

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

Date: Thursday 18 May 2017
Time: 9.30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

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

(Quorum 7 members)

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AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF MINUTES

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

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

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

8.1 Regional Sustainability Festival 5

9 REPORTS

9.1 Chair's Report..... 7

9.2 Review of Community Development services, s.17A Local Government Act..... 11

9.3 Strategic Policy Work Programme 2017/2018..... 41

9.4 Community Development Manager's Report..... 47

9.5 Action Sheet - Community Development..... 65

8 PRESENTATIONS

8.1 REGIONAL SUSTAINABILITY FESTIVAL

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	18 May 2017
Report Author:	Tracey Barron, Executive Assistant - Community Development
Report Number:	RCD17-05-02

PRESENTATION

Alice Robin, Coordinator for the Nelson Region Sustainability Festival has asked to present to the Committee on the festival proposal. Please refer to the information provided below.

TOITŪ Our Land Our People Our Future

Vision – Inspire, engage and connect our people with a more diverse, sustainable, resilient future for our region, through a process of dynamic community engagement.

Mission - A street festival in Nelson or Richmond CBD one Sunday in April 2018 - focused on sustainability & resilience, sharing knowledge & expertise - bringing people together in new ways. Delivered through a series of THEMATIC ZONES, comprising of demonstrations, workshops, discussions, debates, films, hands on participation, art, collaboration, competitions, street entertainment, music, food & fun.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	18 May 2017
Report Author:	Peter Canton, Chair, Community Development
Report Number:	RCD17-05-01

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 RCD17-05-01.

3 Welcome

- 3.1 Welcome to the first community development meeting of autumn. Whilst the growth in our parks should be slowing down, the unseasonably wet and warm weather is still keeping our staff busy. A big thank you to Beryl and her team for the extra effort at this time of the year. It is exciting to see the change in colour of the foliage as it transitions into its winter break

4 Key Activities

- 4.1 I attended the inaugural Motueka kai fest on April 9th. The organisers can be justifiably proud of their effort and the attendance on the day. With several schools opening the event and lots do throughout the day. It was fantastic to see Council's involvement with Lani Evans manning the recycling bins and Anna Gerraty in the Council gazebo promoting our reserve management plan review and submissions process. A big effort and sincere thanks.
- 4.2 Mayor Kempthorne closed the kai fest and then later in the evening we attended a play "Fiddler on the Roof" at the Motueka Memorial Hall. Seeing this proves that community grants certainly add to the social welfare of our communities. This was also a springboard for the release of a new song by kiwi ex cricketer John Wright, who got on stage and told a few stories, sang a few songs and entertained us with his new song titled "Driving into Mot". Channel One was there to film it and it was aired on Seven Sharp a few days later.
- 4.3 I attended the Kaiteriteri six hour mountain bike relay on 16th April. There were 350 riders throughout the day dressed in all manner of things. Spotted at the event and competing were Council's Chris Pawson, Jenna Neame and our very own Stephen Richards. These events reinforce to me that we are on the right track with our involvement in cycle trails.
- 4.4 Councillor Ogilvie, community board member Hutt and myself attended a meeting of the Laura Ingram Kindergarten families concerned about the potential closure or relocation of the facility. Hopefully, a pragmatic solution can be found soon that will satisfy everyone.
- 4.5 On Monday 8th May I attended the Youth Council Waimea cluster meeting with Claire Webster ((Education & Partnerships Officer). It was quite exhilarating to see the enthusiasm for youth to have a voice and a general passion from the youth to see how the process works and how it can marry in with Council.

5 General

- 5.1 The wet weather has impacted a little on when we can get the sealing done of both the Saxton Velodrome and the netball courts at the Golden Bay Recreation Park. Hopefully, over the next few weeks these projects might be achieved.
- 5.2 I would personally like to acknowledge the professional way that Stephen Richards handled what could have become a heated discussion on the proposed Anarewa Crescent walkway at our last Motueka Community Board meeting, I have received comments to that effect from some of the affected parties.
- 5.3 Whilst not voicing any political preference, Councillors Ogilvie, Hawkes and myself attended a fundraiser for the Labour Party on 21st April to listen to our local member Damian O'Connor and Jacinda Ardern. It was an opportunity to voice some concerns and get a bit of a feeling where they saw provincial New Zealand sat in the mix.

- 5.4 I would like to end on a slightly sad note and express our condolences to our Deputy Chair Dana on the passing of her mother, Anne. She was heavily involved with coaching swimming and caring for people via St John Ambulance. She will be remembered by many for her contributions.

6 Attachments

Nil

9.2 REVIEW OF COMMUNITY DEVELOPMENT SERVICES, S.17A LOCAL GOVERNMENT ACT**Decision Required****Report To:** Community Development Committee**Meeting Date:** 18 May 2017**Report Author:** Sarah Holman, Policy Advisor**Report Number:** RCD17-05-03**1 Summary**

- 1.1 The purpose of this report is to inform the Committee of our legal obligations under s.17A of the Local Government Act 2002 (LGA) to undertake reviews of the way Council undertakes its services.
- 1.2 The Community Development Department has completed service delivery reviews to meet the requirements of s.17A for the Library Services (Attachment 1), Strategic Policy (Attachment 2), and Reserves and Facilities (Attachment 3). This report seeks the Committee's approval to those assessments.

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

1. receives the Review of Community Development services, s.17A Local Government Act report RCD17-05-03; and
2. approves the s.17A Local Government Act 2002 assessments for Library Services, Strategic Policy and Reserves and Facilities contained in Attachments 1, 2 and 3 to report RCD17-05-03.

3 Purpose of the Report

- 3.1 To inform the Committee of our legal obligations under s.17A LGA.
- 3.2 To approve the s.17A LGA assessments for Library Services, Strategic Policy, and Reserves and Facilities activities.

4 Background and Discussion

- 4.1 Changes to the Local Government Act (LGA) 2002, mean we are required to carry out service delivery reviews under s.17A at least every 6 years.
- 4.2 A local authority must complete its first reviews in relation to governance, funding and delivery of its activities by 8 August 2017.
- 4.3 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”.
- 4.4 As a matter of good practice and management, Council regularly reviews how it delivers its services. However, the legislation makes formal reviews a requirement, sets legal triggers for carrying out reviews, provides exceptions, and prescribes delivery options that must be considered.
- 4.5 Council must also carry out reviews where a significant change to level of service is signalled or where a contract or other binding agreement has less than two years to run.
- 4.6 Reviews are not required where Council is satisfied the costs of the review outweigh the potential benefits or where an agreement is in place that cannot reasonably be altered within two years. However, an initial assessment needs to be undertaken in order to decide if a full review is required.
- 4.7 The Society of Local Government Managers (SOLGM) advises that “cost-effectiveness” is not the same thing as “least cost” but rather “the least cost consistent with the achievement of the council’s objectives for delivering the service”.
- 4.8 We are currently working through all areas of Council to meet our legal obligations to carry out the initial assessments. Liaison with Nelson City Council has been part of this process as some areas have shared objectives, such as Saxton Field.
- 4.9 The s.17A reviews for Community Relations, Customer Services, and Community Housing will be brought to a future Community Development Committee meeting for your consideration.

5 Options

- 5.1 We are required to meet our legislative obligations to assess our services before 8 August 2017. Therefore, all reviews need to be considered and approved by the Committee prior to this date.

- 5.2 There are currently no provisions in s.17A relating to audit or penalties for non-compliance. However, we expect that these may come in time. Staff advice is that we carry out initial assessments to meet the statutory deadline.
- 5.3 The initial assessments help us to programme further reviews, when for example, changes to levels of service are anticipated or contracts are about to expire. This assists us in resourcing future reviews. Reviewing service delivery ties in with activity management and long term planning.
- 5.4 The Committee's options are: 1. to approve the s.17A service delivery reviews for the Libraries, Strategic Policy, and Reserves and Facilities activities; or 2. to ask staff to undertake further work on any one or more of the reviews.
- 5.5 Staff consider that the reviews lead to the correct outcome for the governance, funding and delivery of the activities and that they have been undertaken in a manner that complies with the legislative requirements. Therefore, we recommend that you approve the reviews. However, if the Committee is of the view that further work needs to be undertaken on any of the service delivery reviews, then you can request that staff undertake further work on the reviews prior to bringing them back to the Committee for approval.

6 Strategy and Risks

- 6.1 If we do not meet our legal obligations, although there is no explicit penalty in the legislation, there is a reputational risk to Council.
- 6.2 By regularly reviewing our service delivery, we contribute to building the community's confidence in us, we demonstrate that we are undertaking our activities in a cost effective and appropriate manner, and we demonstrate that we provide value for money.

7 Policy / Legal Requirements / Plan

- 7.1 Council is required to follow the provisions of s.17A LGA. Staff consider that the processes we are undertaking during our assessments meet the legislative requirements.

8 Consideration of Financial or Budgetary Implications

- 8.1 By undertaking the s17A service delivery reviews, we are providing accountability and ensuring the cost-effectiveness of our current service delivery arrangements and that they are meeting the needs of our communities.
- 8.2 Some funding is being required to employ a contractor to assist staff meet their obligations in this assessment phase. The cost for the contractor is covered within the Strategic Policy budget.

9 Significance and Engagement

- 9.1 In our view, the decisions before the Committee are of low significance. The approvals sought relate to initial assessments, and make recommendations around programming further reviews at times where reviews are triggered by the legislation, or when changes in

circumstance occur such as significant changes to levels of service (for example, as directed by Council).

Item 9.2

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low	No significant changes are proposed to the status quo. The assessments make recommendations on when further assessments and possibly full reviews should take place.
Is there a significant impact arising from duration of the effects from the decision?	No	
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Yes	While the decision relates to strategic assets (e.g. District Libraries as a whole, and Reserves and Cemeteries as a whole), this does not impact on the assessment of "low significance", as the reviews are not proposing any changes to the governance or delivery arrangements for those activities.
Does the decision create a substantial change in the level of service provided by Council?	No	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
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	Where relevant, the contracts already exist (e.g. reserves maintenance contracts).
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

10 Conclusion

- 10.1 The process of assessing Council services under s.17A LGA is a legal requirement. It provides a framework for considering the cost-effective delivery of services and the alternative methods of achieving the same outcome. It also encourages collaboration with neighbouring local authorities.
- 10.2 The conclusion following the assessments of delivering the Library, Strategic Policy and Reserves and Facilities activities is to retain the status quo.
- 10.3 Section 17A assessment is being tied into activity management planning, and will be an integral part of regular strategic planning in future. As we do more s.17A assessments across Council, this process will be refined and there will be more opportunity to look at how other local authorities are approaching their assessments.

11 Next Steps / Timeline

- 11.1 We will bring further s.17A assessments on other Community Development activities to your next Committee meeting in order to meet the statutory completion deadline of 8 August 2017.

12 Attachments

- | | | |
|----|-------------------------------|----|
| 1. | s.17A Library Services | 17 |
| 2. | s.17A Strategic Policy | 23 |
| 3. | s.17A Reserves and Facilities | 29 |

PART I: PRESENT ARRANGEMENTS	
Name of the service and scope	<p>Library Services Activity</p> <p>The scope of this activity is to provide library services to support the learning, information and recreational needs of the community.</p> <p>Libraries in Richmond, Motueka, Takaka and Murchison house a physical collection of approximately 143,000 items and the library website provides access to a range of resources in electronic format. The library provides a range of programmes, services and resources for the community. The library provides some support for Community libraries in Wakefield, Tapawera, Mapua and Collingwood.</p>
Rationale for service provision	<p>The service is provided because:</p> <p>It contributes to the following community outcomes :</p> <ul style="list-style-type: none"> • Our communities are healthy, safe, inclusive and resilient; • Our communities have opportunities to celebrate and explore their heritage , identity and creativity; • Our communities have access to a range of social, educational and recreational facilities and activities • Our council provides leadership and fosters partnerships, a regional perspective and community engagement. <p>Libraries develop an informed community whose members are literate and inspired. Tasman District Council’s public library services provide a collective resource that is greater than local families or individuals can afford.</p> <p>The Local Government Act 2002, section 11A(e) defines public libraries as a core service of Council.</p>
Present arrangements	<p>The Library Services activity is managed by Council staff. Reports and recommendations to Council are made through the Community Development Committee.</p> <p>The activity is predominantly funded from the general rate. Some funding also comes from Reserve Financial Contributions and fees and charges. Fees and charges are subject to review every year as part of the annual planning process.</p>

	<p>Delivery of the service is by Council staff at the four library locations and through the library website.</p> <p>The library has a number of co-operative partnerships with other libraries. The partnerships provide advantageous group pricing which is more cost effective than funding the resources or services on our own.</p> <p>Examples of co-operative partnerships are:</p> <ul style="list-style-type: none"> • Kōtui consortium – a national shared service managed by the National Library that provides Library Management System software to consortium members. The value of the contract is approximately \$60,000 per annum. • APNK (Aotearoa People’s Network Kaharoa) – a partnership with the National Library which provides public internet access in partner libraries. The value of the contract is less than \$20,000 per annum. • EPIC (Electronic Purchasing in Collaboration) - a national e-licensing consortium managed by the National Library that makes electronic resources available through libraries who are consortium members. The value of the contract is less than \$30,000 per annum • South Island libraries e-resource purchasing partnership for the shared purchasing of e-books and e-audio. The value of the contract is less than \$10,000 per annum. <p>Nelson Public Libraries and Marlborough District Libraries also participate in these co-operative partnerships.</p>
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Last review	<p>A review under section 17A review has not previously been undertaken.</p> <p>The last significant review of library services was undertaken in 1998. This review resulted in changes to services, opening hours and staffing structure at the District Library in Richmond.</p>																																															
Performance	<p>Performance is measured by meeting levels of service as set out in the Council's Long Term Plan. The number of lending/reference items per resident, size of library buildings and residents' satisfaction levels are measured levels of service. Residents' satisfaction levels are measured through Council's annual resident's survey. Performance can also be measured through comparison with other New Zealand public libraries serving a similar population. Annual statistics on use of public library services and local authority expenditure on library services are compiled by the Association on Public Library Managers. The most recent set of statistics published is for 2014-2015. Statistics include number of collection items available for use; number of items issued; visitor numbers; cost per item issued; staffing numbers; expenditure and income generated. These statistics show that compared to peer libraries Tasman District Libraries sits in the Quartile 2 –Quartile 3 range for the majority of these usage and expenditure measures. This shows that Tasman District Libraries compares favourably with peer libraries in terms of cost effectiveness and services offered to the public.</p>																																															
<p>Cost \$</p> <p>NB: Opex includes wages and related expenses, maintenance, general operating costs, professional fees, overheads, loan interest and depreciation</p>	<table border="1"> <thead> <tr> <th data-bbox="735 1435 959 1473">Year</th> <th data-bbox="959 1435 1198 1473">Opex</th> <th data-bbox="1198 1435 1441 1473">Capex</th> </tr> </thead> <tbody> <tr><td data-bbox="735 1473 959 1512">2013/14</td><td data-bbox="959 1473 1198 1512">2,713,110</td><td data-bbox="1198 1473 1441 1512">331,979</td></tr> <tr><td data-bbox="735 1512 959 1550">2014/15</td><td data-bbox="959 1512 1198 1550">3,272,253</td><td data-bbox="1198 1512 1441 1550">291,371</td></tr> <tr><td data-bbox="735 1550 959 1588">2015/16</td><td data-bbox="959 1550 1198 1588">3,509,145</td><td data-bbox="1198 1550 1441 1588">517,752</td></tr> <tr><td data-bbox="735 1588 959 1626">2016/17</td><td data-bbox="959 1588 1198 1626">3,615,723</td><td data-bbox="1198 1588 1441 1626">325,268</td></tr> <tr><td data-bbox="735 1626 959 1664">2017/18</td><td data-bbox="959 1626 1198 1664">3,579,531</td><td data-bbox="1198 1626 1441 1664">348,140</td></tr> <tr><td data-bbox="735 1664 959 1702">2018/19</td><td data-bbox="959 1664 1198 1702">3,660,899</td><td data-bbox="1198 1664 1441 1702">327,773</td></tr> <tr><td data-bbox="735 1702 959 1740">2019/20</td><td data-bbox="959 1702 1198 1740">3,771,043</td><td data-bbox="1198 1702 1441 1740">667,172</td></tr> <tr><td data-bbox="735 1740 959 1778">2020/21</td><td data-bbox="959 1740 1198 1778">3,975,628</td><td data-bbox="1198 1740 1441 1778">1,618,585</td></tr> <tr><td data-bbox="735 1778 959 1816">2021/22</td><td data-bbox="959 1778 1198 1816">4,161,050</td><td data-bbox="1198 1778 1441 1816">365,350</td></tr> <tr><td data-bbox="735 1816 959 1854">2022/23</td><td data-bbox="959 1816 1198 1854">4,326,812</td><td data-bbox="1198 1816 1441 1854">340,365</td></tr> <tr><td data-bbox="735 1854 959 1892">2023/24</td><td data-bbox="959 1854 1198 1892">4,484,489</td><td data-bbox="1198 1854 1441 1892">346,366</td></tr> <tr><td data-bbox="735 1892 959 1930">2024/25</td><td data-bbox="959 1892 1198 1930">4,634,108</td><td data-bbox="1198 1892 1441 1930">379,836</td></tr> <tr><td data-bbox="735 1930 959 1968">2025/26</td><td data-bbox="959 1930 1198 1968">4,726,127</td><td data-bbox="1198 1930 1441 1968">847,862</td></tr> <tr><td data-bbox="735 1968 959 2007">2026/27</td><td data-bbox="959 1968 1198 2007">4,880,325</td><td data-bbox="1198 1968 1441 2007">376,021</td></tr> </tbody> </table>	Year	Opex	Capex	2013/14	2,713,110	331,979	2014/15	3,272,253	291,371	2015/16	3,509,145	517,752	2016/17	3,615,723	325,268	2017/18	3,579,531	348,140	2018/19	3,660,899	327,773	2019/20	3,771,043	667,172	2020/21	3,975,628	1,618,585	2021/22	4,161,050	365,350	2022/23	4,326,812	340,365	2023/24	4,484,489	346,366	2024/25	4,634,108	379,836	2025/26	4,726,127	847,862	2026/27	4,880,325	376,021		
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PART II: DECISION TO REVIEW	
Is a review required? (S17A(2))	<p>A review must be undertaken for the following reasons:</p> <ol style="list-style-type: none"> 1. An initial review of all services is required by the legislation by August 2017 (Clause 2, schedule 1AA) 2. No service delivery review under s17A has been undertaken within 6 years
<p>Does the cost of undertaking the review outweigh the benefits (s17A (3)(b)) – Council is not required to undertake a review if it is satisfied that the potential benefits do not justify the costs of undertaking the review.</p>	<p>There are unlikely to be realistic potentially beneficial alternative service delivery options for the following reasons:</p> <ul style="list-style-type: none"> • The activity is not self-sufficient with some key administration tasks being undertaken by other Council sections, e.g. payroll, accounting, IT. Separation from the Council could result in increased administration and IT costs. • Library services are complex to deliver, require specialist skills, facilities and equipment and are not cost recoverable. • There is little incentive for the private sector to take over the operation of a service that is not cost recoverable and any move towards cost recovery would result in reduced levels of service. • Community groups who may have an interest in taking over running the library service will not have the specialist skills and financial resources required to deliver the appropriate levels of service. • Tasman District Libraries already shares a range of services with other libraries, which reduces the cost of the service. There are limited opportunities for sharing further services. <p>There is unlikely to be an opportunity to share review costs with neighbouring local authorities as both Nelson and Marlborough Councils have indicated that they are unlikely to undertake a full review of their Library services.</p>

	For these reasons, the cost of undertaking a detailed review would outweigh the benefits.
Is delivery of the service, regulatory function or infrastructure governed by legislation, contract or other binding agreement that cannot be reasonably altered within the following two years? If yes, provide details as a more detailed review is not required by legislation s17A(3)(a)	No
Recommendation whether or not to review this service	The recommendation is to retain the current delivery model and not undertake a more detailed review at this time. Governance and funding by Tasman District Council with delivery by Council staff is the preferred option as there are no viable alternatives for the provision of Library services.
Place in review programme if decide to review (completion of Part, I, II and III of template)	N/A

Decision not to review:**Part I and II Completed:**

Glennis Coote	Libraries Manager	24/03/2017
(Name)	(Position)	(Date)

Decision not to review approved (second tier manager and SMT)

Susan Edwards	Community Development Manager	10/05/2017
(Name)	(Position)	(Date)

PART I: PRESENT ARRANGEMENTS	
Name of the service and scope	<p>Strategic Policy Services</p> <p>The Strategic Policy team is responsible for ensuring Council meets its legal obligations to engage with the community in the development of key policies and documents. These include the 10 year Long Term Plan (LTP) and the Annual Plan. The team also produces the Annual Report.</p> <p>Other responsibilities include the Significance & Engagement Policy, Schedule of Charges, Statement on Fostering Māori Participation in Council Decision-Making, cross-Council policy work (e.g. Growth Strategy, pre-Election Report), reserves planning, monitoring and reporting on performance, and guidance on legislative processes (e.g. bylaws, consultation requirements). The staff in this section are also the Council's Electoral Officer and Deputy Electoral Officer, who are responsible running the local elections and representation review processes.</p> <p>The team regularly liaises with neighbouring Nelson City Council on strategic regional issues and fosters cross boundary collaboration. In addition, a strong collaborative approach is taken by the team across NZ either directly or through the Society of Local Government Managers (SOLGM). This ensures that opportunities to work together and share knowledge, skills and experience foster ongoing improvement and best practice.</p>
Rationale for service provision	<p>The work of the Strategic Policy team contributes to Council meeting its commitments in the Long Term Plan 2015 – 2025 including:</p> <p>Community outcomes:</p> <ul style="list-style-type: none"> • <i>Our urban and rural environments are people-friendly, well-planned and sustainably managed</i> • <i>Our infrastructure is efficient, cost-effective and meets current and future needs</i> • <i>Our communities are healthy, safe, inclusive and resilient</i> • <i>Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement</i>

Item 9.2

Attachment 2

Present arrangements	<p><i>Governance</i> - Council</p> <p><i>Funding</i> – Council through rates</p> <p><i>Delivery</i> – Council staff (4 full time staff) with some external contracts</p>
Last review	<p>Following a management review in 2013, the services provided by the Strategic Development Department (including Strategic Policy and Community Relations) were merged with the Community Services Department (Reserves and Facilities, Libraries, Customer Services and Recreation) to become the Community Development Department in 2014.</p>
<p>Performance</p> <p>NB: SOLGM guidance is that cost effectiveness <u>is not the same</u> as least cost, it is “least cost consistent with the achievement of the council’s objectives for delivering the service”</p>	<p>The Level of Service in the LTP is:</p> <p><i>That Council produces high quality, fit for purpose and accessible Long Term Plans, Annual Plans and Annual Reports. This is measured by the documents being prepared within statutory timeframes and there being no successful challenges to these processes.</i></p> <p>All statutory timeframes have been met. Audit NZ reports are favourable, and Council has not received an adverse or non-standard opinion. All work follows the requirements of the Significance & Engagement Policy in terms of consultation.</p> <p>The team undertakes community engagement on a variety of plans and policies. This can take many forms including surveys, media releases and written publications, social media engagement, meetings with iwi and stakeholders, seeking submissions and holding hearings. The Moturoa/Rabbit Island Reserve Management Plan is currently being considered for a 2017 Fulton Hogan Local Government New Zealand Excellence award for Community Engagement.</p> <p>The Residents’ Survey in 2016 found that 68% of respondents were satisfied or very satisfied with the way Council consults the public in the decisions it makes. This result is on par with the peer group and national averages collated by the survey company. Of the remainder, 30% are neither satisfied or dissatisfied, and 18% are dissatisfied. As well as Strategic Policy, Council consults with the community on matters under the Resource Management Act, so this performance indicator is a general one.</p>

Costs \$	Year	Opex	Capex
	2013/14	960,666	526
2014/15	1,257,219	0	
2015/16	670,703	595	
2016/17	820,802	0	
2017/18	1,059,045	0	
2018/19	803,883	0	
2019/20	829,379	0	
2020/21	1,018,139	0	
2021/22	883,252	0	
2022/23	914,942	0	
2023/24	1,125,132	0	
2024/25	966,134	0	
2025/26	966,780	0	
2026/27	1,029,584	0	

Operating costs include wages, general operating costs, professional fees, employee benefits and related expenses, overheads and loan interest.

(note the increase in the budget every 3 years relates to the costs of the audit on the Long Term Plan, which Council is required to have undertaken by an auditor appointed to it by the Office of the Auditor General)

PART II: DECISION TO REVIEW	
Is a review required? (S17A(2))	An initial review of all services is required by the legislation by August 2017 (Clause 2, schedule 1AA).
Does the cost of undertaking the review outweigh the benefits (s17A (3)(b)) – Council is not required to undertake a review if it is satisfied that the potential benefits do not justify the costs of undertaking the review.	No, see section below on recommendation
Is delivery of the service, regulatory function or infrastructure governed by legislation, contract or other binding agreement that cannot be reasonably altered within the following two years? If yes, provide details as a more detailed review is not required by legislation s17A(3)(a)	No
Recommendation whether or not to review this service	<p><u>Not</u> recommended for review at this time for the following reasons:</p> <ul style="list-style-type: none"> • This is a core service within Council and demands strong institutional knowledge across Council. • In house knowledge and close relationships with staff ensure a consistency of approach that would be hard to replicate using only external contractors. • The cost of resourcing this team wholly externally is expected to be higher than employing staff to carry out the work. The in-house option is therefore likely to be the most cost effective option, with additional resources taken on as and when required (when workload expands or where specialist help is needed). • It is not an area of work that lends itself to being undertaken with another council, CCO, or CCTO. • Strong relationships with neighbouring councils and professional collaboration (e.g. with other SOLGM members) ensure that

	cost-effective, collaborative and best practice approaches guide work ethos within the team.
Place in review programme if decide to review (completion of Part, I, II and III of template)	Unless a significant change in levels of service is planned, the next review must be undertaken by 2023 to meet the statutory requirements.

Decision not to review:**Part I and II completed (assessment):**

Sharon Flood	Strategic Policy Manager	05/05/2017
(Name)	(Position)	(Date)

Decision not to review approved (second tier manager and SMT)

Susan Edwards	Community Development Manager	10/05/2017
(Name)	(Position)	(Date)

PART I: PRESENT ARRANGEMENTS	
Name of the service and scope	<p>Reserves & Facilities:</p> <p>Facilities include:</p> <ul style="list-style-type: none"> • Halls • Recreation Centres • Community Centres • Remote Campgrounds • Swimming Pools (including Richmond Aquatic Centre) • Sports Facilities • Miscellaneous Community Buildings <p>This review also covers the Parks & Reserves Asset Management Contracts¹ for:</p> <ol style="list-style-type: none"> 1) Tasman Bay 2) Golden Bay <p>This review excludes the following facilities as they will be covered in separate s.17A assessments:</p> <ul style="list-style-type: none"> • Community Housing • Museums including funding to Tasman Bays Heritage Trust <p><u>Facilities:</u></p> <p><u>Community halls:</u> These are Council-owned halls that are available for hire on a regular or casual basis for public and private meetings, programmes, or community events. Many local halls are highly valued by the community and have an important history associated with them.</p> <p><u>Community recreation facilities:</u> Located in Motueka, Murchison, Upper Moutere, St Arnaud and Golden Bay, each of these modern, multi-purpose facilities provides for a wide range of community and recreation activities and events.</p> <p><u>Community centres:</u> Located in Motueka and Takaka, these two facilities provide opportunities for social interaction, activities and meeting spaces and offices for community groups.</p> <p>¹ NB: the Parks & Reserves Asset Management Contracts cover grounds maintenance for Community Housing</p>

Remote campgrounds: Informal camping is permitted at McKee Recreation Reserve, Ruby Bay; Kina Beach Recreation Reserve, Tasman; and Owen River Recreation Reserve, Murchison. On-site caretakers collect fees from campers. Management of commercial campgrounds located on other Council-owned reserves is covered by the separate Commercial Activity Management Plan and is not part of this s.17A service delivery review.

Community swimming pools: Council provides a large, modern, indoor aquatic facility at Richmond. Facilities includes a 25 metre 8 lane pool, 20m 5 lane teaching pool, wave pool, lazy river, hydrotherapy pool, toddlers pool, family and adult spas, fitness gym, café and aquatic shop.

In addition, two small community outdoor pools are provided at Rockville and Upper Takaka, along with the Saltwater Baths in the coastal marine area at Motueka. Funding assistance is also provided to operate twenty school pools outside school hours for community use.

Sports facilities: Council provides a number of sportfields together with sports facilities at Saxton Field, Golden Bay Recreation Park, Sportspark Motueka, Wakefield, Dovedale and Lower Moutere Recreation Reserves, Jubilee Park and Lord Rutherford Park. Examples of these facilities include: grandstands, pavilions, clubrooms, velodrome, toilet blocks, changing rooms, entry ticket gate and information office. Saxton Field is a regional sports and recreation facility situated between Nelson and Richmond. It is jointly owned and funded by both Tasman District Council and Nelson City Council (NCC). The land is gazetted jointly with NCC as recreation reserve.

Miscellaneous community buildings: Council owns a range of other community buildings throughout the District, including the Richmond Information Centre on Jubilee Park, Mapua Community Library, Imagine Theatre, former Dovedale church, Plunket rooms, Brownies Inn and clubrooms.

Council owns and manages most of these facilities directly; however, management has been delegated to the relevant local management committee in some cases. Other community buildings located on Council-owned land, but owned and managed by a third party (e.g. Scout Halls, Canine Obedience Clubrooms at Hope and Playcentres) are not covered by this s.17A service delivery review.

	<p><u>Parks & Reserves Asset Management Contracts</u></p> <ol style="list-style-type: none"> 1) Tasman Bay 2) Golden Bay <p>The Parks & Reserves Asset Management contracts are operations and maintenance contracts, currently both let to Nelmac, a Council Controlled Trading Organisation (CCTO) of Nelson City Council. These contracts are publicly tendered.</p> <p>The scope includes litter control, maintenance of grass, vegetation control, provision of planting and irrigation of sports facilities, playground equipment, parks, and walkways, waterways and water bodies, toilet and changing facilities, community housing and cemetery services.</p>
Rationale for service provision	<p>The provision of Community Facilities contributes to Council meeting its commitments in the Long Term Plan 2015 – 2025 (LTP):</p> <p><i>Community facilities are meeting points, providing indoor space for community gatherings, events, recreational, educational and social activities. They enable community-led development, with local people working together and bringing about changes in their environment. They help build neighbourhoods and settlements with strong identities. Our facilities offer Tasman residents the opportunity to engage socially in the places they live and work.</i></p> <p>The Community Outcomes that the service contributes to:</p> <ul style="list-style-type: none"> • <i>Our communities are healthy, safe, inclusive and resilient</i> • <i>Our communities have opportunities to celebrate and explore their heritage, identity and creativity</i> • <i>Our communities have access to a range of social, educational and recreational facilities and activities</i>
Present arrangements	<p><u>Governance</u> – Council, with the exception of Saxton Field.</p> <p>Saxton Field: jointly owned, funded and managed by TDC and NCC.</p> <p>The Saxton Field Committee was established as a joint committee in December 2016. Prior to that, a working party of elected members and staff provided governance. The Saxton Field Reserve Management Plan was adopted in 2008.</p> <p><u>Funding</u> – the Reserves and Facilities are funded through a mix of District Facilities Rates and a Shared</p>

	<p>Facilities Rates (regional), general rates, dividends from commercial campgrounds and community housing, grants from external agencies, Reserve Financial Contributions, user fees and charges, income from forestry for Moturoa/ Rabbit Island and community fund-raising contributions.</p> <p>Saxton: there is a funding agreement between the Councils with TDC currently contributing 47% and NCC 53% (based on population figures at the time of the agreement). This split is likely to be reviewed in late 2017 on completion of the velodrome and associated roading works.</p> <p><u>Delivery</u> – Staff in the Reserves & Facilities team in the Richmond office manage this activity – both contracts and relationships.</p> <p>All physical works and services are outsourced through external contracts for operations and maintenance, and in some instances, management.</p> <p>Parks & Reserves Asset Management contracts for Tasman and Golden Bay: these key contracts for operations and maintenance are publicly tendered. The current contractor is Nelmac, a CCTO of Nelson City Council. The contract is a co-operative based model. The current contracts are from 1 July 2013 to 30 June 2018, with potential extension to 30 June 2020 at Council’s sole discretion. Renewal is subject to performance (as defined by the contract) and renegotiation of a new acceptable price.</p> <p>Saxton Field: NCC has a management contract for the Pavilion and Oval with an external provider, Sports Tasman; TDC contributes to this financially. The contract expired on 30 September 2015 and has been rolled over until September 2017.</p> <p>For TDC land within the Saxton Field complex, operations & maintenance work is covered by the Tasman Parks & Reserves Asset Management contract.</p> <p>Richmond Aquatic Centre: managed under an operations and management contract for Council by a private business, Community Leisure Management Ltd (CLM). The original agreement had an expiry date of 30 November 2012, but by a Deed of Variation in 2007, the agreement was changed to a term of 5 years from 2010 with two renewals. There is one further potential renewal (from 1 December 2020 to final expiry date 30 November 2025).</p> <p>The renewals are not automatic but related to performance and request from CLM, plus agreement on</p>
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	<p>financial subsidy payable. Council staff manage the operations part of the external contract and the physical assets.</p> <p>Council is responsible for loan costs, rates, water, maintenance of the building including the pools, insurance of the buildings and plant, and replacement of plant and equipment.</p> <p>Local Management Committees: many of the community facilities are operated by voluntary groups through local management committees; as well as Council support. The Committees can access other sources of funding (e.g. grants) not available to Council.</p>
Last review	<p>This provision of Community Facilities has not been assessed under s.17A before.</p> <p>In 2013 the Parks & Reserves Asset Management contracts were publicly tendered.</p> <p>At Saxton Field, the governance was last reviewed in 2016, at which time a joint committee of two elected representatives from each council was set up. This review essentially met the requirements of a s.17A review.</p>
<p>Performance</p> <p>NB: SOLGM guidance is that cost effectiveness <u>is not the same</u> as least cost, it is "least cost consistent with the achievement of the council's objectives for delivering the service"</p>	<p><u>Level of Service in the LTP:</u></p> <p><i>An interconnected open space network and recreation facilities that provide a range of leisure opportunities and meet the needs of users and the community</i></p> <p>The total area of park land is measured against the industry average through Yardstick Parkcheck and exceeded the average in 2014. It was 17 hectares per 1000 residents compared to the industry standard of 15.9ha.</p> <p><i>Overall customer satisfaction with the facilities in parks and reserves exceeds 85% as measured in the triennial Yardstick ParkCheck Visitor Measures Survey.</i></p> <p>Overall satisfaction was 93% in 2014.</p> <p><i>At least 85% of respondents rate their satisfaction with recreational facilities (which include playing fields and neighbourhood reserves) as "fairly satisfied" or better in annual residents' surveys.</i></p> <p>The 2016 residents' survey showed 92% of respondents and 94% users were very or fairly satisfied with the district's recreational facilities. These were similar to the averaged peer group and averaged national readings from the results of the survey company's work throughout New Zealand.</p> <p>A visitor survey will be undertaken in 2017 to inform the next AMP.</p>

	<p><i>A network of public halls and community buildings (including multi-purpose community and recreation facilities in major centres and local halls) that provide reasonable access to indoor activities and recreation space.</i></p> <p>This is measured by a community building available within a 15 minute drive for 95% of the population (defined as 20km radius).</p> <p>In 2014 this was true for 99.3% of the population.</p> <p><u>Community Facilities Activity Management Plan:</u> <i>At least 75% of respondents are satisfied or very satisfied with public halls and community buildings provided, as shown triennially through Residents Survey.</i></p> <p>In the 2016 residents' survey 80% were satisfied or very satisfied with multi-purpose public halls and community buildings.</p> <p><u>Parks & Reserves Asset Management contracts:</u> The contracts include Key Performance Indicators (KPIs) and penalties for non-compliance. The contractor is required to prepare performance reports monthly. Contract extension is also linked to performance (and that includes the success of collaboration between the contractor and Council).</p> <p><u>Aquatic Centre</u> Council sets maximum charges for public use and opening hours. If the annual net profit the contractor makes exceeds that in the business plan approved by Council, the contractor pays Council 30% net profit over 5% net profit over the agreed sum.</p> <p>In the 2016 Residents Survey, 70% of residents were satisfied with the Aquatic Centre, including 45% who were very satisfied. The figure of 14% not very satisfied was on par with Peer Group and National averages collected by the survey company for swimming pools in general.</p> <p>In terms of users, 61% of residents (Richmond and Moutere-Waimea wards) said they, or a member of their household, had used or visited the Centre in the last 12 months. Of these, 81% were satisfied.</p>																						
Cost \$ NB: Opex includes wages and related expenses, maintenance, general operating costs, professional fees, overheads, loan interest and depreciation	<table border="1"> <thead> <tr> <th>Year</th> <th>Opex</th> <th>Capex</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>12,459,942</td> <td>1,361,442</td> </tr> <tr> <td>2014/15</td> <td>11,775,894</td> <td>1,116,496</td> </tr> <tr> <td>2015/16</td> <td>10,618,607</td> <td>3,269,920</td> </tr> <tr> <td>2016/17</td> <td>12,644,997</td> <td>1,603,581</td> </tr> <tr> <td>2017/18</td> <td>13,620,612</td> <td>1,712,327</td> </tr> <tr> <td>2018/19</td> <td>12,920,622</td> <td>1,579,473</td> </tr> </tbody> </table>	Year	Opex	Capex	2013/14	12,459,942	1,361,442	2014/15	11,775,894	1,116,496	2015/16	10,618,607	3,269,920	2016/17	12,644,997	1,603,581	2017/18	13,620,612	1,712,327	2018/19	12,920,622	1,579,473	
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	2019/20	12,902,360	1,108,428
	2020/21	14,298,006	1,921,451
	2021/22	13,664,586	1,017,849
	2022/23	13,469,961	1,199,858
	2023/24	14,012,114	1,393,121
	2024/25	14,177,347	1,246,476
	2025/26	14,033,326	3,470,634
	2026/27	15,259,536	3,470,634

PART II: DECISION TO REVIEW

Is a review required? (S17A(2))	<ol style="list-style-type: none"> 1. An initial review of all services required by the legislation by August 2017 (Clause 2, schedule 1AA) 2. The Parks & Reserves Asset Management contracts are due to expire within 2 years in 2018 (with possible extension to 2020).
Does the cost of undertaking the review outweigh the benefits (s17A (3)(b)) – Council is not required to undertake a review if it is satisfied that the potential benefits do not justify the costs of undertaking the review.	No, see reasons below.
Is delivery of the service, regulatory function or infrastructure governed by legislation, contract or other binding agreement that cannot be reasonably altered within the following two years? If yes, provide details as a more detailed review is not required by legislation s17A(3)(a)	No, except the management of the Richmond Aquatic Centre, which is governed by a contract that extends through until 2025, as the renewal in 2020 is at the request of CLM provided they meet the performance standards. It is not at Council's discretion.
Recommendation whether or not to review this service	<p>Recommendation <u>not</u> to review the current provision of Reserves & Facilities because:</p> <ul style="list-style-type: none"> • The contract at the Aquatic Centre is to 1 December 2020 with a further possible extension and a further s.17A assessment may need to be carried out then, if CLM does not exercise its right to renew the contract or if the performance standards in the contract are not met.

	<ul style="list-style-type: none"> Alternative delivery of operations and maintenance of the Parks and Reserves, and the Aquatic Centre in-house would require a substantial capital investment in plant, machinery and staff. At Saxton Field a new committee structure has recently been put into place. In addition, the funding arrangement between TDC and NCC will be reviewed on completion of the velodrome and associated roadworks. Existing arrangements for halls and community facilities and centres with local groups and volunteers allow them to access external funds. Alternative delivery is likely to more expensive than leveraging community involvement and funding. These arrangements also enable a sense of community ownership, pride and buy-in into the facilities and centres that these groups manage on Council's behalf. <p>Recommendation to review the Parks & Reserves Asset Management contracts. These are due to expire on 30 June 2018.</p>
Place in review programme if decide to review (completion of Part, I, II and III of template)	<p>The next s.17A assessment should be:</p> <ul style="list-style-type: none"> if, and when, a significant change to levels of service is proposed through AMP or LTP processes when there are breaks in key contracts for delivery within 6 years of this review in 2023 as prescribed by the legislation

Decision not to review with the exception of the Parks & Reserves Asset Management contracts:

Part I and II completed (assessment):

Beryl Wilkes	Reserves and Facilities Manager	05/05/2017
(Name)	(Position)	(Date)

Decision not to review approved (second tier manager and SMT)

Susan Edwards	Community Development Manager	10/05/2017
(Name)	(Position)	(Date)

Complete Part III of template if undertaking a s.17A Review

PART III: REVIEW - ANALYSIS OF OPTIONS S17A(4)	
Parks & Reserves Asset Management contracts – 1) Tasman and 2) Golden Bay	
1. Governance, funding and delivery by Tasman District Council	This option would only apply if Council decided to develop its own operations and maintenance capability. This would involve significant expenditure and Council has not signalled that this would be acceptable at the present time. This option is likely to be less cost effective than the current approach of tendering out the delivery component of the work.
2. Governance and funding by Tasman District Council with delivery by a CCO wholly owned by Tasman District Council	This option is not a possibility as there is currently no CCO that could undertake the deliver the service. There are costs associated with establishing a CCO. There is more ability to be responsive to community needs through Council maintaining the governance and funding of this activity.
3. Governance and funding by Tasman District Council with delivery by a CCO partly owned by Tasman District Council and partly owned by other local authorities	This option is not a possibility as there is currently no CCO partly owned by TDC that could undertake the deliver the service. There are costs associated with establishing a CCO.
4. Governance and funding by Tasman District Council with delivery by another local authority	This option is not a possibility as no adjoining local authorities could deliver the service. Nelson City Council's delivery is undertaken by Nelmac.
5. Governance and funding by Tasman District Council with delivery by a person or agency not listed above.	This is the status quo with staff overseeing physical delivery of services (external contracts currently let to Nelmac, which is a CCO of Nelson City Council) and relationships with contractors, tenants, communities and management committees. This approach enables Council to maintain control of the delivery through the contract conditions and supervision, but achieves a cost effective delivery by competitively tendering the delivery. This option is Council's preferred option.
6. Governance and funding by joint committee or other shared governance with	This option is largely not applicable as the Reserves & Facilities are assets owned solely by Council. The exception to this is the Saxton Field

delivery by Tasman District Council.	complex, which is jointly owned and managed with Nelson City Council. A joint committee has been established to govern the complex.
7. Governance and funding by joint committee or other shared governance with delivery by a CCO wholly owned by Tasman District Council.	This option is not applicable as the Reserves & Facilities are assets owned solely by Council and there is currently no CCO owned by TDC that could undertake the deliver the service. As noted in 6 above, the exception to this is the Saxton Field complex, where a joint committee has been established to govern the complex, and the delivery is undertaken by Nelmac, which is a CCO of Nelson City Council.
8. Governance and funding by joint committee or other shared governance with delivery by a CCO partly owned by Tasman District Council and partly owned by other parties.	This option is not applicable as the Reserves & Facilities are assets owned solely by Council and there is currently no CCO partly owned by TDC that could undertake the deliver the service. Note the exception above relating to the Saxton Field complex.
9. Governance and funding by joint committee or other shared governance with delivery by another local authority.	This option is not applicable as the Reserves & Facilities are assets owned solely by Council, and there is no other neighbouring council that could deliver the service.
10. Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above.	This option is not applicable as the Reserves & Facilities are assets owned solely by Council. . Note the exception above relating to the Saxton Field complex.
11. Other reasonably practicable options (identify in detail).	N/A
Conclusion: Which of the above options is most cost effective?	<p>The most cost-effective option at the current time is to continue with a publicly tendered delivery contract and with Council continuing to govern and fund the activity. The only practical alternative would be for Council to invest in its own contracting capability at considerable expense.</p> <p>The current contracts are from 1 July 2013 to 30 June 2018, with potential extension to 30 June 2020 at Council's sole discretion. Renewal is subject to performance (as defined by the contract) and renegotiation of a new price acceptable to Council.</p>

Recommendations from the service delivery reviews	<p>Recommended that delivery of operations and maintenance work for Reserves & Facilities continues through the two Parks & Reserves Asset Management contracts. Assuming performance is acceptable under the terms of the contract and a price is negotiated which is acceptable to Council in 2018, the contracts should be extended to 2020.</p> <p>A further s.17A assessment should be undertaken at the end of the extended term of 2020 if the extension of the contract is granted.</p> <p>Nelson City Council's contract with Nelmac for maintenance of its sportsgrounds expires in 2023. It may be appropriate for the two Councils to consider tendering a joint contract at that time.</p>
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Review Completed:

Beryl Wilkes	Reserves and Facilities Manager	05/05/2017
(Name)	(Position)	(Date)

Review Approved (second tier manager and above):

Susan Edwards	Community Development Manager	10/05/2017
(Name)	(Position)	(Date)

9.3 STRATEGIC POLICY WORK PROGRAMME 2017/2018

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	18 May 2017
Report Author:	Sharon Flood, Strategic Policy Manager
Report Number:	RDC17-05-04

1 Summary

- 1.1 The purpose of the report is to provide you with an overview of our team's work programme over the next 12 months.
- 1.2 The Strategic Policy Team currently includes four full time staff members and one part time contractor: Alan Bywater (Senior Policy Advisor), Anna Gerraty (Policy Advisor), Sandra Hartley (Policy Officer), Sarah Holman (contractor) and myself (Strategic Policy Manager). We are in the process of recruiting an additional full time data analyst for the Team, which was approved through the Annual Plan process.
- 1.3 Our team contributes to many areas of Council's work programme. Our core responsibilities include:
 - 1.3.1 Growth Strategy and Long Term Plans (LTPs);
 - 1.3.2 Annual Plans;
 - 1.3.3 Annual Reports;
 - 1.3.4 Reserves and Facilities planning including Reserve Management Plans;
 - 1.3.5 Cross-Council policy and planning, and monitoring work;
- 1.4 The Strategic Policy Team has a very full work programme over the next 12 months, with the main focus being on the development of the Annual Report, Growth Strategy, Long Term Plan, and the Waimea Community Dam community engagement processes.

2 Draft Resolution

That the Community Development Committee receives the Strategic Policy Work Programme 2017/2018 report RCD17-05-04.

3 Purpose of the Report

- 3.1 To provide the Committee with information on the Strategic Policy Team's work programme for the next 12 months.

4 Annual Report 2016/2017

- 4.1 Planning and preparation for Council's Annual Report 2016/2017 is currently underway. Responsibility for the report is split between the Strategic Policy Team and Finance Team. Our team is responsible for managing the process, writing the document, quality control, and production. This includes developing the work programme and timetable, preparing the text including a description of the results, reporting on Council's performance measures, and preparing the summary document. The Finance team's role is to undertake all the work required to provide the Council's financial results.
- 4.2 Our team is also responsible for co-ordinating the annual Residents' Survey (Communitrak Survey). The survey provides us with an indication on how well we are tracking against our related performance measures. The survey was run between 5 - 14 May 2017 and we expect to report back to Council in late June. The results will be used to inform the Annual Report.

5 Long Term Plan 2018-2028

- 5.1 The Long Term Plan (LTP) is Council's overall strategic and operational document and a key deliverable for the team. Given its complexity, the LTP has been divided into a number of sub-projects including:
- (a) Community Outcomes and Vision
 - (b) Growth Strategy and 17 Settlements Document
 - (c) Activity Management Plans, including risks to activities
 - (d) Development Contributions
 - (e) Assumptions e.g. inflation, demographics, interest rates and legislative changes
 - (f) Supporting policies e.g. Significance and Engagement Policy, Rating Policies
 - (g) Key messages and the Consultation Document
 - (h) Infrastructure Strategy and Financial Strategy
 - (i) Production of financial information
 - (j) Quality assurance and audit
- 5.2 We have had a number of workshops with Councillors to discuss the various sub-projects and will be continuing with these over the next several months. The aim is to undertake public consultation during the months of March and April 2018, with adoption of the final LTP 2018-2028 in June 2018.

- 5.3 Due to the significant amount of work involved in the development of the LTP, the entire Strategic Policy Team will play a role in bringing the various sub-projects and pieces together. This piece of work will be the key focus for the coming year.

6 Growth Strategy

- 6.1 In addition to the development of the growth strategy for the next 30 years, our Team is also responsible for preparing the 17 Settlements document, and Growth Strategy summary. This is work that is required to support the development of the Activity Management Plans and LTP. Part of our role is also to liaise and work with developers and interested stakeholders to seek feedback on the proposed growth strategy for 2018-2028.
- 6.2 There is a significant task required which currently falls within our Team to help report against the requirements set out in the National Policy Statement for Urban Development Capacity (NPS-UDC). This will be a key role for the new data analyst position.
- 6.3 A complete review of the assumptions and calculations used to develop our growth model will occur over the next year to implement improvements identified by staff. We also have work to do to determine how to jointly assess growth with Nelson City Council to meet the requirements of the NPS-UDC.

7 Reserve Management Planning

- 7.1 With the exception of the Abel Tasman Foreshore Scenic Reserve Management Plan, which we partially reviewed in 2015 and the Moturoa/Rabbit Island Reserve Management Plan (2016), the remaining seven Reserve Management Plans (RMPs) are all due for review. These RMPs were developed or updated at various times between 1999 and 2007. This work is planned to be undertaken progressively over the next few years and is to some extent dependant on the team's workload.
- 7.2 We are currently developing the Motueka Reserve Management Plan. There are two main tasks associated with this project: classification of reserves under the Reserves Act 1977 and reviewing the existing RMP. The Reserves General Policies document may also require amendment (this document provides overarching guidance to management of all reserves in Tasman District, including those in Motueka Ward). We are preparing an up-to-date inventory of all reserves in the Motueka Ward, and will be determining which is the most appropriate classification for each unclassified reserve. A public consultation process will then be required to classify them. We expect that the review of the Motueka Ward RMP document will be completed by mid 2018.
- 7.3 The Moturoa/Rabbit Island RMP includes a requirement to prepare eight operational work plan, covering a range of management activities. We are working with key staff and stakeholders to undertake this work. These operational work plans are intended to be regularly updated, to assist with budgeting and other management functions.
- 7.4 We also assist with any related Reserves Act 1977 policy work, for example participating in the project team for the proposed Richmond Catchment Management Plan, the joint Tasman/Nelson Land Development Manual and working with the Commercial Manager and Property Team on issues involving leases or other uses of reserves.

8 Waimea Community Dam Consultation

- 8.1 The Council will be undertaking consultation on the Waimea Community Dam proposed funding and governance models in late 2017. The Strategic Policy Team will be involved in preparing the written material for consultation and running the consultation process.
- 8.2 Due to the high time commitment involved in the project, we will be engaging contractors to help with this project. I will retain management and oversight.

9 Electoral System, Māori Wards & Representation Review

- 9.1 This year Council has the opportunity of deciding and resolving which electoral system will be used (i.e. first past the post or single transferable vote), and whether or not to divide the district into one or more Māori wards for electoral purposes. Both of these decisions will be publicly notified, and the community will have the right to request a poll on either issue. Council decisions, if not countermanded by a poll, will be in place for the 2019 and 2022 local body elections.
- 9.2 The Local Electoral Act 2001 requires all local authorities to review their representation arrangements at least once every six years. We last completed a review in 2012. We are therefore required to conduct a representation review in time for the next local authority triennial elections (October 2019).
- 9.3 We will provide further information on the representation review over the coming year and will be seeking direction on how Council wish to carry out this process.

10 Iwi

- 10.1 Council currently sits on the Iwi Regional Intersectoral Forum Group and we are a contributor to the Environmental Pou (subgroup) along with Nelson City Council and the Department of Conservation. In terms of time commitments, the Forum Group meets four times per year, while the Pou meets more regularly. Our time commitment to this forum is not significant.
- 10.2 We are currently working with the Te Waka a Maui iwi Chairs to determine how we can constructively work together going forward. Council has also been approached by several iwi groups to develop memorandums of understanding agreements with them, and we expect that both streams of work will continue throughout the year.

11 Mapua Waterfront Strategic Plan

- 11.1 This project aims to develop a long-term strategic plan for the waterfront area in Mapua with a focus on Council owned land including the wharf, Waterfront Park, Grossi Point and the remediated land. The Plan is required to assist with managing the competing interests in the area.
- 11.2 Due to the heavy workload in the Team, we have engaged a contractor to help determine options for management and develop the strategic plan. Once an options document is

developed, public consultation and hearings will be required. We envisage that this project is likely to continue into August/September 2017 before final adoption.

12 Other Work

- 12.1 **Risk Policy and Framework:** We have developed a draft risk policy and have contracted external expertise to review this and develop a risk framework for Council. The Strategic Policy Team is leading this work with input from other staff across Council. The risk policy and framework are to be adopted in July 2017. The next step will be to develop a change management programme to implement the policy and framework across Council.
- 12.2 **Forestry and Recreation Policy:** There is an identified need for the development of policy for recreational use within Council owned forestry areas. We currently have engaged an external expert to help develop this policy, although the project management still sits within the Strategic Policy Team. The Policy is due to be adopted in October 2017.
- 12.3 **Ageing Policy:** The existing Positive Ageing Policy, adopted in 2004, needs to be updated. We are currently completing work on demographic projections for Tasman to 2043. The ageing population is a key issue for the Region going forward. It will impact many areas that Council influences such as transport and growth planning, housing needs, and community facilities and engagement. The next piece of work will be to present issues and options to Council later in the year.
- 12.4 **Section 17A Service Delivery Reviews (Local Government Act):** Council has begun a programme to complete service delivery reviews of its activities, with all reviews needing to be completed by August 2017. Our contractor has developed a template for staff to use for the assessment and has been helping the various teams undertake the required assessments. Several of the Community Development Department reviews are covered in a separate report on this agenda.
- 12.5 **Activity Management Plans:** As well as assisting with Activity Management Plans (AMPs) across Council, Strategic Policy staff are assisting with, or (for the Reserves and Facilities activity) leading, the Activity Management Plan work. This area of work will involve a lot of staff time during the coming year.
- 12.6 **Waimea Inlet Strategy:** We are part of a team that is currently updating the Strategy and developing a draft action plan, designed to implement the Strategy. The work is being undertaken in conjunction with the other Strategy signatories (Department of Conservation, Nelson City Council, Fish and Game) and environmental groups (including Waimea Inlet Forum members and Tasman Environmental Trust). The eight Te Tau Ihu iwi have an open invitation to participate in this work, but have not had capacity to engage to date. We anticipate reporting back to Council on this project once the draft action plan is ready to be presented to the Signatories for their consideration – likely to be later in 2017.
- 12.7 **AT2 Programme:** This organisational-development programme is led by the Chief Executive with assistance from our team. The second phase of this programme is underway and is likely to continue throughout 2017/2018.
- 12.8 **Miscellaneous Policies:** Our team will be reviewing, updating and developing Community Development and general Council policies as needed through either legislative requirement

or renewal dates. A number of policies are due to be reviewed, and some older policies that are no longer required may need to be repealed or revoked.

- 12.9 **Promapp:** As new processes and systems evolve, we are responsible for ensuring these are updated and mapped within our Promapp programme.

13 Risks

- 13.1 As indicated above, the Team has a large workload with a number of projects that have required statutory deadlines. There are a number of risks to the delivery of these projects including a lack of resourcing, un-programmed additional work, potential staff sickness etc.
- 13.2 In order to reduce these risks, we are currently recruiting a data analyst to help support the Team. We have also identified those projects that are of lower order priority and which can be delayed or deferred. For the other higher order projects including Mapua Strategic Plan, Section 17A reviews, Ageing policy, Forestry/Recreation policy and the risk framework, these will be undertaken using contractors and external expertise.

14 Conclusion

- 14.1 The Strategic Policy Team has a very full programme of work for the year ahead. In addition to the key pieces of work that the team is responsible for including: Annual Report 2016/2017, Long Term Plan 2018-2028, Motueka Reserve Management Plan, Mapua Strategic Plan, Elections Representation Review; we coordinate and manage many other projects across Council.
- 14.2 There are a number of risks to our work programmes being delivered on time to meet our statutory requirements. Where possible we have reduced this risk by deferring and slowing down lower priority tasks, and are using contractors and specialists to assist with work.
- 14.3 We will review our 2017/2018 work programme in the event of any changes to legislation and any major changes in Council priorities.

15 Attachments

Nil

9.4 COMMUNITY DEVELOPMENT MANAGER'S REPORT**Decision Required**

Report To:	Community Development Committee
Meeting Date:	18 May 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RDC17-05-05

1 Summary

- 1.1 This report provides the Committee with an update on some of my work since my update provided to you at the April Community Development Committee meeting. My report outlines key highlights of the work undertaken by me and the Community Relations, Reserves and Facilities, Strategic Policy and Libraries sections of the Community Development Department.
- 1.2 The 'commentary and patronage' pages of the March 2017 Report from the Richmond Aquatic Centre manager is attached (Attachment 1).
- 1.3 This report also discusses recommended changes to the Schedule of Charges following consultation on the draft document during March – May. We received a submission on the Library fees during the consultation on the draft Schedule of Charges. We also had a request from Councillors to discuss other library book charges relating to children's books at the time when the draft Schedule of Charges was adopted for consultation. Staff recommend making one change to the Library charges at this stage and recommend that a second change be discussed through the Long Term Plan 2018-2028 process.
- 1.4 There is also a minor change to the water supply charges for the Nelson Residential Water Supply Area, which we are asking you to consider and recommend to Full Council.
- 1.5 Council consulted on the solid waste charges through a separate process in early May. We received five submissions with only one wanting to be heard. A hearing panel will hear and deliberate on the solid waste submissions on 17 May. The panel will then make a recommendation to Full Council on 25 May. This recommendation will be made through a late paper.

2 Draft Resolution

That the Community Development Committee:

- 1. receives the Community Development Manager's Report RCD17-05-05; and**
- 2. That the Community Development Committee recommends to Full Council that the following decisions be made in relation to the Schedule of Charges to be adopted with the Annual Plan 2017/2018 on 25 May 2017:**

That the Full Council:

- a. declines the submission seeking the removal of new book rental charges, which will retain the \$1.50 charge for new book rentals in the Annual Plan 2017/2018;
 - b. agrees to the removal of the \$5.00 charge for inter-loaning children's books charged by the Tasman District Libraries;
 - c. notes that the inter-loan fee charged by the source library will continue to be on-charged to the requester of the book;
 - d. agrees to retain the existing overdue book charges for children's books for the 2017/2018 year;
 - e. requests staff to review the overdue book charges for children's books through the Long Term Plan 2018-2028 process;
 - f. agrees to the water supply charge for the Nelson Residential Water Supply Area decreasing from \$3.38/m³ to \$3.33/m³;
 - g. agrees to the water supply charges for the Nelson Industrial Water Supply Area decreasing from \$2.11/m³ to \$2.08/m³, and the fixed daily charge decreasing from 89.18 cents per day to 87.76 cents per day;
 - h. agrees to the water supply charges for Nelson Pine Industries Limited, ENZA Foods NZ Limited and Alliance Group Limited decreasing from \$1.68/m³ to \$1.65/m³;
 - i. agrees to the wastewater charges for Nelson City Council properties as follows:
 - a) the first water closet or urinal increases from \$714.07 to \$717.41;
 - b) the second to tenth water closet or urinal charge increases from \$535.55 to \$538.70; and
 - c) the eleventh and subsequent water closet or urinal charge increases from \$357.03 to \$358.70; and
3. That the Community Development Committee notes that the solid waste charges will be considered at a deliberation hearing on 17 May and reported to Council as a late paper on 25 May.

3 Purpose of the Report

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

4 Key Activities

- 4.1 Since my last report in April 2017, I have undertaken a number of key activities. Among other things, the highlights included:
- a presentation from Marlborough District Council on its work to enhance broadband provision to its community;
 - discussions with Crown Fibre Holdings on the Rural Broadband 2 initiative, along with Richard Liddicoat and Peter Darlington;
 - further work on the Saxton Field Committee independent chairperson;
 - dealing with ongoing requests from Golden Bay Grand Strand Trust;
 - attending Annual Plan and Long Term Plan Council workshops and preparing information for the workshops;
 - attending the last of the Annual Plan community engagement meetings in Murchison, and Upper Moutere;
 - attending a Golden Bay Community Recreation Facility Working Group meeting with Cr Brown, Golden Bay Community Board Chair Langford, Golden Bay Shared Recreation Facility Inc members and staff; and
 - attending a training session run by the Ombudsmen's Office on the Local Government Official Information and Meetings Act relating to processing requests made under the Act.

5 Richmond Aquatic Centre

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

6 Recommended changes to Schedule of Charges for 2017/2018

- 6.1 During March/April 2017 Council consulted on the draft Schedule of Charges. Council would usually hold a hearing of any submissions received and then deliberate on the submissions prior to adopting the final Schedule of Charges as part of the Annual Plan. This year we received only one submission and the person did not ask to present their submission to Council. Therefore, a formal hearing is not required. Council does, however, have to consider and deliberate on the submission received. As the submission related to library book charges, we are of the view that the Community Development Committee can consider and deliberate on the submission at this meeting and make a recommendation to Full Council, prior to adopting the Annual Plan 2017/2018 on 25 May 2017. There is also a minor change to the water supply charges for the Nelson Residential Water Supply Area, which we

are asking you to consider and recommend to Full Council. The solid waste charges are proceeding through a separate process.

Library book charges

- 6.2 The Library book submission we received requested that Council remove the \$1.50 charge for new book rentals so that libraries can be accessible to everyone (a copy of the submission is contained in Attachment 2).
- 6.3 The new book rentals generate approximately \$60,000 per annum for the library. If Council decided to remove the new book rental charges the loss of income would need to be replaced by additional general rates funding to maintain the current library levels of service. Staff recommend that the Committee decline the request in the submission to remove the new library book charge in the draft Schedule of Charges and that the new book charges remain in place for the 2017/2018 financial year.
- 6.4 Council could indicate to staff if it would like the new book rental charge to be reconsidered through the Long Term Plan 2018-2028 process.
- 6.5 During the discussion on the draft Schedule of Charges, Council asked staff to report back on the matter of inter-loan book charges and overdue book charges for children. Our current inter-loan charges are a minimum of \$5 to cover the cost of delivering the book back to the library of origin. Many libraries also charge our library between \$5 to \$15 for inter-loan books. We pass these charges onto the person who asked for the inter-loan. Therefore, the cost of an inter-loan book can vary between \$5-\$20.
- 6.6 We rarely receive requests for inter-loans of children's books. Therefore, if Council wished to remove our library \$5 book charge to cover the cost of returning a children's book to the source library, it would not have a major impact on our budgeted income. However, we would still need to on-charge the cost of sourcing the book from the lending library of between \$5-\$15.
- 6.7 The second matter we were asked to report back on related to the removal of overdue book charges on children's books. The overdue book charges for children generate approximately \$12,000 of income for the library. Removing this income will mean that we will need to add additional general rates money into the library activity to enable the current levels of service to be maintained. Staff recommend that the overdue children's book charges remain for the 2017/2018 financial year. We also recommend that this matter is reconsidered through the Long Term Plan 2018-2028 process.

Water and wastewater supply charges

- 6.8 The Finance staff have re-modelled the water supply and wastewater charges. The modelling has resulted in a decrease in the charge from \$3.38/m³ to \$3.33/m³ for the Nelson Residential Water Supply Area.
- 6.9 Water supply charges for the Nelson Industrial Water Supply Area have also decreased from \$2.11/m³ to \$2.08/m³, and the fixed daily charge has decreased from 89.18 cents per day to 87.76 cents per day.
- 6.10 Water supply charges for Nelson Pine Industries Limited, ENZA Foods NZ Limited and Alliance Group Limited have decreased from \$1.68/m³ to \$1.65/m³.
- 6.11 Wastewater charges for Nelson City Council properties have had minor increase, which aligns with the wastewater charges for Tasman District. The first water closet or urinal has increased from \$714.07 to \$717.41, the second to tenth water closet or urinal charge has

increased from \$535.55 to \$538.70 and the eleventh and subsequent water closet or urinal charge has increased from \$357.03 to \$358.70.

Solid waste charges

- 6.12 Council consulted on the solid waste charges through a separate process in early May. We received five submissions with only one wanting to be heard. A hearing panel will hear and deliberate on the solid waste submissions on 17 May. The panel will then make a recommendation to Full Council on 25 May. This recommendation will be made through a late paper.

7 Strategic Policy Update – Sharon Flood

Annual Plan 2017/2018

- 7.1 We have completed the communication/engagement process for the Annual Plan 2017/2018. Councillors and staff held meetings with resident associations at Brightwater, Wakefield, Mapua, Tapawera, Tasman, Murchison and Moutere Hills. We also attended the Golden Bay and Motueka Community Board meetings and held 'In Your Neighbourhood' sessions in Richmond and Takaka).
- 7.2 The final Annual Plan will be adopted at the 25 May 2017 Council meeting
- 7.3 We have received 112 submissions as early feedback for the 2018-2028 Long Term Plan (LTP). This feedback will be assessed by staff and reported back to Council as part of the LTP development process.

Annual Report

- 7.4 Audit NZ completed its interim audit of Council between 20 and 24 March 2017. Overall, Council received a good review, and there are no new or large areas of concern. We have been undertaking project planning for the Annual Report process.

Long Term Plan

- 7.5 The Strategic Policy team has continued to manage the LTP process across the organisation. Councillors have been taking part in a series of workshops on Activity Management Plans (AMPs) for the various Council activities.
- 7.6 Upcoming workshops, will bring together the changes identified in each of the individual AMPs; discuss rating policies, and consider the infrastructure implications arising from the Growth Model work.

Reserve Management Plans (RMPs)

- 7.7 Initial feedback on the Motueka Reserves Management Plan (RMP) closed on the 28 April 2017. We are currently analysing the feedback received and intend to present these back to Council next month. Over the next month we will be focusing on working with iwi to hear their views and seek their input. We expect that due to other priority workloads this project may be delayed but at this stage we still plan to adopt the final RMP in December 2017.

Waimea Community Dam

- 7.8 The Strategic Policy Team have been working with the project team to help determine public consultation timelines. Over the next month, we will continue to develop of the public consultation documents required. Due to the current high workload within the team, we have hired contractors to help complete this work.

S.17A – Delivery of Services Reviews

7.9 Work is progressing on meeting our legislative requirements under section 17A of the Local Government Act 2002, to review the delivery of our services. Under this section of the Act, we are required to review the cost-effectiveness of current arrangements for delivering local infrastructure, public services and regulatory functions. Some completed assessments from the Community Development Department are available for your consideration as part of a separate report on this meeting's agenda. The remainder of the Department's reviews will be reported at the next Committee meeting.

Mapua Waterfront Survey

7.10 We reported the Mapua Waterfront survey results to Council at the 23 March 2017 meeting. The information is now being used by an external specialist to inform the development of a long-term strategic plan for the Mapua Waterfront area. We have just received the draft options for consideration and will be looking to workshop these with Council over the coming month to finalise these for public consultation and submissions in June 2017.

Age Care Policy

7.11 Staff are still progressing work on the review of our Ageing Policy. The work we commissioned on the demographics for the Region to help inform the development of this policy is being completed. With Nelson City Council, we have also recently contributed to a study Age Concern is undertaking around social isolation and loneliness in the Nelson/Tasman region. Development of the policy continues to be treated as a lower priority due to other higher priority workload demands.

Forestry Recreation Access Policy

7.12 This policy is to address the issues around recreation and access to our commercial plantation forests. Meetings with stakeholders are taking place, as well as seeking information about how these issues are managed in similar forests elsewhere in the country. Once this initial work is completed, we will hold a meeting of the steering group, which includes three Councillors (Councillors King, Bryant and Wensley). We intend to workshop the draft policy with Council later in the year.

Communitrak Survey

7.13 The National Research Bureau (NRB) carried out the annual residents' telephone survey from Friday 5 May to Sunday 14 May. NRB interviewed approximately 400 residents spread across the five District wards and within various age brackets to ensure a representative sample. The questions covered satisfaction with Council services, where our community find out information about Council, and what Council decisions they approve or disapprove. NRB will compare our information on levels of satisfaction to our peer group (similar local authorities) and the national average of all local authorities. We will provide Councillors with a copy of the final report when it has been prepared.

8 Reserves and Facilities update – Beryl Wilkes

8.1 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) – the main piece of equipment has been ordered and designs for the local input are being prepared.</p> <p>Golden Bay Rec Park new netball courts – construction is nearing completion. We are also currently working with Golden Bay Shared Recreational Facility Committee regarding new paths and landscaping and the interaction of the area between the building and sportsfields.</p> <p>Ligar Bay batch area upgrade – planting is continuing on this project.</p>
Motueka	<p>Stephens Bay – Anarewa Cres a report on the consultation was presented to the Motueka Community Board, they have asked staff for further information.</p> <p>The Motueka Ward Reserve Management Plan is under review, the first round of comments have been received, the draft plan will now be formulated.</p>
Lakes/Murchison	<p>St Arnaud – Temporary toilets are being maintained outside the Lake Rotoiti Hall for travellers.</p>
Moutere/Waimea	<p>The toilets at Wakefield Recreation Reserve have been painted and the floor refurbished and the toilets at the DOC reserve in Lee Valley have been painted.</p> <p>Brightwater Recreation Reserve work is continuing on the takeover of the maintenance of the grounds as the volunteers are retiring.</p>
Richmond	<p>Queen Street upgrade – staff are providing landscaping support for this project.</p>
Saxton Field	<p>Velodrome – a large amount of work has recently occurred on this project. The contractor is currently preparing the track to enable sealing later in May. The learn to ride area is also well underway.</p> <p>The Champion Green roadway project plans have been finalised, the cost is above the budget. This matter was discussed at the Saxton Field Committee meeting and a recommendation on the matter was considered by both Nelson City and Tasman District Councils at their respective meetings on 23 March 2017.</p>
Planting Projects	<p>Planning is underway for this year's Arbour Day and Community Group planting projects.</p>
Ben Cooper Park	<p>The plans for the toilet upgrade are being prepared.</p>
Sportsfields	<p>The autumn renovations are taking place on our fields.</p>

9 Community Relations and Media**Community Partnerships and Enviroschools**

- 9.1 The fourth Enviroschools Moturoa Mission took place on 22 March involving 150 student environmental leaders from Enviroschools from Collingwood to Hira. Hosted by local environmental organisations and staff from Nelson City and Tasman District Councils, the 'mission' is an increasingly popular sustainability education tool. It also cements the Council's reputation as an environmentally aware regulator.
- 9.2 Sustainable Living Workshops led by Council educators were held in Richmond and Motueka enabling attendees to share their experiences and learn from each other. Topics included local natural resources, gardening, food, water, energy/power and clothing with a focus on minimising waste and reuse. The workshops, a pilot programme this year, may be repeated next year if funding from the waste minimisation fund is available.
- 9.3 Hope School is now an Enviroschool. Murchison Playcentre and Kindergarten are in preparation stages of signing up to become Enviroschools.
- 9.4 The team have supported MOTEC (Motueka Technology teaching unit at Parklands School) in the MWH national education partnership investigating sustainable irrigation options. The best ideas will be worked up by MWH for implementation.

Richmond Aquatic Centre

- 9.5 After last year's successful installation of Wapotec in the lane pool (the alternative to the UV filtration and full chlorine treatment), we have now had it installed in the wave pool. The re-tiling of the lane pool is now scheduled for late 2017, as this is a lower use period for the pool and will have the least impact on users.

Facilities

- 9.6 We have notified the local museums of Council's decision to grant them additional funding for this year and next financial year. The additional funding was well received.
- 9.7 The Rotoiti Hall committee is investigating the development of a MOU with the Council that will enable them to be put onto a similar funding a service delivery model to Council's other community facilities in Motueka, Upper Motuere and Murchison.
- 9.8 We are currently working with Reserves and Facilities staff to develop an online parks/sport fields booking process.

Events

- 9.9 Planning for the summer events is now underway in partnership with Nelson City Council. Our aim is to ensure both areas are able to partner and leverage events to benefit the whole region.
- 9.10 The Blind Foundation Tandem Bike ride was held on Thursday 30 March 5:30-7:30pm with 25 attendees.
- 9.11 We are organising an event called Richmond Interrupted. We are working with Richmond Unlimited to use the Queen Street upgrade as an opportunity to engage Richmond residents in community led projects and closer engagement opportunities.
- 9.12 Working with the Golden Bay Community Whanau group to grow their understanding of the current local governance roles filled by the Council and Community Board. The group has

expressed a desire to strengthen the ‘whanau’ role and the support they can provide in the community

- 9.13 The Positive Ageing Expo was held on 31 March 2017. There was a great turnout, with good weather, great feedback and increasing demand for a presence by many organisations.

Media activity

- 9.14 The team has prepared the following media releases recently:

- Part of Tasman’s Great Taste Trail Closed For Start of Hunting Season
- [Tasman Youth To Gain Voice in Local Government](#)
- [Process Begun to Confirm Cost of Building Waimea Community Dam](#)
- [Getting ready for Cyclone Debbie’s last lash](#)
- [Reduced Chlorine in Richmond Aquatic Centre’s Wave Pool](#)
- [Wide Range of Views Evident In Golden Bay Landscapes Feedback](#)
- [Future of Mapua’s Waterfront Attracts Big Public Response](#)
- Mapua Water issues
- Communitrak is launched

Online report February 1 to April

- 9.15 Figures for February to April show steady performance:

- Number of sessions 184,564
- Number of users 91,106
- Page views 482,923

Website traffic highlights

- 9.16 An Easter storm increased website traffic, resulting in 6952 visits on 13 April. On the same day Nelson Tasman Civil Defence website received 537 visits.

Social media

- 9.17 Council’s notification of both the precautionary boil water notice in Brightwater over the Easter holiday and the recent need for water conservation in Mapua following pipe breaks, was mainly achieved through our social media. Local organisations also helped us spread the word through their social media presence (e.g Brightwater Community, Mapua Community Association).
- 9.18 Our notification of the Brightwater situation was complicated by its timing, as many people actively avoid media of any sort on holidays and local media availability on Good Friday was practically nil.

Website development

9.19 Since the last report we have been considering a medium to long term road map for the website. The road map aims to deliver continuous improvement and bring services online gradually over the coming years, rather than attempt larger, higher-risk one off pieces of work.

Other areas

9.20 We have continued working on the Government's Rural Broadband Initiative extension. We have drafted a letter to the District Health Board, as requested at the previous Community Development Committee meeting. We are also preparing for the LTP workshop later in May on what role Council may wish to take in broadband going forward.

10 Libraries

Events and Programmes

10.1 Events and programmes during March and April included:

- 10.1.1 Motueka Library collaborated with a local cake decorator for a Motueka Kai Fest edge event on decorating cakes with fondant creations.
- 10.1.2 School holiday programmes included a cupcake decorating workshop in Richmond, a sushi-making workshop in Takaka and performances by storyteller Nick Duval-Smith and performer Kath Bee at Motueka Library.
- 10.1.3 Author Jeremy Scott visited Motueka Library as part of a nationwide tour talking about his bicycle travels around the globe.
- 10.1.4 Motueka Library hosted a series of wellness and healthy lifestyle workshops. Topics included: making green smoothies; hand and foot reflexology for home use; natural first aid remedies; restorative yoga; and maintaining mobility and healthy joints. The library partnered with local businesses Health 2000 and Green World Health and Lifestyle Motueka to deliver the workshops.
- 10.1.5 Our Opening Lines reading promotion for adults and was run in all four libraries during the month of March. Fiction books were selected for the intrigue, excitement or promise of their first line, then wrapped in brown paper and the opening line printed out and attached to the bag. The aim was to introduce readers to new reading material that they might otherwise not have chosen. We received very positive feedback from many people who enjoyed their surprise reads.
- 10.1.6 Richmond Library hosted a series of sustainable living workshops run in conjunction with Council's Community Partnerships team.
- 10.1.7 Richmond Library's Book Art competition ran during March and April. The competition invited participants to take a discarded library book and cut it, draw on it, rip the pages, stick things to it, fold the paper, paint it or do whatever they liked in order to create an original piece of book art. In the lead up to the closing date, 130 entry forms were picked up and 136 discarded large print books were collected to transform into works of art. Thirty six books were returned and entered into the competition. Entries are currently on display until 6 June in the glass cabinets at Richmond Library. This was a very successful promotion with some very positive engagement between customers and staff in conversations about the idea of book art, creativity and craft.

