

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

Date: Thursday 21 April 2016
Time: 9.30am
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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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, 18 February 2016, be confirmed as a true and correct record of the meeting.

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

8.1 Rainbow Sports Club Inc 5

9 REPORTS

9.1 Chair's Report..... 7

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9.4 Action Sheet - Community Development..... 41

10 CONFIDENTIAL SESSION

10.1 Procedural motion to exclude the public..... 47

10.1 Wakefield Pensioner Housing Report 47

8 PRESENTATIONS

8.1 RAINBOW SPORTS CLUB INC

Information Only - No Decision Required

Report To: Community Development Committee

Meeting Date: 21 April 2016

Report Author: Tara Fifield, Executive Assistant

Report Number:

CONFIDENTIAL PRESENTATION

Members from the Rainbow Sports Club Inc will make a confidential presentation to the Community Development Committee on their Strategic Plan.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 April 2016
Report Author:	Judene Edgar, Chairman, Community Development Committee
Report Number:	RCD16-04-01

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 RCD16-04-02

3 Community Grants

- 3.1 It needs to be noted that the community grants deadline has changed this year to **31 July**. There is the potential that this might catch some community groups unawares, however all efforts are being made to notify all potential applicants. Past recipients are being emailed, media releases are going out to regional and community newspapers as well as community newsletters. It will also be notified via Council communications including Newline, Newline updates, Facebook and website.
- 3.2 The change in date is to enable applications to be processed and decisions made prior to the election. As this requires a date change every three years, it is considered that it is probably best in the long-run to maintain a 31 July deadline.
- 3.3 Another change to the community grants is that this year all applications will only be available online. This will save significant time and cost administratively. The main negative feedback about the online process in the past has been the inability to save applications part-way through and downloading the forms. The online process is being modified to enable applications to be saved and as the process is online there will be no need to download forms.
- 3.4 To facilitate the change to an online process staff are proposing to run a drop-in session at the Richmond Library and will also train the library staff to enable them to support people who come to any of the Council libraries for help completing the forms.
- 3.5 Applications for Community Grants open in May.

4 Community Awards

- 4.1 Last year it was agreed that the Community Awards ceremony would be changed to an afternoon, on the same day as a Council meeting, to facilitate and encourage attendance by councillors.
- 4.2 The Community Awards are to be held at the Headingly Centre on Thursday 4 August at 1.30 pm following Corporate Services Committee. Councillors are encouraged to put this date in your diary now. Use of the Headingly Centre for the ceremony enables staff to set up the venue during our meeting, has greater parking capacity than the Council offices and has more seating capacity.
- 4.3 Nominations for the Awards open in May and close end of June.

5 Digital Enablement Plan

- 5.1 With the first stage of ultrafast broadband being rolled out across large parts of the region, it's never been more important for the community to engage with new digital technology. While Council is still awaiting an outcome on its application to support greater broadband and mobile connectivity throughout our region, a critical part of the digital enablement plan was community action and enhancing the understanding and use of the digital capacity we do have.
- 5.2 To assist with this, a part-time digital coordinator has been appointed to help organisations and businesses collaborate across Tasman and Nelson, and work towards digital success.

The new role is being supported by the Nelson Regional Economic Development Agency and both councils.

- 5.3 The first project off the blocks will be a trial Richmond SmartWeek event during the week commencing 27 June. The SmartWeek concept is about providing localised engagement and education at a grassroots level for each community. If the first SmartWeek is successful in Richmond, then the event can be replicated across the region in coming years.
- 5.4 Richmond SmartWeek is being partnered with Tasman District Libraries, and will include a week of activities, seminars and workshops run across different venues in Richmond. The programme will include sessions to support local businesses as well as the wider community, with several workshops already in place. Other projects planned for further down the line include a Nelson Techfest and a local forum to share ideas and resources - providing a platform for successful digital collaboration.

6 Farewell for Valerie Gribble

- 6.1 At morning tea today councillors and community board members are invited to farewell Valerie Gribble. Unfortunately there is not an opportunity to farewell Valerie in conjunction with a Corporate Services Committee meeting, so Cr King has asked me to include the following words in my report.
- 6.2 Valerie has worked for Council for over 30 years in the Engineering and Corporate Services departments as an Executive Assistant. Throughout this time she has been a consummate professional, attending probably more annual plan hearings than all other staff put together. She is a Fellow of the Association of Administrative Professionals NZ having been a member (for 25 years), past president and awarded member of the year.
- 6.3 Valerie has worked with a large number of managers and an even larger number of councillors. She has overseen significant changes in local government legislation and the corresponding increase in the quantity and quality of work required. She was also pivotal in the trialing and implementation of Infocouncil.
- 6.4 On behalf of Council I wish to thank Valerie for her devotion to Council and the community and wish her well as she gets to spend more time with her family and grandchildren and in her garden.

7 Updates from Management Committees

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

8 Attachments

Nil

9.2 TASMAN DISTRICT COUNCIL'S LOGO

Decision Required

Report To:	Community Development Committee
Meeting Date:	21 April 2016
Report Author:	Chris Choat, Community Relations Manager
Report Number:	RCD16-04-02

1 Summary

- 1.1 The Council currently has two logos that it uses for its signage and stationery – one multi-coloured version developed in 2008 and the other being the single colour evolution which stylises the multi-coloured logo.
- 1.2 At a recent meeting Councillors noted the use of two Council logos in Annual Plan engagement material and requested the opportunity to discuss the use of the single colour logo and the possible future or otherwise of the ‘lifestyle’ logo.
- 1.3 The single colour logo was developed in 2013 to be used with the enhanced document management system:
 - negated the need for expensive pre-printing;
 - enabled saving of digital storage space; and
 - reduced the cost of ensuring quality printing and reproduction of the ‘lifestyle’ logo.
- 1.4 The single colour logo is used on letterhead, and other material produced in-house and is sporadically being used elsewhere throughout the organisation.
- 1.5 The Community Development Committee is asked to consider this matter as it is responsible for the communications activities of Council.
- 1.6 Staff recommend the Committee endorses the further ‘soft’ roll out of the single colour logo across Council branding, eventually leading to its exclusive use.

2 Draft Resolution

The Community Development Committee:

- 1. agrees that having a single Tasman District Council logo is desirable;**
- 2. agrees that the single colour logo best reflects the image sought for the Council into the future; and**
- 3. approves the gradual roll-out of the revised single colour Council logo, as time, resources and budgets allow.**

3 Purpose of the Report

- 3.1 To respond to the recent discussion by Councillors about the fact the Council has two logos and to seek a decision on whether to use the single colour logo or a continuation of the status quo (use of both a single colour and the “lifestyle” multi-coloured logos).



4 Background and Discussion

- 4.1 In late 2013 the Communications Subcommittee discussed a paper I presented seeking acceptance of a one colour logo, adapted from the multicolour ‘lifestyle’ logo. The one colour logo was designed to assist the greater level of digitisation within the business.
- 4.2 The initial proposal to the Subcommittee was a typographical option focusing solely on the words ‘tasman district council’. The proposal was in the same font as the ‘lifestyle’ multi-coloured logo. It was designed to maintain a link to the past logo.
- 4.3 The Subcommittee did not support a purely typographical option and requested that an icon was added to the typography to make a dual form logo. The result is the current digital form logo using the standard pantone colour, not the eight special colours of the ‘lifestyle’ logo.
- 4.4 The rationale for the logo change presented to the Communications Subcommittee in August 2013 is repeated below.

3.22 Subcommittee members will remember a recent presentation from the Chief Executive regarding the progress of the strategic challenges under the Able Tasman project. Supporting and enabled by the challenges we have undertaken a review of the Council’s logo. Partly driven by efficiency and partly by a need to identify change of attitude and delivery, the Council’s logo will be evolving.

3.23 It is not proposed to undertake an entire revamp of the logo or the Council’s logo but to undertake a staged evolutionary change, as and when needed.

3.24 We propose that the first items to be changed are the Council’s letterhead, removing the need to have pre-printed stock, and the Council vehicle fleet as vehicles are replaced.

3.25 The idea of changing the logo has been discussed for some time as a means of signalling a change to the way we do things externally. The main reasons behind the change are:

- The installation of the new printers across the Richmond office has resulted in increased printing capabilities.
- There are good savings that can be achieved from printing branded stationary in house.
- It also ties in to our BHAG (Big Hairy Audacious Goal) of ‘adding value in everything we do’ by making the printing process faster, easier and cheaper.

3.26 The expected benefits include:

Community

- Our community will see our focus on reducing costs and lean thinking.
- They will see greater consistency in logo colour which will improve brand integrity.

Council

- Reduced printing costs.
- No pre-printed stationary stock required, clears up space, etc.
- Improved staff productivity and efficiency due to a leaner printing process.

3.27 Instead of doing a complete overhaul all at once, we are going to phase in the new logo on an ‘as and when needed’ basis as other stationery is depleted, i.e. letterhead, Mayoral letterhead, compliment slips, calculation pads and corporate clothing.

3.28 Our cars will be rebranded as they are replaced and the electronic media, i.e. website, can be rebranded almost immediately.

3.29 There will eventually be a tipping point where the need to complete the logo change will be logical. This will be the only stage with enforced costs as all other changes will be driven by withdrawing elements as opposed to creating new ones.

4.5 In use for nearly three years now in the digital environment, the new logo is being used, in more places beyond stationery, as predicted.

4.6 The ‘tipping point’ (mentioned in para 3.29 of the 2013 report) has now been met with Council’s focus on digitising the business, and on having a crisp, corporate brand aligned with how we want to be viewed as a professional organisation.

4.7 It is a logo for the Council as a business. It is not a logo for the District.

Testing Support

4.8 In preparing information for this discussion the support for or otherwise of either logo has been tested with staff and the services of an external design professional has been sought to identify, unprompted, the key features or otherwise of both logos.

Council Survey

4.9 Council staff were surveyed with the simple question “which logo do you prefer?” and comments were sought (full survey results including all comments available at Councillors’ request). Of the 102 surveys returned 65.7% were in favour of the single colour logo with the remaining 34.3% preferring the multi-colour version.

Comments regarding the single colour logo included:

‘Blue logo looks more professional, simple and clear’

‘I like the colour one better but the blue and white is more practical as it doesn't matter whether it is printed in black and white or colour it still looks basically the same.’

‘No competition. Printable, clear at a distance, modern, tasteful.’

Comments for the multi-coloured version included:

‘enhances the lifestyle message!’

‘To me, the Multi-coloured logo is much clearer in depicting a sun, hills, mountains, & sea.’

‘I think the colours say lifestyle, you don't need the word.’

Views of Design Professional

4.10 The views of Tony Downing, principal of Downing Design, were sought (refer Attachment 1).

Tony was asked what was the impression each logo portrayed to him. The current logo;

‘In keeping the lifestyle theme it imbues a sense of ‘part-time’ by staff

‘It is certainly dated and looks homemade’

The use of multiple colours would make it difficult to use over a number of mediums

His comments on the change to the single colour logo are summarised as;

‘It is an evolution, not a revolution’

‘It is geographically strong, with the Arthur ranges and the sea visible’

‘The use of circle imbues caring and in this case sustainability’

‘It is professional and signals efficiency and speed’

He did balance his thoughts with the use of the lower case is not authoritative, but did imply humility which could be a positive take out for ratepayers.

- 4.11 There is no direct economic benefit in changing a logo, however there are efficiencies, i.e. print and production, and the ability to tell the story of the Council’s change in approach to its strategic and financial decision-making.
- 4.12 Use of the single colour logo is also indicative of, and is an essential ingredient in the Council’s move to a digital offering and relationship with residents.

Cost implications

- 4.13 Cost will be a factor in the Committee’s decision on whether to rollout the single colour logo further, and at what pace. Some members of the community may also accuse us of unnecessary expenditure. The scale and timing of the rollout will determine the cost of the change.
- 4.14 In the current economic climate and with the continuing Council strategy of cost restraint, I believe a ‘big bang’ or overnight logo rollout is not feasible. It would also detract from the brand story the new logo represents by answering the complaints about expenditure before we are able to tell the story. A gradual rollout is advised if the move to the single colour logo is supported.
- 4.15 If the Committee decides to use the single colour logo as the Council’s prime logo the change could be initially limited to vehicles and District entrance way signage, with further rollout as the need arises or during renewals i.e. new brochures, new/replacement signs.
- 4.16 The Council’s fleet of 46 vehicles could either be ‘re-badged’ at once at a cost of approximately \$3,000, or done over time as the vehicles are replaced.
- 4.17 The District’s entry signage has already been identified as in need of maintenance or renewal. District signage could be swapped out at the three current sites for a cost of \$1785 with the installation of two further signs costing \$1780. We recommend changing the signs quickly if Council decides to adopt the single colour logo.

5 Options

- 5.1 There are three options: a) retain the current use of two logos; or b) extend the use of the single colour logo across the organisation as a gradual rollout; or c) make a total change to the single colour logo immediately.
- 5.2 Option 1 will continue to create confusion for stakeholders and staff as there will be two logos, as the reasons for the digital change in 2013 are still sound. As the Council provides more digital opportunities this confusion will only increase. Having two logos is not ideal, as the Council embarks on its desire to create a greater reputation driven by value and leadership.

- 5.3 Option 2, the change to the single logo, is a natural development of the Council's extension of its digital services. Use of digital media is only going to increase as the Council moves to a 'digital first' environment. The relatively inexpensive shift to a single logo could be seen as timely with the Council's change in strategic direction and focus on reduced costs. A single colour, logo would support, and show a visible link to, the recent turnaround in financial management with the focus on value and it has a more professional look to it.
- 5.4 Option 3 would provide immediate consistency in Council's branding across the organisation, however this change could not be met within existing budgets and the cost to the change may not be palatable to Council or the community.

6 Strategy and Risks

- 6.1 There is only one risk that I can see with changing the logo – that of the cost of making the change. However, the single colour is more cost-effective than the multi-coloured logo to produce. Costs can be kept low if the new logo is rolled out on most assets as and when they need replacing or renewing.
- 6.2 The strategy of using a gradual rollout as opposed to 'big bang' will help limit negative comment from the public.

7 Policy / Legal Requirements / Plan

- 7.1 The Council's branding guidelines will need to be updated to remove the instructions for the use of the 'lifestyle' logo and replaced with a new set of guidelines for use and application of a the single colour logo.

8 Consideration of Financial or Budgetary Implications

- 8.1 If the gradual rollout is adopted, the budgetary considerations are minor with the single colour logo limited on day one to the District entry signs, followed by the Council vehicles. All other changes will occur 'as and when' needed.
- 8.2 As the majority of our printed material is now produced in house the swap out of logo has already occurred or can be done so resulting in savings.

Asset	Number	Unit cost \$	Total \$
District signs	3 current	595	1785
	2 new	890	1780
Vehicles	46	66	3036
			6601

- 8.3 At a total cost of \$6,601 the initial scaled rollout is a relatively minor expenditure item. This is currently unbudgeted, however can be found in existing budgets.

9 Significance and Engagement

- 9.1 The issue of extending the single colour logo is one of low significance and requires little engagement in terms of Council's Significance and Engagement Policy, however, it does provide an opportunity for positive storytelling.
- 9.2 The use of a new logo may be noticed by a number of citizens. Their recognition is an avenue for a conversation around its economy, digital provenance, link to value and asserts clear ownership on the Council's assets.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	As it is a visible change there will be discussion however it is easily managed as a positive story
Is there a significant impact arising from duration of the effects from the decision?	Low	The only impact for the duration will be the consistent delivery of one logo
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	It will enable a clarity about the ownership of the Council's strategic assets
Does the decision create a substantial change in the level of service provided by Council?	No	It will display the provider of the service more clearly
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	The investment is minor and could be absorbed within current budgets as BAU
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	No sale involved but will enable a clearer relationship with any current or future CCO
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

10 Conclusion

- 10.1 The extension of the single colour logo in place of the multicolour 'lifestyle' logo will provide a number of positive opportunities with little financial input.
- 10.2 It will allow for clearer ownership of assets through greater clarity.
- 10.3 It is symbolic of the financial and cultural turnaround currently underway in the organisation.

10.4 It supports the strategic aspirations of value and leadership.

11 Next Steps / Timeline

11.1 If the Community Development Committee agrees to adopt the single colour Council logo:

- the Community Relations team will manage the renewal of the District entry signs and work with the Property team to 'rebadge' the Council's vehicles;
- a branding guideline will need to be developed. This can be achieved relatively quickly using the initial digital logo work as a basis for moving forward.

12 Attachments

- | | | |
|----|--|----|
| 1. | Professional Designer Tony Downing Comments | 19 |
| 2. | Single colour identity application to vehicle and District signage | 21 |

Comments on the current 'lifestyle' identity and the single colour identity.

Tony Downing
Principal of Downing Design – Nelson

Tony was asked to comment on both identities as to the impression both imparted

Lifestyle

- In keeping with the lifestyle theme it imbues a sense of 'part-time'
- It looks homemade
- Certainly dated
- The use of multiple colours would make it difficult to use over a number of mediums
- Its colours certainly limit its application in a clear sense
- It cannot be reversed

Single colour

- It is obviously an evolution of the coloured logo
- It has retained the distinctive silhouette of the Mt Arthur range and sea
- Geographically strong – it is the view one has from Nelson – it reflects the mountains Tasman is enclosed by
- The use of a circle implies caring and sustainability
- It is professional
- It speaks of efficiency and speed
- It will be easier to use and wear
- Economic

The lower font in the typography is not authoritative but it does lend itself to humility of the organization – fine for a public service organisation.

It would be easy for a child to replicate which all goes towards its simplicity and economy of style



9.3 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	21 April 2016
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RCD16-04-03

1 Summary

- 1.1 This report provides the Committee with an update on my work since the February Community Development Committee meeting and outlines key highlights of the work undertaken by the Community Relations, Strategic Policy, Reserves and Facilities, Customer Services and Libraries sections of the Community Development Department.
- 1.2 The 'commentary and patronage' pages of the January and February 2016 reports from the Aquatic and Fitness Centre managers are attached.
- 1.3 A thank you letter from a grateful recipient of the Tasman \$200 Ships is also attached.

2 Draft Resolution

That the Community Development Committee receives the Community Development Manager's Report RCD16-04-02.

3 Purpose of the Report

- 3.1 This report provides the Committee with an update on my work since the last Community Development Committee meeting and outlines key highlights of the work undertaken by the Community Relations, Strategic Policy, Reserves and Facilities, Customer Services and Libraries sections of the Community Development Department.

4 Background and Discussion

- 4.1 Since my last report in February, I have undertaken a number of key activities. Among other things, the highlights have included:
- meeting with Audit New Zealand to discuss a range of matters, including a possible amendment to the Long Term Plan for the joint landfill project;
 - attending a Strategic Community Funders meeting at Nelson City Council with various parties;
 - attending the Golden Bay Community Board meetings on 8 March and 12 April;
 - dealing with various matters and attending meetings on the Golden Bay Community Recreation Facility;
 - evaluating the tenders for the Arboricultural Maintenance Services supplier panel, along with other staff;
 - attending the Rural & Provincial Sector meeting in Wellington on 10 and 11 March – refer below for details;
 - meeting with Chris Ward from Nelson City Council on various matters;
 - attending a Council workshop on Health and Safety;
 - attending regular Annual Plan meetings with staff and Annual Plan engagement meetings at the Tapawera & Districts Community Association, Motueka Community Board, Murchison Community Association and Golden Bay Community Board meetings;
 - attending two leadership development programme workshops (one relating to “Outcomes Measurement and Rewards/Recognition”; and the other “Programme Review of Overall Results and Potential Consultancy Areas”);
 - attending meetings and assisting with the Waimea Community Dam project;
 - attending several meetings relating to the Digital Enablement Plan projects; and
 - attending a staff Digital Strategy Workshop.

5 Golden Bay Community Recreation Facility Update

- 5.1 The contractor had to stop work a few weeks ago on the Golden Bay Community Recreation Facility due to a large soft spot being found under where the building is to be constructed. The contractor’s engineers have assessed the problem and identified a potential solution. We are having the potential solution peer reviewed by an engineering consultant to ensure it will be a cost effective and suitable solution. Once we have obtained all the necessary approvals, work will continue on the project.

6 Rainbow Sports Club Inc

- 6.1 The Rainbow Sports Club will be presenting their financial situation at the meeting today and discussing the matter of their loan repayments. Staff expect to report back to you at a subsequent meeting with the options, and will seek your direction at today's meeting on which options you would like us to cover.

7 Rural & Provincial Sector meeting

- 7.1 I attended the Rural and Provincial Sector meeting in Wellington on 10 and 11 March. We covered a large number of topics over the two days. If any councillors are interested in receiving my notes, please let me know.
- 7.2 This meeting had more central government Ministers attend than any other Rural and Provincial Sector meeting I have attended. The Ministers that attended were:
- 7.2.1 Peseta Sam Lotu-liga, Minister of Local Government – who discussed his “Better Local Services” review and his proposals for “transparent and accountable delivery of local government services”;
- 7.2.2 Louise Upston, Minister of Land Information and Associate Minister of Local Government – who discussed the "Open Data Programme" which Land Information New Zealand is leading and its implications for local government, along with the “Integrated Property Services Project”.
- 7.2.3 Nick Smith, Minister for the Environment, and Building and Housing - on the Resource Management Act reforms; earthquake prone buildings; building liability; and building accreditation;
- 7.2.4 Nathan Guy, Minister of Primary Industries - on his view of the future of the rural economy and the GROW regional growth studies; and
- 7.2.5 Peter Dunne, Associated Minister of Health and Minister of Internal Affairs - on the Government's options relating to fluoride in drinking water supplies; an update on psychoactive substances; and an update on the fire services review.
- 7.3 Some of the topics covered by other speakers were:
- Discussion on the Vulnerable Children's Act and how the new legislation will apply to local authorities;
 - The proposed Local Government New Zealand (LGNZ) Elected Members Training post the October elections;
 - The proposed LGNZ Local Governance Excellence Programme;
 - LGNZ updates on a range of matters from Lawrence Yule (President) and Malcolm Alexander (CEO);
 - Better Urban Planning review update from Murray Sherwin, Chair of the Productivity Commission;
 - Charging for LGOIMA information requests by Jonathan Salter, Simpson Grierson – this generated the most animated discussion of the two days!

- Health and Safety update by Francois Barton, Business Leaders Health and Safety Forum and John Tulloch, WorkSafe NZ;
- Philanthropy New Zealand presentation by Kate Frykberg; and
- NZ Racing Board presentation by John Allen on the economic benefits of the racing industry to local communities.

8 Aquatic and Fitness Centre

- 8.1 Attached are the 'commentary and patronage' pages of the January and February 2016 reports from the Aquatic and Fitness Centre managers.
- 8.2 Councillors may be aware that the heating panels in the sauna at the Aquatic Centre failed recently. The panels have been overheating and scorching the timber behind them. One started generating smoke which set off the fire alarm. Aquatic Centre staff have kept the sauna closed since this incident and we have had the old panels removed. All the panels were tested and we have decided to replace them all with a greater gap between them and the timber behind them. The suppliers advise that the panels only have an expected life of five to six years. We will need to ensure the Aquatic Centre Activity Management Plan renewal programme is amended appropriately.

9 Community Relations Update

- 9.1 Community Relations staff have been working closely with Strategic Policy staff on the Annual Plan engagement programme – further comment on this matter is contained below. Community Relations staff are also supporting other Council business units to ensure we have a consistent and as comprehensive as possible engagement process using the community links, online and social media opportunities available to us.
- 9.2 We have also been involved with other successful events over the past month including the Positive Ageing Expo and the Spooners Tunnel opening.
- 9.3 Media releases over the last month have included:
- Positive Ageing Expo;
 - Annual Plan meeting reminders (plus social media reminders/events pages);
 - New Speed Limits & School Speed Zones;
 - Queen Street Concept Design;
 - Development contributions review;
 - Flood information – wastewater/roading updates (also active on social media during floods, using our own Facebook and Twitter feeds plus posting directly to Takaka Noticeboard);
 - Wicked campervan investigated;
 - National response to freedom camping needed;
 - Waimea Community Dam;
 - Water meter replacements to begin;
 - Tasman's Great Taste Trail - Grows Business Opportunities and Spooners Opening;
 - Collingwood Wastewater Treatment Plant Upgrade begins;
 - Moturoa/Rabbit Island submissions; and
 - Landfill Joint Venture.

- 9.4 Interviews for the vacant community partnership role were occurring at the time of writing this report. We hope to have identified a successful candidate by the time the Committee is held.
- 9.5 Web traffic peaked in February late March weather events. On 17 February there 4,541 sessions by 3,016 users. On 24 March 7,623 sessions by 5,216 users. The website is the only communication channel we have that could cope with this influx of extra demand.
- 9.6 We have had positive interactions on Facebook to the boil water notice we posted, as well as the hydrology analysis of the rainfall event - more than 5,000 reached.

10 Strategic Policy Update

Rabbit Island/Moturoa Reserve Management Plan

- 10.1 Staff have completed work on the Draft Rabbit Island/Moturoa Reserve Management Plan (RMP) to be discussed at an extraordinary meeting of the Committee following the Corporate Services meeting on 5 May. If you adopt the draft at that meeting, it is intended that the RMP will be publicly notified on 7 May 2016, with public submissions open until 8 July 2016. We have scheduled the submission hearings for early August.

Growth Strategy

- 10.2 We are working through the data requirements for the next Growth Strategy Supply and Demand Model. As reported last month, we are working on a combined project with Nelson City Council to develop a model for projecting business and industrial demand within the region. We are also working on improving the model and programme for the overall growth model, and are currently investigating how data requirements for determining development contributions by catchment can be incorporated.

Annual Plan Engagement Plan Update

- 10.3 We have had very positive feedback from our current round of public consultation and engagement on the Annual Plan. The 'In your Neighbourhood' sessions have been positively received and many of our customers are pleased to see us out and about at venues we wouldn't normally go to – e.g. Motueka and Wakefield markets, Mapua Precinct. There has been a mixed turnout in terms of numbers attending the Community Board and Association meetings, ranging from 6–20 plus people. The Annual Plan engagement period closed on 18 April. You will receive a summary and full copies of the submissions shortly. We will respond to everyone that provided written comments.
- 10.4 We will have a debrief on the Annual Plan engagement process and how well this has worked for you and the community, on 5 May at the Council Annual Plan workshop.

Fees and Charges

- 10.5 Submissions on the Schedule of Fees and Charges closed on 31 March 2016. One submission was received in relation to increasing scrap metal charges at our recycling centres. No detail was included in the submission regarding a proposed new charge or justification and they do not wish to be heard in support of their submission. Therefore, a hearing is not required and staff will be bringing a report back to Full Council on 12 May 2016 to adopt the Schedule of Charges.

Solid Waste

10.6 Following on from your decisions at Full Council on 3 March 2016, staff have established a joint venture project team and are currently working to establish the joint venture agreement for the landfill operations - including the structure and responsibilities. Staff intend to present the proposed joint venture agreement back to Council in the coming months.

Other Matters

10.7 The team has begun the initial planning for the development of the Annual Report and the Long Term Plan 2018-2028. We also have to assist the Chief Executive with the preparation of the Pre-Election Report. We expect our work load in these areas to increase over the coming year; with the Annual Report scheduled for adoption in late September 2016.

11 Reserves and Facilities Update

11.1 The following table contains the key projects and activities by ward that occurred in Council's reserves and facilities since the last Community Development Committee meeting, in addition to the ongoing maintenance and development activities that are also undertaken.

Ward / Projects	Projects for 2016/17
Golden Bay	<p>Takaka Memorial Gardens (playground upgrade) – Glenn has commenced consultation with local schools. Ongoing.</p> <p>Golden Bay Rec Park new netball courts (Steve). Work is underway.</p> <p>A public meeting was held in regard to the restoration of the bach area at Ligar Bay. Kathy is liaising with the Transportation team regarding carparking areas and also discussing the historic rock/plaque installation with Cr Sangster. A verbal update will be given to the Golden Bay Community Board on 12 April.</p>
Motueka	<p>The Brooklyn Stream breached the bank during the recent flood event. Staff are working with the Engineering team on solutions for cleaning up this area. Some of the Linden trees may have to be removed and there is the possibility of having trees decline in coming years due to the amount of silt covering their roots. We will also need to carry out planting this year when the stream bank is repaired.</p> <p>York Park – a group of large pines are scheduled for removal which were undermined by the storm surge of which two came down over the walkway/cycleway. The rest are now unstable.</p> <p>Several photos of the flood damage are attached.</p> <p>Dummy Bay track upgrade – the steep track down to Dummy Bay off Cooks Crescent has been blocked off. Scouring from the storm created slip hazards. The necessary improvements were considered too much for our current budgets. There is an alternative accessway to the beach.</p> <p>Vosper Street Council Cottages – insulation and heat pumps are being installed.</p> <p>Riwaka toilets – work has been let to Hays Plumbing to upgrade these</p>

	toilets.
Richmond	There are ongoing problems at Busch Reserve with the pump to the toilets.
Saxton Field	Velodrome – work is continuing on this project. The underpass is in and ramps are being developed.
Planting Projects	The team are all carrying out planning and preparation for the winter planting programme. They are also working with volunteer groups on their proposals for this year's plantings. Arbor Day letters will be sent out to the schools.

12 Libraries Update

Recent Events and Programmes

- 12.1 Golden Bay author Gerard Hindmarsh entertained a large crowd with stories from his latest book "Kahawhai: the people's fish". He was accompanied by his partner Melanie Walker who contributed the recipes for the book.
- 12.2 Motueka Library staff attended a Motueka Senior Net meeting to talk about digital resources available from the library. The group was given a brief overview of our various online resources as well as a demonstration of how to download e-books from the Library website.
- 12.3 Takaka Library was the venue for a presentation on Project Janszoon and Project De-Vine. The event drew a large, very interested crowd as the respective project managers Devon McLean and Chris Rouse gave an update on developments in their projects.
- 12.4 Staff from Richmond Library attended the Age2be Expo. As well as being able to promote and talk about our library services, staff were able to make informal contacts with other groups at the expo. Staff fielded approximately 120 queries, covering a range of topics including e-books and other digital resources, computer classes and our Book a Librarian and Housebound services. A number of people who visited our expo stall have subsequently enrolled as library members.
- 12.5 In March Richmond Library began a six week Code Club Aotearoa programme with an enthusiastic group of 9-12 year olds. The after-school club teaches children how to programme using simple software to make computer games, animations and websites.
- 12.6 During April we have been running a Health and Wellness programme at Richmond Library. The topics covered during the series of free talks have included homeopathy, falls prevention, asthma, diabetes and choosing healthy drinks. The programme has also given us an opportunity to promote our BeWell Books partnership with Nelson Bays Public Health and our online health resources.

Job Finders Club

- 12.7 Staff at our libraries are increasingly being asked to provide help for people looking for work or looking to make a career change. Some examples of the help needed are assisting with online job applications and advice on writing CVs. As a response to this growing need we have developed a new programme intended to support people searching for a job.
- 12.8 The new programme launched in April, called Job Finders Club, is a weekly drop-in service based at Richmond Library. Attendees can receive assistance with basic computer skills, writing CVs, applying for jobs, interview preparation and job hunting tips. We are also

working with local business mentors who will provide support, advice, coaching and training. For the first two months our main focus will be on gathering information about the sort of help job seekers feel they need. This information will be used to develop a targeted programme of training and support.

Implementation of Radio Frequency Identification Technology

12.9 During March we undertook a selection process to select a vendor for the installation of Radio Frequency Identification (RFID) in the libraries. The vendor selected is FE Technology, an Australian company. FE Technology has been involved in a number of RFID installations in New Zealand and has considerable experience working with New Zealand public libraries.

12.10 Staff from FE Technologies will meet with us in April to establish a project plan and implementation timeframe. Our initial focus will be on tagging all library stock with RFID tags. This process will be undertaken by a subcontractor with some minor library staff involvement. We expect that the tagging will take 6-8 weeks.

13 Customer Services Update

Scanning of Property Information

13.1 We now have a name for this section of Customer Services - they are the Property Information Team or PIT Crew.

13.2 The staff who carry out the work of managing our property file records have been part of the Customer Services team since November 2015. Yvonne Brown and Carrie Stringer are committed to keeping the scanning service and records accurate and completed in a timely manner.

13.3 It became apparent after the PIT Crew had been with us a short time that there were some gaps in the way the records had been managed, in particular after subdivision of the land had been completed.

13.4 As a result of a wider discussion and a great deal of work from Liz Hegarty and a number of other staff, we now have the “Proper Properties Project” to put a process in place to sort things in a timely manner at the end of the subdivision process when new valuation numbers are created.

Proper Properties Project

13.5 The project scope notes that for some years we have recognised that there are gaps in the way we manage changes to valuation numbers. We have so many important records linked to each number, but when the number changes – for example, due to subdivision – it is hard to ensure that all records have been transferred correctly.

13.6 Inaccurate records expose us to risk of litigation, and risk of reputational harm. Accurate records will allow us to serve our ratepayers quickly, and digitally.

13.7 The costs involved in this project are minimal, as we will be using tools and systems we already have. The main cost is time, for the staff to be consulted, involved, and trained in a new management method.

Update on Customer Services Staff in Motueka

- 13.8 We have been delighted to welcome Wendy Byrne to our Motueka Team. Wendy's excellent Customer Service skills and can-do attitude have been greatly appreciated since she joined us in January.
- 13.9 Lynda Quartly, the Senior Customer Service Officer in the Motueka office, is currently on extended leave after having surgery in January. Other senior staff from various offices are helping to cover this position. This does have an impact on the wider Customer Service team, with covering the normal leave and training requirements. Judy Le Pine has come out of retirement on a part-time basis to help out at the Motueka Office. We are very grateful for her assistance.

Looking forward

- 13.10 During the next few months we are anticipating an additional 500 Rates Rebate applications to be lodged, 10,500 dogs to be registered and rates payments in May. This will continue to keep the team busy with our customers.

13 Health and Safety Update

- 14.1 Contractors have installed the new security cameras in the Richmond Library, but new cameras are not yet in place in the Richmond customers service area. Contractors have also installed the security lock on the work room door at the Richmond Library to enable staff to have a safe place to retreat to, if needed, during an incident.
- 14.2 Glennis Coote has organised duress alarms for use by library staff working front of house in the Libraries. Suzanne Westley is currently working on the Customer Services team's needs for duress alarms before ordering them.

15 Attachments

1.	Aquatic Centre Report January 2016	31
2.	Aquatic Centre Report February 2016	35
3.	Linden Place Reserve photos	37
4.	Tasman \$200 Ship letter	39



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Richmond Aquatic and Fitness Centre Patronage Numbers:

User	Total Jan 16	Total Dec 15
Adult	2598	2145
Adult Concession	741	498
Adult/ Preschooler (x2)	2532	1476
Adult/ Preschooler Concession (x2)	238	64
Child	3911	2086
Child Concession	244	218
Community Service Card Holder	103	85
Community Service Card Holder Concession	102	66
Family (x4) Shark pass	2364	1562
Preschooler	309	229
Preschooler concession	12	12
Senior	187	148
Senior Concession	568	325
Visitor	26	19
Student Concession	38	38
Aquatic Memberships	198	254
Holiday Programme	664	102
Before + After School Care	0	239
User Groups	305	586
Wave Rave	0	302
Promotional Visits	468	138
Child School Swim	33	290
Adult School Swim	14	1
Swim School	1671	7258
Shower	88	63
Supervised Child Care	0	0
Aqua Fitness concession	282	217
Aqua Fitness casual visits	41	46
Group fitness casual visits	28	37
Fitness Centre casual visits	22	103
Fitness Centre Concessions	77	41
Fitness Centre Memberships	6524	6582
Total Patronage for the Month	24388	25230

Total patronage Jul 15 – Jan 16 182740
 Jan 2015 – 19650
 Jan 2014 - 23872



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

- \$10 family pass promotion on facebook
 - Reached over 17,000 people
- Swim School
 - Wet and Wild Programme – News Paper Article Below
 - Marketing for Term 1 lessons commenced
- Fitness Centre
- After School Care
 - Save up to 80% on child care promotion
- Kori the Penguin was "out and about" during the month at places including the local beaches and parks



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

shown across all mediums utilised, with the majority of the messages having a full facility approach.

News Paper Article on Wet & Wild Programme – Free to 11-17 year olds

Nelson holiday program teaches vital water safety lessons



SwimMagic instructor Lisa Stove during the Wet & Wild Challenge at the Richmond aquatic Centre on Monday

A school holiday programme in Nelson is teaching kids about how to be safe in the water to help prevent accidents and drowning's in the region.

Treading water, swimming in lifejackets and learning about river safety are mixed in with kayaking, snorkelling and playing flipper ball during the week long programme.

Swim Magic co-ordinator Lisa Stove said the aim of the Wet and Wild Challenge was to teach kids a range of water skills and how to stay safe in different situations.



ALDEN WILLIAMS/FAIRFAX NZ

Ben Houston, 11, leaps into the deep end at the Wet & Wild Challenge at the Richmond aquatic Centre on Monday

Stove is passionate about educating kids on water safety and having them pass that knowledge onto others.

The programme had been developed in conjunction with Water Safety New Zealand and Stove said she wanted it to make an impact in the community and reduce the number of accidents that occurred in the water, especially during summer.

"We are giving them really hard messages," he said. "If a skipper tells you to get on that boat and there is no lifejacket for you, you are not to get on it, saying those sort of things."

The kids also get a chance to put their swimming skills to the test by completing the aquatic part of the police test which involves a timed 50 metre swim, treading water for five minutes and picking up a simulated body, which is a bucket full of bricks, off the floor of the pool.

"My role in co-ordinating the swim school is making sure that we are teaching some life skills rather than just how to learn to swim," she said.

Xanthe Wardle, 13, said she had been learning about how to correctly wear a lifejacket and was putting it to the test by jumping into the wave pool at the Richmond Aquatic Centre.

"If its too big, it pulls up easily and it will come up over your head," she said. "We did huddles and one of those snake things incase we were stuck in an ocean."

Wardle was also looking forward to the snorkelling and treading water, but the best part of the first day had been "doing bombs".

The Wet and Wild challenge is funded by the break-away school holiday programmeme by Sport Southland.

It is free for kids aged 11 to 17 years old and the week long course and after this week, will run for another two weeks at the Richmond Aquatic Centre.



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Richmond Aquatic and Fitness Centre Patronage Numbers:

User	Total Feb 16		Total Jan 16
Adult	2999		2598
Adult Concession	787		741
Adult/ Preschooler (x2)	2598		2532
Adult/ Preschooler Concession (x2)	234		238
Child	1214		3911
Child Concession	120		244
Community Service Card Holder	88		103
Community Service Card Holder Concession	160		102
Family (x4) Shark pass	312		2364
Preschooler	147		309
Preschooler concession	7		12
Senior	206		187
Senior Concession	661		568
Visitor	14		26
Student Concession	33		38
Aquatic Memberships	255		198
Holiday Programme	0		664
Before + After School Care	214		0
User Groups	774		305
Wave Rave	295		0
Promotional Visits	122		468
Child School Swim	0		33
Adult School Swim	0		14
Swim School	6,603		1671
Shower	91		88
Supervised Child Care	0		0
Aqua Fitness concession	395		282
Aqua Fitness casual visits	59		41
Group fitness casual visits	17		28
Fitness Centre casual visits	147		22
Fitness Centre Concessions	87		77
Fitness Centre Memberships	7236		6524
Total Patronage for the Month	25875		24388

Total patronage Jul 15 – Feb 16 208615

Feb 15- 19246

Feb 14- 18102



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

- Swim Magic Video launched
- New Supplements available in the shop and fitness centre
- Joint promotion at Bowater Honda "Dive in to Win"
- Introduction of Work Out of the Week videos – Fitness Centre
- Introduction of "60 second" update videos
- Splash Time returned – participant numbers remained at a high level after the holiday break



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.

Linden Place Reserve (Brooklyn Stream)

Development Committee Agenda – 21 April 2016





Dear TDC,

First and foremost, a huge thank you for your support in getting me to Hands On at Otago. Your contribution was a great help and I very much appreciated it.

Hands On at Otago is a week-long course held at Otago University which provides academic students the opportunity to extend themselves in a subject of their choice beyond what the school curriculum normally allows. This year there were about 30 courses with places for some 360 students on offer including Genetics, Psychology, Politics, Physics and Law. I applied for, and was accepted into the Politics course.

Myself and 11 others were based in the St David's Lecture Theatre on the Otago University Campus. There, we were assigned roles such as Prime Minister, Head of Amnesty International and so on, so that together we basically represented New Zealand's Government and supporting organisations. I was given the role of Shadow Minister for Foreign Affairs and Trade. We were then presented with a crisis situation to which we had to respond; a violent military coup in Fiji.

As the week drew on, we responded to the developing situation in Fiji as befitting our respective roles. The course organisers presented us with all sorts of situations, such as press conferences, parliamentary debate, along with constant news updates such as reports of missing New Zealand citizens. In short, we were kept on our toes. We were also given lectures on how real-life politicians respond to this kind of situation to help us in our roleplay. By the end of the week, we had drawn up a policy document explaining exactly what New Zealand was going to do in response to the Fiji Crisis.

This amazing experience, as well as teaching me a great deal about the political system, also gave me an insight into university life. We were accommodated in the halls of residence (I was at Studholme College), we were given a lecture on psychology by none other than the Vice-Chancellor of Otago University, as well as tasters of other courses such as Genetics and Law. I also am incredibly thankful for the opportunity to meet and make friends with all the other wonderful people on the course; the friendly and welcoming culture of Hands-On 2016 was absolutely amazing.

I come away from this course with my “basket of knowledge” full to bursting, more confident in myself from the experience gained on this course, and with so many memories which I will treasure for years to come. I am so grateful to Tasman District Council for their support in granting me the ability to take this amazing opportunity.

Yours Sincerely,
Joseph Robinson

9.4 ACTION SHEET - COMMUNITY DEVELOPMENT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 21 April 2016
Report Author: Tara Fifield, Executive Assistant
Report Number: RCD16-04-04

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 RCD16-02-04.

3 Attachments

1. Action Sheet - April 2016 43

Action Sheet – Community Development Committee

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 12 February 2015			
RCD15-02-04 Community Development Manager's Report	Staff to draft guidelines on the use of approved contractors by our volunteer hall committees.	F Wafer / A Gerraty	Work in progress
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 - currently working with the Finance team
Meeting Date 17 September 2015			
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>
RCD15-09-04 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	S Hartley	Rainbow Sports Club are attending this meeting.

Item 9.4

Attachment 1

Item 9.4

Item	Action Required	Responsibility	Completion Date/Status
	2013 and 2014 loan repayments, totalling \$25,714, are paid by 30 November 2015.		

Attachment 1

Meeting Date 10 December 2015			
RCD15-12-03 Wakefield Pensioner Housing Report	Staff to report back at the next CDC meeting with further information, including information on costs, the ability to widen the access through the pensioner housing, valuations and the potential for subdivision.	R Squire	A report is included in this agenda.

Item 9.4

Attachment 1

10 CONFIDENTIAL SESSION

10.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

THAT the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

10.1 Wakefield Pensioner Housing Report

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.