.1.2 provide feedback on the Land Information Memorandum Review; and

3.1.3 outline the teams work priorities for 2015/2016 year.

4 Phone and Counter Activity

4.1 The 2014/2015 year has been business as usual for the Customer Services (CS) team.

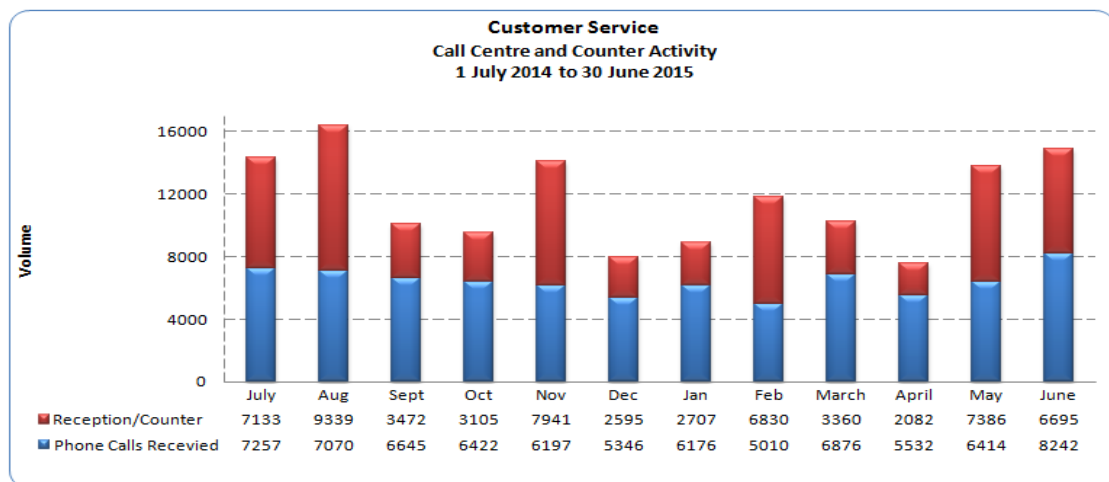
4.2 Both phone and counter activity has remained steady with levels similar to the previous year.

4.3 During the months of May and June the phone lines were busier than normal due to queries from residents on the changed recycling service.

4.4 When talking to our customers regarding rate and water accounts, we are encouraging customers to take up the option of direct debit to help the customer manage their business with us. When reviewing the transactional activity at the counters, the CS team processed 3,163 fewer transactions than the previous year as a result of an increase in the number of customers choosing to use the direct debit option.

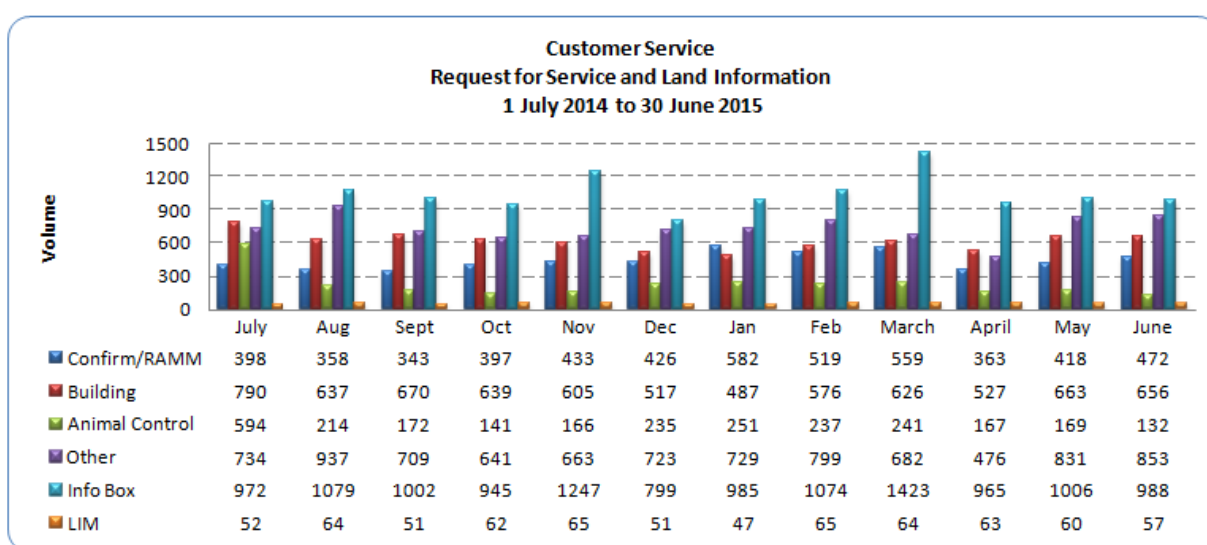
4.5 These numbers reflect the activity of the CS team but do not reflect the complexity of, or the time taken to answer queries. We are noticing that the time taken by customers to review property information is becoming longer and the queries more detailed.

4.6 In February in response from a request from NZ Transport Agency we opened an agency in the Murchison Service Centre for motor vehicle registration and vehicle mileage. The Information Services team and the Murchison staff member have worked hard to get this service operating.



5 Service and Information Requests

- 5.1 Requests for information regarding Council processes, plans or property information are increasing. The number of emails to the reception inbox reflects this.
- 5.2 During the year we made a number of process improvements including to our delivery of information by using Sharefile. The CS team have had positive feedback from our regular customers on how well this has worked, especially for property information.
- 5.3 The improved and professional looking General Property Enquiry information handout for customers is also being well received. We will continue to make improvements in this area.
- 5.4 On average, the processing of Land Information Memorandums was within six days.
- 5.5 The numbers processed for the year was 701 – 22 less than the previous year.



6 Land Information Memorandums (LIMs) Review

- 6.1 The outcomes of this project meet the requirements of Strategic Challenge One – Service to Customers and Citizens, including: Theme One – Delivering business processes improvements; and Theme Two Improving service capacity and adding value to our customers.
- 6.2 This was the major project for CS this year and provided a high level of satisfaction for staff who converted a paper based system to a digital process. The project was delivered on time at a low cost.
- 6.3 The new format of the documents and delivery by Sharefile and/or mail has been well received by all involved in the process and by our customers.
- 6.4 Manymaps, the company that created the software product we use in our LIM processes, has rated the product we produce very highly and one of the best they have seen. Particularly the way the software integrates with our systems to create a professional output.
- 6.5 Everyone involved in the project is to be commended for achieving a great outcome.

7 Work Focus for the 2015/2016 Year

- 7.1 A review of records management functions and the increased demand for scanned property files has required an organisational change in how we manage our property files.
- 7.2 The changes are aimed at ensuring that the CS and Records teams have the appropriate focus and are able to meet customer needs and the strategic challenges that we are facing. The main change is that CS will take ownership of property file information from January 2016 and we are currently implementing the new structure.
- 7.3 Reopening of the Takaka Service Centre is a priority this year for our customers and staff. We are currently working through the outstanding matters for an outcome that meets requirements and everyone's needs as much as possible and within budget.
- 7.4 Security of staff, customers and elected representatives is important. A recent review of our security and some CS processes has highlighted areas where improvements are necessary. Implementing these improvements is a high priority. We are working on having these in place before the end of December.

8 Attachments

Nil

9.6 ACTION SHEET - COMMUNITY DEVELOPMENT REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 29 October 2015
Report Author: Tara Fifield, Executive Assistant
Report Number: RCD15-10-07

1 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 RCD15-10-07.

3 Attachments

1. Action Sheet - October 2015

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Action Sheet – Community Development Committee

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 19 June 2014			
RCD14-06-02 Community Development Manager's Report	Property staff to approach adjoining property owners with a view to securing rear access to the property via Council property to the north-east of the Takaka Service Centre property.	J Frater	The Council approved the change of classification at the Full Council meeting on 30 July 2015. When the minutes have been confirmed, a notice will be published in the NZ Gazette. The classification change will be complete when the notice has been published.
Meeting Date 12 February 2015			
RCD15-02-04 Community Development Manager's Report	Staff to draft a policy on the use of approved contractors by our volunteer hall committees.	F Wafer / A Gerraty	Due to other priorities, we now plan to start on this policy in November.
Meeting Date 25 June 2015			
RCD15-06-02 Reserves & Facilities Manager's Report	Councillors requested statistics on which halls in the Tasman District are more self-supported than others.	F Wafer	Work in progress
Meeting Date 17 September 2015			

Item	Action Required	Responsibility	Completion Date/Status
RCD15-09-02 Reserves Financial Contributions Capital Budget Carryovers from 2014/2015 to 2015/2016 Report	Councillors approved the proposed 2014/2015 budget carry overs into the 2015/2016 financial year for unspent expenditure contained in the Reserve Financial Contributions account as outlined in Attachment 1 to the report	B Wilkes	Work in progress – gathering quotes for work and proceeding.
RCD15-09-03 Halls General Report	<ol style="list-style-type: none"> 1. Staff to investigate the fire alarm systems in each Council owned hall and, where the current alarm is not sufficient for the numbers using the hall, either upgrade the system or limit the numbers able to gather in the hall at any one time; 2 Staff to attend to the unplanned repairs at Golden Bay Community Centre and the Pakawau, Collingwood and Memorial Halls. 	B Wilkes	<p>Work in progress</p> <p>Work in progress</p>
RCD15-09-07 Reserves and Facilities Manager's Report	Staff to investigate installing lights by the bus stop at Wallace Street, Motueka.	B Wilkes	Staff are discussing this matter with the Engineering team.
RCD15-09-05 Chair's Report	Staff to send a link to Councillors of all finalists of the SOLGM Consultation Document Awards	M Day	Email with link was sent to all Councillors on 25 September
RCD15-09-06 Community Development Manager's Report	Susan Edwards to advise the Senior Management Team that Councillors would like a workshop on the new health and safety legislation and what it will mean for contractors and volunteers and the impacts of multiple use.	S Edwards	Susan advised SMT on 21 September.

Item	Action Required	Responsibility	Completion Date/Status
RCD15-09-06 Community Development Manager's Report	Staff to increase the Moutere Hills Community Centre fees as outlined in the report.	M Tasman-Jones	This has been done.
RCD15-09-04 Rainbow Sports Club Inc	Staff to advise Rainbow Sports Club that the Club's request for remitting the loan repayments for the 2013 and 2014 financial years was declined but Council agrees to remit both the 2015 and 2016 financial years loan repayments on condition the 2013 and 2014 loan repayments, totalling \$25,714, are paid by 30 November 2015.	S Hartley	Staff have advised the Club and we are now waiting for a response from them.
RCD15-09-06 Community Development Manager's Report	The Libraries Manager's recommendations following the incident at the Richmond Library on 10 July 2015 are to be sent to Councillors for their information.	S Edwards	Susan sent the information to Councillors on 21 September.