

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

Date: Thursday 6 April 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)

Contact Telephone: 03 543 8578
Email: tracey.barron@tasman.govt.nz
Website: www.tasman.govt.nz

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, 8 December 2016, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Community Development Committee meeting held on Thursday, 8 December 2016, be confirmed as a true and correct record of the meeting.

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

- 8.1 (10.10 am) Richmond Aquatic and Fitness Centre 5
8.2 (10.45 am) Digital Enablement 7

9 REPORTS

- 9.1 (9.35 am) Chair's Report 9
9.2 (9.40 am) Spring Grove Cemetery 13
9.3 (9.50 am) Development of Youth Council 29
9.4 (11.05 am) Community Development Manager's Report 35
9.5 (11.30 am) Action Sheet - Community Development 69

8 PRESENTATIONS

8.1 RICHMOND ACQUATIC AND FITNESS CENTRE

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Vaughan Hope, Manager, Aquatic and Fitness Centre Richmond
Report Number:	RCD17-04-01

PRESENTATION

Vaughan Hope, Manager of the Aquatic and Fitness Centre, will make a presentation to the Committee on the Centre's recent activities.

Information on patronage of the Centre is attached to the Community Development Manager's Report on this Agenda.

Appendices

Nil

8.2 DIGITAL ENABLEMENT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Richard Liddicoat, Online Services Architect
Report Number:	RCD17-04-02

PRESENTATION

Richard Liddicoat, Online Services Architect, will present an update to Council on the Ultrafast Broadband (UFB) announcement made by the Simon Bridges, Communications Minister, on 26 January 2017, outlining the areas which are likely to receive UFB and when. An update on the current Crown Fibre rural broadband and mobile blackspot funding tender process, as well as background on work Council have been doing to assist our communities improve digital enablement will also be provided.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Peter Canton, Chair, Community Development
Report Number:	RCD17-04-03

1 Summary

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

2 Draft Resolution

That the Community Development Committee receives the Chair's Report RCD17-04-03.

3 Welcome

- 3.1 Welcome to the first Community Development meeting of 2017. It seems a long time between drinks so to speak but I assure you our staff have been as busy as bees.
- 3.2 The decision to cancel the previous meeting on 23 February was, I feel, the right decision. There were only two information reports on the agenda, which were consequently circulated to all and the cost to have Councillors attend, would not have been a good use of resources.

4 Key Activities

- 4.1 Going back a little I would like to thank Beryl Wilkes and her team for the prompt and professional way they handled the large amount of tree fall and damage in and around the district during late January. I have received nothing but positive feedback from the residents and whilst we might miss some of these trees the areas were left in a tidy and safe manner.
- 4.2 Whilst I am on parks and reserves I would like to formally welcome Lynne Hall to the team. To all appearances Lynne has hit the ground running. It's great to see her immersing herself in the role.
- 4.3 Mayor Kempthorne, Lindsay McKenzie, Susan Edwards, Sue Brown and our partners attended the opening and last fundraiser of the Golden Bay Shared Recreation Facility (GBSRFC) on Saturday 4 March. What a night. The hall was packed. I believe the people of Takaka and surrounds can be justifiably proud. Not only of the facility but the community participation in organising the event and sponsorship for the night. The catering was supplied by the local community with Golden Bay High School students acting as wait staff. The night raised \$50,000 to go to the communities share of the Facility.
- 4.4 On 4 March I also attended the Big Beach Cleanup organised by Ross Connochie, Administration Officer - Animal Control, Environment & Planning. It is an event that shows great community goodwill. I would like to see a little more Councillor participation next year, as our absence was noticed. Thanks to all the staff who turned up to clear the rubbish between Port Motueka and the Motueka river mouth.
- 4.5 Councillor McNamara and myself attended the re-opening and blessing of the Golden Bay Service Centre on 21 March. No doubt this building will be well used and the location is excellent. At this event a painting was gifted to the building by the previous Community Board. If you are in the area, please spend some time to call in.
- 4.6 Councillor Turley, Community Board member Claire Hutt and myself attended a youth hui on 11 March to discuss with our local youth the prospect of having more voice around the Council table and involvement in the way Council prioritises its spending. It was interesting to hear how some of our youth would allocate funds if they were in the driver's chair.

5 General

- 5.1 I would like to express my appreciation and gratitude to Susan for all the extra work she and her staff have had to put into the Golden Bay Grandstand challenge. Weeks of research, reviewing and compiling evidence culminating in two full days in Environment Court on 8 and 9 March. We are still awaiting a decision from the Court. In the interim we have managed to open the facility on a limited basis so as not to disadvantage those sports that are in limbo due to the Court challenge. One thing that has been of interest is the power, be it progressive or destructive, of Facebook. It will be a sad day if all our policies are dictated by this.

6 Attachments

Nil

9.2 SPRING GROVE CEMETERY**Decision Required**

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Beryl Wilkes, Reserves and Facilities Manager
Report Number:	RCD17-04-04

1 Summary

- 1.1 The purpose of this report is to inform the Committee of a request to set aside a portion of Spring Grove Cemetery (on Mount Heslington Road) and designate it as an area for the burial of members of the Bhutanese Kirant and Buddhist faith.
- 1.2 The group is requesting an area large enough for the burial of 20 – 30 people. Spring Grove Cemetery can accommodate this and still have a space for the future.
- 1.3 The current area for burial in Spring Grove Cemetery is at the top of the Cemetery. The area for the Bhutanese Kirant and Buddhist faith is proposed at the bottom of the Cemetery adjacent to the road. It would not interfere with the maintenance or working of the Cemetery.
- 1.4 Other councils around the country have been providing a range of designated areas for groups for some time to allow for cultural diversity in their areas. Nelson City Council has recently set up two separate areas following requests from groups.
- 1.5 The Burial and Cremation Act allows for the setting aside of areas designated for religious denominations. If the Committee declines this request, the legislation provides for the right of appeal to the District Court.

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

- 1. receives the Spring Grove Cemetery report RCD17-04-04; and**
- 2. approves, under section 11 of the Burial and Cremation Act 1964, the request from representatives of the Bhutanese Kirant and Buddhist faith to set aside and designate an area in Spring Grove Cemetery for the burial of members of their community.**

3 Purpose of the Report

- 3.1 To inform the Committee of a request from representatives of the Bhutanese Kirant and Buddhist faith to set aside and designate a portion of Spring Grove Cemetery for the burial of members of their community and to seek the Committee's decision on the request. The letter of application is attached (Attachment 1).

4 Background and Discussion

- 4.1 I received a request to meet with representatives of Bhutanese Kirant and Buddhist faith who outlined what their needs were and I suggested they visit Richmond and Spring Grove Cemeteries to see if either of those sites would be suitable. They selected Spring Grove Cemetery and nominated an area within the Cemetery that would be suitable for them. A map of the area is provided (Attachment 2).
- 4.2 The group is requesting an area large enough for the burial of 20 – 30 people. Spring Grove Cemetery can accommodate this and still have a space for the future.
- 4.3 The current area for burial in Spring Grove Cemetery is at the top of the Cemetery. The area for the Bhutanese Kirant and Buddhist faith is proposed at the bottom of the Cemetery adjacent to the road. It would not interfere with the maintenance or working of the Cemetery.
- 4.4 The majority of the members of this group live in Nelson, however, it was recommended that they approached us, as Marsden Valley Cemetery could not accommodate their needs.
- 4.5 Nelson City has recently made areas available for the Muslim and Catholic communities at Marsden Valley Cemetery. It appears that a cross boundary agreement may be available to allow residents of Tasman District and Nelson City to make use of these areas without incurring the "out of district" fee.
- 4.6 Aside from the Natural Burial Areas, this is the first time I have had such a request. However, I was aware that other councils have been providing a range of designated areas for groups for some time and that with the growing cultural diversity in our region, it was only a matter of time before we had such a request.

5 Options

- 5.1 Option One – To approve this request. - Spring Grove Cemetery is more suitable for such a request than other cemeteries in our area, as these other cemeteries could not provide the space for separate areas and different layouts. It could be of benefit to us to allow for such an area at this Cemetery and follow up the opportunity to work with Nelson City Council staff for an agreement regarding cross boundary use of such areas in the future. Approving the request would provide for the cultural diversity burial needs of our community and for people of different faiths within our community.
- 5.2 Option Two – Decline the request – If the Committee declines this request, the legislation provides for the right of appeal to the District Court. Spring Grove Cemetery receives on average two burials per year; the advantage of declining the request is that the Cemetery is likely to be available for burials further into the future.

6 Strategy and Risks

- 6.1 The request is to set aside a portion of Spring Grove Cemetery and designate it for the burial of members of the Bhutanese Kirant and Buddhist faith. This Cemetery is more suitable for such a request than other cemeteries in our area, as they could not provide the space for separate areas and different layouts.
- 6.2 The Burial and Cremation Act allows for the setting aside of areas designated for religious denominations. If the Committee decline this request, the legislation provides for the right of appeal to the District Court.

7 Policy / Legal Requirements / Plan

The Burial and Cremation Act 1964, Sections 11, 12, 13 and 14, provide guidance to Council on this request as outlined in the excerpts below.

11 Portions for different denominations

(1) Upon the application of the governing body of any religious denomination, a local authority may set apart permanently a portion of the cemetery to be used only for the burial of the bodies of members of such denomination.

(2) If the local authority refuses the application the governing body so applying may thereupon appeal against the decision of the local authority to any District Court Judge exercising jurisdiction at or near the place where such cemetery is situated, and the District Court Judge shall consider the appeal and make such order thereupon as seems to meet the justice of the case.

(3) The setting apart under subsection (1) or subsection (2) of any portion of a cemetery may be at any time determined in respect of the whole or part of that portion by the local authority with the consent of the governing body of the religious denomination.

(4) For the purposes of this section the recognised senior office bearer of a religious denomination in the diocese or district, or in his absence, or if there is no such person, any 2 persons of such denomination holding therein any of the offices of minister, deacon, churchwarden, church manager, trustee, or other similar office, shall be deemed to be the governing body of that denomination.

12 Sections may be marked off and consecrated

(1) The local authority shall define by suitable marks, not being a dividing fence, any portion of the cemetery set apart under [section 11](#), and any such portion may, at the expense of the particular religious denomination, be enclosed with any suitable open fence of a character that will not mar the general appearance of the cemetery.

(2) The local authority shall permit the portion so set apart to be consecrated according to the rites of the religious denomination, and the portion so consecrated shall be used only for burials according to the rites of that denomination.

(3) Where the members of any religious denomination desire at their own expense to build in a cemetery a suitable mortuary church or chapel for the performance of the rites and ceremonies in

the burial of the dead according to the usages of that denomination, the local authority may permit the same to be built within such portion of the cemetery as is set apart for that denomination.

13 Rights of minister of religion, etc

(1) The minister of any religious denomination for which any portion of a cemetery is set apart under section 11 shall at all times have free right of access and admission thereto, and may freely exercise his spiritual functions therein, without any hindrance or disturbance by the local authority or any other person.

(2) Every religious denomination shall have power to regulate, in relation to any portion of a cemetery set apart for its exclusive use,—

(a) the performance of any religious ceremony in the burial of the dead according to the usage of the denomination; and

(b) the inscriptions on any monuments erected in such portion in accordance with the provisions of section 9 and any bylaws made under this Act.

(3) A local authority shall not by any bylaw, or any act, matter, or thing, at any time interfere directly or indirectly with the matters specified in subsection (2).

14 Guardians

(1) Every religious denomination may from time to time appoint guardians to administer and supervise, subject to the powers conferred on the local authority by this Act, any portion of a cemetery set apart for its exclusive use.

(2) The local authority may make such arrangements as it thinks fit with any such guardians for the upkeep of the portion administered and supervised by them and the graves, vaults, monuments, and tablets therein.

8 Consideration of Financial or Budgetary Implications

8.1 There would be costs associated with this proposal, the same as for the Natural Burial Areas, in that there is a requirement to survey the area, plot the locations of the graves and enter them into our data base, along with the cost of the concrete beams.

8.2 The Moutere Waimea Ward RFC account currently has a budget for Cemetery development; the funds available would cover this cost.

9 Significance and Engagement

9.1 The significance of this proposal is considered to be low. There could be some concern in the community that other groups may request separate areas that could change the look and feel of our cemeteries. However, given the low significance of the matter and Council's obligations to look after the well-being of its varying communities, I consider that there is no need for Council to consult further on this matter.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low to Moderate	For some sections of the community, there may be a moderate level of interest but for the majority it would be low.
Is there a significant impact arising from duration of the effects from the decision?	Moderate	The size of the cemetery should allow for this activity without a significant impact.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
Does the decision create a substantial change in the level of service provided by Council?	No	Although we would be providing a separate area, the level of service provided would be similar to that of the existing cemetery areas.
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	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

10 Conclusion

- 10.1 Requests such as these are allowed for in the Burial and Cremation Act. Spring Grove Cemetery can accommodate this request and still have a space for the future. The area requested would not interfere with the maintenance or current working of the Cemetery.
- 10.2 Other councils around the country have been providing a range of designated areas for groups for some time to allow for cultural diversity in their areas and Nelson City Council has recently provided separate areas for two group.
- 10.3 It could be of benefit to us to allow for such an area at this Cemetery and follow up the opportunity to work with Nelson City Council staff for an agreement regarding cross boundary use of such areas in the future.

11 Next Steps / Timeline

- 11.1 Notify the applicants of the Committee's decision. If the Committee approves this request, then we would allocate the budget and staff resources towards the development of this area and negotiate a cross-boundary agreement with Nelson City Council.

12 Attachments

- | | | |
|----|--|----|
| 1. | Letter of Application | 19 |
| 2. | Spring Grove Cemetery 1948 | 21 |
| 3. | Spring Grove Cemetery present - showing area requested | 25 |

To

The Reserve and Facilities Manager
Tasman City Council
Richmond 7050
New Zealand

Date: 10/ 03/ 2017

Sub: Application for Designated Burial ground for Bhutanese Kirant & Buddhist faith.

Dear Sir/ Madam,

As you are aware that New Zealand Government has been resettling Bhutanese (former refugee) people in Nelson since 2009. At this stage, there are about 260 Bhutanese people living in Nelson and some more are still coming. Of them around 45 people are Buddhist or Kirant by faith. We do not have designated burial land in case sudden death occur in our members. We, the Bhutanese Kirant and Buddhist faith group, would like to request designated burial ground because we have strong belief in our own faith as:

1. We believe that human body originates from earth and must go back to the earth after death.
2. Spirit of dead person dwells on or around the graveyard until rebirth takes place. So, burial of dead body is necessary.
3. Spirit of dead person is disturbed if it is buried in a place where other religious background people are buried. Such spirit does not get path for rebirth. Rather it becomes restless and causes evil to living members.
4. Cremation is not accepted in our faith as fire destroys spirit and prevent rebirth.
5. Dead body is buried facing sky and head towards west.

In our home country Bhutan, **Kirant** faith people like **Rai, Limbu or Subba** and **Sunuwar** and **Buddhist** faith people like **Tamang, Gurung, Magar, Ghalley**, were given designated area for burying dead body. While living in Refugee camp situation in Nepal, for more than two decades, we have been given this privilege by the Government of Nepal.

Therefore, we the Bhutanese Kirant and Buddhist faith group residing in Nelson, would like to request you to provide us small designated burial ground as a reserve that could accommodate at least 20-30 corpse at this stage. Fortunately, since we resettled in 2009, no such circumstance has occurred in our community but we need to be mindful that there are many elderly members in our community and also we all know that death is uncertain to all.

We would be very much thankful to you if you could consider our above request.

Should you have any question for clarification, please contact me on my mobile or email me.

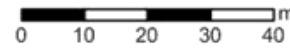
Sincerely yours

Dhan Rai



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16 March 2017



Legend

- Roads**
-  Road Boundaries
- Road Name
- Consents**
- BoresDams**
- PropertyData**
-  Parcel
- LiDAR Contours**
- Licences**
- Aerial Imagery 1948**
-  High : 255
- 
-  Low : 0



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16 March 2017



Legend

- Roads**
- Road Boundaries
- Road Name
- Consents**
- BoresDams**
- PropertyData**
- Parcel
- LiDAR Contours**
- Licences**
- TDC Rural Imagery 2016**
- Red: Red
- Green: Green
- Blue: Blue

9.3 DEVELOPMENT OF YOUTH COUNCIL

Decision Required

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Chris Choat, Community Relations Manager
Report Number:	RCD17-04-05

1 Summary

- 1.1 In December last year Community Relations staff sought agreement from the Community Development Committee to investigate the opportunities for including youth in the Council's representative processes.
- 1.2 The Committee agreed, at that meeting, that it would be desirable to provide a pathway for youth to play a role and to staff organising workshops to develop recommendations to the Committee to enable youth representation and contribution.
- 1.3 Since then staff have managed the workshops described above. We are now seeking approval from the Committee to progress the initiatives identified over several years.
- 1.4 The initiatives proposed recognise the need for a staged 'experience' path where youth councillors are provided with a transition to develop governance skills with the assistance of the Community Associations and Boards. The Community Boards have already provided provisional support for the concept.
- 1.5 After a year to 18 months, the programme will be assessed with the possibility of experienced youth councillors having an advisory role within Council committees

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

- 1. receives the Development of Youth Council report; and**
- 2. supports the evolutionary pathway contained in this report (RCD17-04-05) enabling Tasman youth to play a meaningful and informative role initially in Community Board and Association governance processes, with a view to moving towards involvement in Council Committee decision-making processes at a later date; and**
- 3. agrees to staff reviewing Standing Orders to provide for youth representatives to be appointed as advisors to the Community Boards and Standing Committees with speaking rights but without voting rights and to recommend the reviewed Standing Orders back to the Boards and Council for adoption.**

3 Purpose of the Report

- 3.1 To gain support from the Community Development Committee to enter into formal discussion with the Community Boards and Community Associations to secure their participation in a staged development of youth councillors into governance roles.

4 Background and Discussion

- 4.1 Over the past few years there has been an increasing demand for a ‘youth’ voice to be provided within local council decision-making. Throughout the country this has taken many and varied forms.
- 4.2 While in the past the Youth Council has reported to the Council on their activities, no clear process or engagement methodology has been established to enable them to contribute to the Council’s representative processes.
- 4.3 As the District grows, the need to foster a meaningful relationship with youth has never been more important. At the recent Youth Hui attended by the Mayor, he gave his support to exploring options for strengthening youth engagement with the Council. Engagement with the Council provides for a wide spectrum of opportunities from reading agendas and attending the public forum to having a legitimate seat on Council Committees and Community Board decision-making fora.
- 4.4 At the Hui, the Youth Council representatives made it clear that they feel under-utilised as a means of Council engaging with youth. The representatives at the Hui believed they could add value to decision-making process directly and indirectly by garnering support for or opinion from their contemporaries on specific matters. This assistance is not limited solely to youth related issues.
- 4.5 In December 2016 the Committee agreed to take advantage of the enthusiasm of the Youth Councils and passed the following resolution:

RCD16-12-01

That the Community Development Committee:

- 1. receives the Development of the Tasman Youth Council report; and**
- 2. agrees that it is desirable to provide a pathway for youth representation to play a role in contributing to the Council’s decision-making processes; and**
- 3. agrees to staff organising workshops with Youth Council Cluster leaders, Councillors Canton and Turley and Community Board member Hutt to develop recommendations to the Community Development Committee to enable a higher level of youth representation and contribution to the Council’s decision-making processes.**

- 4.6 The Community Relations staff have managed a number of workshops with the Youth Councils, Councillors Canton and Turley, and Community Board Member Hutt. The output is the recommendations below which aim to enable and empower Tasman youth to eventually become active in the Council’s representative processes.
- 4.7 We propose that Youth Council representatives be given the opportunity to gain governance experience at a local level with their local Community Associations or Community Boards.

Ideally they would be given speaking rights at meetings, but not voting rights. Participation at this level would give them experience in meeting and decision-making processes. In addition, Youth Council Coordinators and Community Relations staff will provide support to participating youth.

- 4.8 Within each of the Community Boards/Associations we would investigate the nomination of a member who would be willing to act in a mentor/support role for the youth that choose to participate. If the Committee approves this approach we begin introductory discussions with the Boards and Associations to gauge support.
- 4.9 We acknowledge the inclusion of non-elected members may require changes, at the very least recognition, within the standing orders of the Boards and perhaps the relevant Community Associations. If the Committee approves the scheme we will investigate, with advice from the Council's Legal Advisor, what, if any, changes need to be made to the Board standing orders.
- 4.10 We propose this evolutionary phase will continue for at least 18 months. Following that time, we will present a report on the process to the Committee for evaluation and a decision about the next step involving the possibility of a closer relationship with standing committees.
- 4.11 We will be exploring funding from the Department of Internal Affairs for governance training for the Youth Councillors.

5 Options

- 5.1 Option 1 - to support the evolutionary pathway enabling Tasman youth to play a meaningful and informative role initially in Community Board and Association governance processes, with a view to moving towards involvement in Council Committees decision-making processes at a later date. Recommended option.
- 5.2 If successful, this option will have the benefit of creating a new level of engagement with youth increasing the diversity of views being brought into decision-making processes and giving youth experience in governance roles which they can take with them into other roles throughout their lives.
- 5.3 Option 2 - retain the status quo where Youth Council is limited to community events and specific community projects.
- 5.4 This option has limited involvement from youth and Youth Council members in local representative processes. It does not train them for potential future governance roles in their communities.

6 Strategy and Risks

- 6.1 In the initial stages the low level of risk is at the Community Board and Association level. The onus within the recommendations is on the Youth Councillors to make the arrangements with their schools, with our support, for the time they need.
- 6.2 Initial support for the evolutionary process has been gained from the Community Boards. If approval is granted from the Community Development Committee to proceed, a more formal relationship will have to be explored and may need ratification from the Boards and Associations. At the very least standing orders may need to be reviewed to allow for and recognise any possible limits on the participation in the decision-making process.

7 Policy / Legal Requirements / Plan

- 7.1 At this stage of the evolutionary phase the only issue could possibly be with the need to ensure the relevant standing orders enable the Youth Council to participate.
- 7.2 If the initial phase is successful and the Council is willing to have youth involvement in standing committees in an advisory role an appropriate policy will be need to be developed identifying the outcomes sought, opportunities and limits within the role.

8 Consideration of Financial or Budgetary Implications

- 8.1 There is no extra Council funding required for this evolutionary phase beyond the support currently available for the Youth Council. Funding for governance training will be sought from the Department of Internal Affairs.

9 Significance and Engagement

- 9.1 In our view the decisions before the Committee are of relatively low significance. The purpose of the decisions sought through this report is to move forward the approvals initially provided. Therefore, I consider that no consultation, beyond that which has already occurred with the Youth Councils and the Community Boards, is required prior to the Committee making the decisions sought through this report.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Medium interest	Public will likely view this favorably.
Is there a significant impact arising from duration of the effects from the decision?	Low	Youth will not be present unless there is real interest from them. They will not have voting rights.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	n/a	
Does the decision create a substantial change in the level of service provided by Council?	low	The decisions sought through this report do not impact on levels of service provided by Council.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	no	Youth involvement will be unpaid.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	n/a	
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?	n/a	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	n/a	

10 Conclusion

10.1 Relationships between Council and youth within our district are not new and have proved beneficial for all involved. The Youth Councillors have the opportunity to contribute more widely to community decision-making processes and to gain experience in governance activities which they can use throughout their lives in the contributions they make to communities. The workshops garnered support from both elected representatives and youth for an evolutionary process towards youth involvement in the Council's representative processes to ensure a sustainable relationship.

11 Next Steps / Timeline

- 11.1 Will be to identify the relevant Community Association and Board representatives who would be willing to provide a mentoring role. At the same time the current Youth Councillors will be canvassed as to who is willing to devote their time to learning about community governance. The objective is that the process will be a commitment to ensure youth have a consistent voice and the Council can have confidence in the legitimacy of their representation.
- 11.2 We expect that it will take a number of months before the appropriate arrangements are put in place, the Youth Councillors willing to commit are identified and any possible training is undertaken.
- 11.3 We envisage the first contribution we may see from this evolutionary process will be within the Long Term Plan process later this year.

12 Attachments

Nil

9.4 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Decision Required

Report To:	Community Development Committee
Meeting Date:	6 April 2017
Report Author:	Susan Edwards, Community Development Manager
Report Number:	RCD17-04-06

1 Summary

- 1.1 This report provides the Committee with an update on some of my work since my update provided to you via email in February due to the cancellation of the February Community Development Committee meeting. My report outlines key highlights of the work undertaken by me, the Community Relations, Reserves and Facilities, Strategic Policy and Customer Services sections of the Community Development Department.
- 1.2 The 'commentary and patronage' pages of the February 2017 Report from the Richmond Aquatic Centre manager is attached (Attachment 1). The reports from the Golden Bay Museum are attached for the Committee's information (Attachments 2 and 3).

2 Draft Resolution

That the Community Development Committee:

1. receives the Community Development Manager's Report RCD17-04-06 and
2. notes that the Golden Bay Community Board has recommended to the Community Development Committee that Stage 1 of a proposed subdivision in Ligar Bay not be provided with a reserve, but that the provision of land or the monetary equivalent for reserve purposes be reconsidered at a subsequent stage;
3. approves the re-naming of the ASB Aquatic Centre to be called the "Richmond Aquatic Centre";
4. notes that the Single Supplier contract for Communication Services contract with Hothouse will be extended under the right of renewal for a further year, which is provided in the current contract agreement and that a Service Delivery Review under Section 17A of the Local Government Act 2002 will be undertaken for the service over the coming year;
5. notes that Mayor Kempthorne has sent a letter to Crown Fibre Holdings providing support for all respondents working on the Rural Broadband Initiative Extension in the Tasman District; and
6. notes that the request from the Nelson Tasman Business Trust for additional funding for the 2017/2018 year will be brought back to Council for consideration at the time when the year-end surplus and carry forwards are discussed.

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 Customer Services sections of the Community Development Department.

4 Key Activities

- 4.1 Since my last report in February 2017, I have undertaken a number of key activities. Among other things, the highlights have included:
- preparing evidence and attending the Golden Bay Grandstand Environment Court hearings held over two days - 8th and 9th March;
 - interviewing for the Rec Park Centre Golden Bay facility manager;
 - attending the Rec Park Centre Golden Bay fundraising Gala dinner along with the Mayor, Crs Canton and Brown, Board Members Langford and Knowles and Lindsay McKenzie;
 - attending the Golden Bay Service Centre re-opening;
 - attending the Local Government New Zealand Rural and Provincial Sector meeting with Mayor Kempthorne – refer below for further details;
 - discussions with Crown Fibre Holdings on the Rural Broadband 2 initiative, along with Richard Liddicoat and Peter Darlington;
 - attending a Saxton Velodrome Trust meeting and site visit;
 - attending a SOLGM Planning and Accountability Working Party meeting;
 - attending Annual Plan and Long Term Plan workshops with Councillors and meetings with staff; and
 - attending various Annual Plan community engagement meetings across the District.

5 Rural and Provincial Sector meeting

- 5.1 As noted above, I attended the Local Government New Zealand (LGNZ) Rural and Provincial Sector meeting on 16 and 17 March. The highlights of the meeting included:
- updates on Local Government Commission West Coast reorganisation process and the Wairarapa amalgamation proposal for a Wairarapa unitary council;
 - Hon. Dr Nick Smith discussed the Government's proposals for freshwater management;
 - LGNZ update by Lawrence Yule and Malcolm Alexander covering:
 - the new LGNZ National Council membership, which has 7 new members;
 - the LGNZ Business Plan 2017-2019;
 - the Minister of Local Government has removed the "snapshots";
 - Local Government Act Amendment Bill update;
 - EDS publication "Last Line of Defence" by Marie A Brown;

- housing and urban development;
 - tourism and proposed infrastructure fund;
 - freedom camping;
 - LGNZ Economic Development Study; and
 - LGNZ conference and the China/NZ Mayoral Forum 3-4 December 2017.
- An interesting talk by Peter Boshier, Chief Ombudsman;
 - Hon. Nicky Wagner, Associate Minister of Tourism, spoke about her tourism portfolio;
 - Hon. Anne Tolley, Minister of Local Government, spoke about her local government portfolio. This was very interesting and the Minister demonstrated an understanding of the local government sector and the issues it faces. She spoke about her views on amalgamations and the need for councils to work on shared services arrangements. She noted that the views of the sector on the Local Government Amendment Bill are being listened to, which has delayed the report back of the Bill to Parliament;
 - a talk by Frances Sullivan, LGNZ & Justin Lester, Mayor, Wellington City Council on risk and resilience, given the experiences from the November earthquake;
 - a talk by Hon. Steven Joyce, Minister of Finance;
 - a talk on transport matters (Government Policy Statement, National Land Transport Programme, Road Safety Outcomes) by Gareth Chaplin, General Manager Sector Performance, Ministry of Transport; Robert Brodnax, Group Manager Planning and Investment, NZTA; and Kaye Clark, State Highway Manager, NZTA;
 - a Regional Sector Update on the Sector's priorities and NPS Freshwater Management by Doug Leeder, Chair Regional Sector & Chair BoP Regional Council & Bill Bayfield, CEO, Environment Canterbury; and
 - a talk by Andrea Reeves, Assistant Auditor-General, Office of the Auditor General on the water theme review the Office is undertaking.

5.2 I can provide Councillors with a copy of my notes if you would like them.

6 Rec Park Centre Golden Bay Update

- 6.1 The contractor has completed work on the Rec Park Centre Golden Bay, apart from some minor remediation work, the carpark and the netball courts. I expect the netball courts to be completed by the time of the Community Development Committee meeting.
- 6.2 We have gained a partial Certificate of Public Use (CPU) for the toilet/changing rooms and the squash courts through until 30 June 2017. The CPU will allow those areas of the Centre to be used for the winter sporting codes. There is sufficient carparking on site to enable these portions of the Centre to be used. The remainder of the Centre cannot be opened until we have provided sufficient carparking on site to meet our building consent and the Tasman Resource Management Plan requirements.
- 6.3 The gala fundraising dinner organised by the Golden Bay Shared Recreational Facility Committee on 4 March was the Committee's last fundraising event. They have raised over \$1 million towards the new Centre. This is an amazing achievement for a small group in a relatively small community. The in-kind contributions towards the Centre from members of the community have also been fantastic.

- 6.4 The Environment Court hearing on the appeal taken by the Golden Bay Grand Stand Community Trust Inc against the decision by Heritage New Zealand Pohere Taonga to grant Council approval to remove the grandstand and for an enforcement order under the Resource Management Act to stop Council removing the grandstand, was held on 8 and 9 March. At the time of writing this report, we have not received the Court's decision on the matter. Councillors will be advised of the decision when we hear from the Court.

7 Ligar Bay Reserve Proposal – Beryl Wilkes

- 7.1 Late last year Rosalind Squires (Reserves Planner) and Beryl Wilkes met with the owner of a property in Ligar Bay to discuss a proposed subdivision. He had requested the meeting to discuss whether the Council would be interested in purchasing an area of land within his proposed subdivision for a recreation reserve, as this area had not been previously been discussed as an area for a potential reserve. Beryl wrote a report to the Golden Bay Community Board to seek their views. At the February meeting the Board resolved to receive the report and recommended to the Community Development Committee that it approve in principle the purchase of land in the proposed subdivision for the purpose of a recreation reserve, subject to the Council's approval of the proposed subdivision but that the reserve be located towards the middle of the subdivision.
- 7.2 However, at the Board's March meeting further discussion was held on this topic and the recommendation was changed to recommend to the Community Development Committee that Stage 1 of the proposed subdivision not be provided with a reserve, but that the provision of land or the monetary equivalent for reserve purposes be reconsidered at a subsequent stage.
- 7.3 The change in the resolution now means that we will not be looking to take a reserve at this stage and can consider this proposed subdivision application in the same manner as any other subdivision application.
- 7.4 Please note that the report was heard in a confidential section of the meeting so I have tweaked the resolutions to retain the confidential nature of the information.

8 Takaka Service Centre official re-opening

- 8.1 The "official re-opening" of the Takaka Service Centre was held at 8am on Tuesday 21 March 2017. Council's Kaumatua Archdeacon, Andy Joseph, blessed the service centre. Mayor Kempthorne and Golden Bay Community Board Chair, Abbie Langford, gave speeches at the opening. The contractor completed work on the Service Centre seismic upgrade on time. Staff moved into the upgraded Service Centre on 9 December. The Golden Bay Community Board held its first meeting in the upgraded service centre on 13 December 2016. The staff are very happy to be back in the building and are finding it good to work in.

9 Aquatic Centre and Naming

- 9.1 Attached is the 'commentary and patronage' pages of the February 2017 report from the Richmond Aquatic Centre manager (Attachment 1).

- 9.2 The signage on the Aquatic Centre building is in need of replacing as it is faded and becoming unreadable. Also, the ASB is no longer a naming right sponsor for the building. Staff are looking to replace the signage, which still has ASB on it, with Council's branding and a new name.
- 9.3 The naming convention for other Council facilities has tended to be based on the location and the purpose of the facility (e.g. Murchison Sport, Recreation and Cultural Centre, Motueka Rec Centre, Moutere Hills Community Centre, Takaka Library). Following this convention, we would call the facility the "Richmond Aquatic Centre".
- 9.4 CLM, the company contracted to manage the Aquatic Centre, calls it the "Richmond Aquatic and Fitness Centre". Staff consider the shorter version "Richmond Aquatic Centre" is snappier and easier for people to remember. CLM also manages Riverside Pool, which contains a fitness centre. We are seeking the Committee's approval to the name "Richmond Aquatic Centre".
- 9.5 We are proposing to replace the signage at the Aquatic Centre. We estimate the cost of reskinning the signs will be in the order of \$3,000. It will be covered from within existing budgets.
- 9.6 The art work for the signage will be along the lines of the following:

Signage on the front of the building:



Directional signage on Salisbury Road and the Deviation is envisaged as below:



10 Nelson Tasman Business Trust

- 10.1 I have received a request from Councillors Maling and Tuffnell (Attachment 4) asking for \$15,000 to be added into the Annual Plan 2017/2018 budget for the Nelson Tasman Business Trust. I have also received information from Sarah Holmes, who is the Manager of the Trust, about future funding options for the Trust (Attachment 5).
- 10.2 The budgets for the Annual Plan 2017/2018 have largely been set and we are currently engaging with the community on the projects, services, rating and other implications for the coming year.
- 10.3 At a recent workshop, Councillors discussed a request for additional funding for the 2017/2018 year from the Nelson Regional Development Agency and noted that the request was too late for consideration through the Annual Plan process. The suggestion was that staff bring the matter back for Council discussion at the time when the year-end surpluses and carry forwards are considered.
- 10.4 My recommendation on the Nelson Tasman Business Trust request is that Council also considers the request when it discusses the year-end surpluses and carry forwards. Council can consider the request and options for longer term funding as part of the Long Term Plan 2018-2028 process.

11 Community Relations Update – Chris Choat

- 11.1 The community Relations staff have continued to support the majority of external issues, in particular those that are community engagement related, e.g. the Takaka FLAG process, the Waimea Water project, the Queen Street Upgrade, the Mapua Waterfront Survey and the Annual Plan/Long Term Plan.
- 11.2 The end of summer sees the end of a very busy event season with the team managing and delivering 35 events solely or in partnership with other organisations. We also worked on at least another 58 events, where we mentored and/or supported the organisers through

grants, advice, materials, promotion and facilities. The strategy of handing the ownership and management of a number of events to community groups is continuing and proving to be successful in the development of ownership, growing expertise and general support for them.

Media Report

We have sent out the following media releases since January:

- Popular Positive Ageing Expo Returns
- Young People Take On Sustainability Challenge
- Tasman Parks Become a Magical Playground
- Water Restrictions Lifted
- Tasman Rates Bills to Remain Steady in 2017-18
- Public Feedback Sought on 30kmh Speed Limit for Queen Street
- Water Rationing for the Waimea Plains Starts 6 March
- Freshwater Announcements Build on Current Success
- Tasman's Great Taste Trail temporary route in Richmond
- Mariri Resource Recovery Centre Now Re-open
- Mapua Wharf's Popularity Grows
- Higher Levels of Toxic Algae Seen in Some Tasman Rivers.

11.3 The final roll-over in the current in the 3+1+1 Single Supplier contract for Communication Services contract currently held by HotHouse is to be taken up in July 2017. This contract has provided many benefits within a cost effective delivery model. The right of renewal of one year is driven automatically through a record of no contractual breaches and pricing remaining within contracted levels.

11.4 This renewal is awarded with the knowledge over the next year we will review the current arrangement i.e. outsourcing versus internal delivery capability. The delivery model will be reviewed this year under section 17A of the Local Government Act 2002, where the efficiencies of such relationships need to be tested. This will be occurring before the end of the calendar year to ensure any changes or a new tendering process can conclude prior to implementation in the 2018/2019 financial year.

11.5 Staff have been assisting Crown Fibre Holdings in the Rural Broadband Initiative Extension process. This is a competitive tender process to expand supply of both rural broadband and mobile blackspot coverage and follows our earlier involvement in the UFB tender. Nationwide funding is \$150 million.

11.6 We were asked to supply priority areas, but the deadline to do so fell before the UFB2 announcement. Consequently we provided all the known data we have to Crown Fibre on

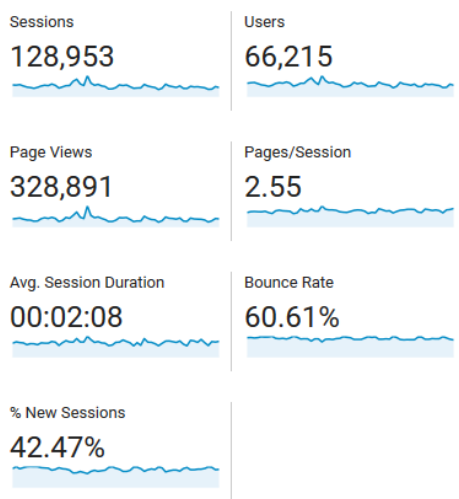
addresses in the district with less than 20Mb/second data rates, and several tourist and high traffic areas for mobile coverage.

11.7 It is pleasing to report that Crown Fibre Holdings has incorporated the data into its information to respondents. This means telecommunications providers should have concrete information about internet coverage to base their bids on.

11.8 To further assist respondents, we ask the Committee to note that the Mayor has sent a letter to Crown Fibre Holdings providing support for all respondents working in the Tasman District.

Website Stats

11.9 1 January to February 28



11.10 There was a spike in visits (4,370) on 22 January following a heavy rain event, but otherwise web traffic and performance is tracking steadily with last year.

11.11 Social media interactions have mainly focused supporting at the recent Takaka FLAG meetings with information about the process and the interim support.

11.12 Planning has started on the website redesign, with a project initiation meeting held on 28 March. Initial work will determine the scope of the project and establish a plan for staged development.

11.13 At the same time refresher website training for teams across Council has started – with the aim of having website content reviewed before the new version of the site is deployed. We hope to have this work completed by the end of 2017.

12 Reserves and Facilities Update – Beryl Wilkes

12.1 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) – concept plans are being priced and equipment ordered.</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 bach area upgrade – planting etc is continuing on this project. The carpark areas are still to be developed.</p>
Motueka	<p>Stephens Bay – work is progressing on the Anarewa Crescent walkway proposal. Comments on the proposed plan have been received and will be discussed with the Motueka Community Board.</p> <p>The Motueka Ward Reserve Management Plan is under review with comments being sort from the community to inform the draft plan.</p>
Lakes/Murchison	<p>St Arnaud – Temporary toilets have been established outside the Lake Rotoiti Hall for travellers. Jeff Cuthbertson project managed this and has done an outstanding job for Council.</p>
Moutere/Waimea	<p>Brightwater Recreation Reserve –The reserve has been measured ready to add as a variation to our Parks Contract as from 1 July 2017. The volunteers carrying out the maintenance of this reserve have resigned.</p> <p>Edward Baigent Reserve has been very busy with campers this year and we have been receiving complaints about it being too busy and not coping well with these numbers. Beryl has responded to the letters and we have met with the Moutere/Waimea Ward Councillors and have agreed to reduce the area available for camping and install further signage over the coming months.</p>
Richmond	<p>Queen Street upgrade – We have been working with the Engineering team on the final detail of the landscaping for this project.</p>
Saxton Field	<p>Velodrome – work is continuing on this project with some of the fence details being finalised. The track is planned to be sealed in mid-April. The learn to ride area is 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</p>

	by both Nelson City and Tasman District Councils at their respective meetings on 23 March 2017.
Planting Projects	Planning is underway for this year's planting projects.
Council Cottages	Mears Haven Council Cottages – the heat pump installation has been completed.

13 Strategic Policy Update - Sharon Flood

Annual Plan 2017/2018

13.1 As you will be aware, we have published our Annual Plan newsletter and supporting information and are currently out consulting. To date we have met with six of our Community Association groups, and held two 'In Your Neighbourhood sessions in Richmond. We are following the Special Consultative Procedure (SCP) for our Schedule of Charges with submissions open until the 18 April 2017. We are also seeking feedback and suggestions for our Long Term Plan 2018-2028 through our online submissions form.

Staff are currently in the process of writing the Annual Plan 2017/2018, which will be presented to Full Council for adoption at the end of May 2017.

Reserve Management Plans (RMPs)

13.3 Motueka Reserves Management Plan (RMP) – The initial round of consultation has been extended until 28 April 2017. A draft RMP will be developed, based on this feedback, and presented to Council mid-2017. We plan to adopt the final RMP in December 2017.

Growth Strategy and Long Term Plan 2018-2028 (LTP)

13.4 Growth: We workshopped the growth model results with Council in March 2017.

13.5 LTP: We will be continuing our workshops with Councillors over the coming year to review the various components required to develop our LTP 2018-2028. We are currently calling for community ideas and feedback for the LTP 2018-2028 through our on-line submissions form and discussing this through the Annual Plan consultation rounds.

Waimea Community Dam

13.6 We have been working on the development of the Statement of Proposal for the consultation on the governance structure. Due to the high workload within the team, we have hired a contractor to help complete this work.

S.17A – Delivery of Services

13.7 Work is progressing on meeting our legislative requirements under section 17A of the Local Government Act 2002. 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. The team are currently working their way through the assessments required.

Motueka Board By-election

13.8 The Motueka Board By-election was successfully concluded with Barry Dowler sworn in as the elected member in early March 2017.

Mapua Waterfront Survey

13.9 The Mapua Waterfront survey results were reported to Council at the 23 March 2017 meeting. The information is now being used to inform the development of a long term strategic plan for the Mapua Waterfront area.

Age Care Policy

13.10 Staff are still progressing work on the review of our Age Care Policy. The work we commissioned on the demographics for the Region to help inform the development of this policy is nearly complete. This work is still being treated as a lower priority due to other higher priority workload demands.

Forestry Recreation Access Policy

13.11 We have started the review of this policy to address the issues around recreation and access to our commercial plantation forests. The internal working group has now met and a steering group set up which includes three Councillors (King, Bryant and Wensley) Over the coming months we will be out talking to the interested stakeholder groups to hear their views. We intend to workshop this with Councillors later in the year.

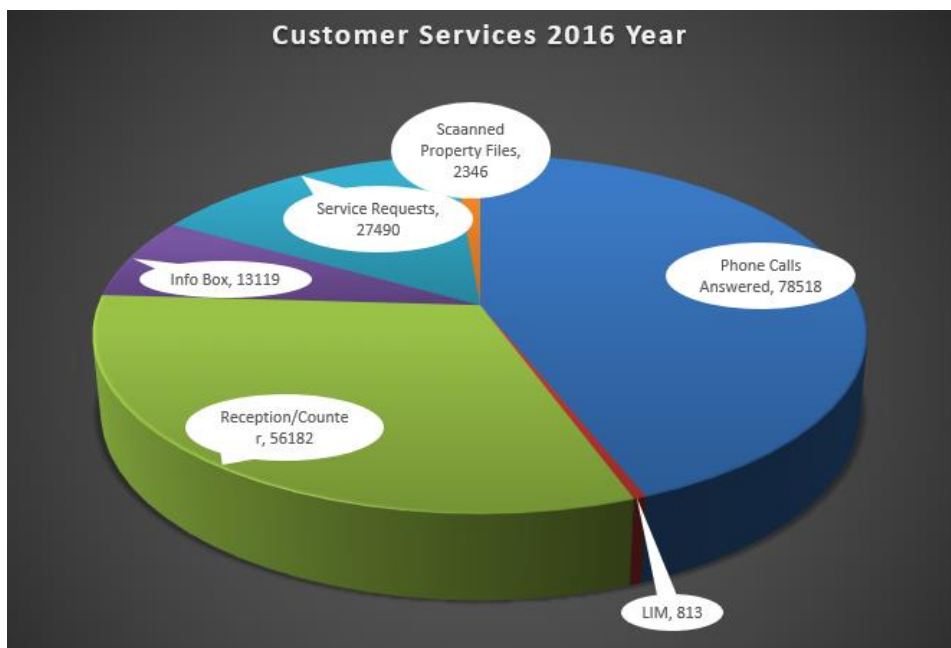
14 Customer Services Update – Suzanne Westley

Staff Changes in the Customer Service Team

14.1 We received two resignations from Customer Service Staff in January/February. The break over the Christmas period often results in staff reassessing goals and making changes in their lifestyle. Edna Brownlee (Richmond office) and Alice Hubbard (Takaka) have resigned their positions and will leave in March. Both Customer Service Officer's (CSOs) are very experienced and leave large gaps in our Team in experience, knowledge and personality. We wish them well in whatever direction they take in the future. We have been recruiting for two new staff members for Senior Customer Service Officer in Richmond and a Customer Service Officer for Golden Bay Service Centre and will confirm appointments shortly.

Customer Services 2016 Year

14.3 The 2016 year was busy. The graph below is a snapshot of numbers achieved.



14.4 When 2016 year to the 2015 year Suzanne noted the following changes:

- Our Call Centre had an increase in calls of 1,040 over the previous year. The increase was over all areas of Council business with no identifiable trend.
- Transactions at the counter decreased by 5,453, this is a positive outcome from encouraging customer to use direct debit payments system for rates and water accounts.
- Applications for Land Information Memorandum (LIM) increased by 98. Staff processed all applications within the statutory timeframe of 10 working days and achieved an average processing time of seven days.
- The reception inbox received an increased 491 contacts from the 2015 year. The emails are from info@tasman.govt.nz and Contact Us form from the website. All emails dealt with on the day or the next working day when the office is closed.
- Service Requests generate a lot of activity for all staff. This year has seen some minor adjustments made to our processes to improve the quality of the information included upfront for staff. Customer Service staff logged 27,490 requests this year. This was an increase of 3,825 over the 2015 year. The largest increase in requests went to Building Assurance (additional 1,473), these covered inspections, processing and general enquires regarding building. Service requests for Utilities, Refuse and Roading issues increased from 6,013 to 7,291.
- Scanning of property information has now been part of Customer Services area for a full year. During the year, the team scanned 2,346 property files. This totalled 29,655 documents or 322,690 pages.
- Information Management team has recently had staff changes which are being worked through. An outcome from the change for the Scanning Team is additional work in adding Building and Resource Consent files to electronic property record. Staff call these files “additions” as they are a paper document and separate to the existing property file. This is a positive outcome for our customers in receiving as much information as possible in one release of information.
- We achieved our goal of scanning all Golden Bay Ward files before staff moved back to the Service Centre building in December. We have started our next target, scanning the Motueka Ward property files. We would like to complete this in the next year.

15 Health and Safety Update

15.1 We recently identified a health and safety risk at the Motueka Library. Each time the wifi system or the library management software system goes down a staff member has to access the cabinet, with the Library's IT systems in it, to turn the switches off and on again. This action in itself is not a concern. However, in order to get to the cabinet and switches a staff member had to climb to the top of a ladder, rest one foot on the top of some shelving below the cabinet, then take a box (bigger than a laptop computer) from the cabinet and then, with the box balanced on their knee, reach across into the cabinet to turn the switched on and off. The risk of undertaking this activity is high. We have issued an instruction for a contractor to remove the cabinet from high up on the wall and to put it onto the floor in a store room at the library.

- 15.2 We have been having difficulty getting contractors to undertake the zone separation work needed in our service centres and libraries, which is needed for health and safety of staff following the outcome of the Ashburton case. We are also having difficulty engaging contractors to install the security cameras in the service centres and libraries, which currently do not have them.
- 15.3 Staff are also working on preparing guidance material on when health and safety plans should be sought for activities and events on our reserves and when site inductions are required. We will advise the Committee when this work is completed.

16 Attachments

1.	Richmond Aquatic Centre Managers Report - February 2017	49
2.	Golden Bay Museum Report - July-December 2016	53
3.	Golden Bay Museum - Whale-Whalery Progress Report, March 2017	57
4.	Email request for NTBT funding from Kit Maling and Trevor Tuffnell 27 March 2017	59
5.	Email request for NTBT funding from Sarah Holmes 1 March 2017	61



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Patronage Summary

Positive increase shown in numbers from January 17 to February 17- The increase is largely based on the return of school swimming lessons as casual admissions for children were lower with this demographic returning to school

User	Total Feb 2017	Total Jan 2017
Adult	963	1693
Adult Concession	1426	683
Adult/ Preschooler (x2)	2852	2313
Adult/ Preschooler Concession (x2)	1242	115
Child	1504	3754
Child Concession	64	186
Community Service Card Holder	108	155
Community Service Card Holder Concession	100	159
Family (x4) Shark pass	460	1992
Preschooler	210	393
Preschooler concession	9	13
Senior	177	226
Senior Concession	406	863
Visitor	0	0
Student Concession	49	56
Aquatic Memberships	260	279
Holiday Programme	63	623
Before + After School Care	367	0
User Groups	698	468
Wave Rave	182	0
Promotional Visits	80	188
Child School Swim	0	34
Adult School Swim	0	17
Swim School	11,640	2405
Shower	173	172
Supervised Child Care	0	0
Aqua Fitness concession	215	258
Aqua Fitness casual visits	91	33
Group fitness casual visits	20	32
Fitness Centre casual visits	107	19
Fitness Centre Concessions	23	57
Fitness Centre Memberships	3344	4256
Total Patronage for the Month	26833	21442

Richmond Aquatic and Fitness Centre Patronage Numbers

Total patronage JUL16-FEB17 198430 FEB 16 – 21342



3.0 Marketing and Promotion

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

Additional Promotions

- Promotion for the Children's Day event to be hosted at the Facility in March commenced mid February
- Wave Raves recommenced for the year.
- Free trial lessons continued
- School swimming lessons commenced again for the year and the Swim Magic team attend a number of the local school swim meets.
- Zero Tolerance marketing continued leading into term lessons commencing
- New google supplier added to the current range in the shop

Active and On-going:

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

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

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

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





**Golden Bay Museum
Te Waka Huia o Mohua**

73 Commercial Street, Takaka 7110
Golden Bay/Mohua, New Zealand
Ph 64 3 525 6268
E: info@goldenbaymuseum.org.nz
www.goldenbaymuseum.org.nz

DATE: 1 March 2017
TO: Community Development Committee, Tasman District Council
FROM: Golden Bay Museum Society Board
SUBJECT: Report on Golden Bay Museum, July-December 2016

This 6-monthly report is part of the Board's responsibilities under the Memorandum of Understanding with Tasman District Council, and is our first report to the new council.

Summary--Key Achievements:

- Dutch Ambassador's visit (18 December): We were delighted to have the company again at the museum of Ambassador Rob Zaagman and Monique Zaagman as part of the 374th anniversary of Abel Tasman's 1642 "first encounter". They have expressed their commitment to returning for the 375th anniversary this year, and we hope the refurbishment of the Abel Tasman Memorial will ensure this is a significant occasion. (We note that commemoration of this nationally significant heritage milestone is not solely the responsibility of the museum, though we have the only permanent displays in New Zealand that explain the events which unfolded.)
- Exhibitions: (a) Winter 2016 (on loan from Nelson Provincial Museum): "Save our Snails--Giant Land Snails of Te Tau Ihu" (about *powelliphanta*) until August; (b) Summer 2016/17: "Farewell Spit-Onetāhua", which opened on 21 October. The contribution of Manawhenua ki Mohua is much appreciated.
- Whale/Whalery: The whalery has been in use from 18 December as our "front door". We greatly appreciate the financial support of TDC in covering the cost of a project manager to supervise construction, and some of the unexpected additional costs (handrail, decking timber, and extra bracing) as well as interim landscaping.
The major disappointment is a delay in arrival of the whale skeleton. Manawhenua ki Mohua has generously assisted with taonga and display panels that are in storage until the eventual installation of the skeleton and formal opening.
- The Community Archive: Our archival holdings are now being added to this shared resource (holdings of institutions around New Zealand) which is administered by Archives NZ. It is a key way of letting researchers know what is in our collections.

1 General

July-December spans the end of the quiet winter season and the start of the main visitor season (Labour Weekend), when our volunteer roster begins.

2 Board & Staff

- **Board/Officers:** After the June AGM, the following officers were elected from among the Board members: Chairperson: Penny Griffith; Secretary: Pat Ballard; Acting Treasurer: Penny Griffith. Despite advertising among members for a Treasurer and Communications person (currently performed by the Chairperson) none has yet been found, which is a serious concern.

In November, the Board accepted Leigh Gamby's resignation with regret as he was leaving the district, and we decided to leave the vacancy unfilled in the meantime.

1

We currently operate with 7 Board members (our Constitution provides for 5-9). After the council elections we welcomed Grant Knowles as the TDC representative (non-voting) on the Board, and value his contribution to our discussions.

The Board met 9 times during the period, including three special meetings, two associated with the whale/whalery project. This project has been a significant extra Board responsibility over the last three years.

Board members' excellent participation and support is appreciated. We also warmly acknowledge our past use of Takaka Memorial Library for our monthly meetings. However, being able to meet now in the refurbished meeting room at the Takaka Service Centre is even better, and saves pressure on the library meeting room.

Agenda and Minutes are sent to the Community Partnerships Coordinator-- Community Development, and Ward Councillor Paul Sangster. A submission to the annual plan was made in October 2016.

- **"5-year strategic plan"** (required under our MoU): This was reviewed in September and has been reshaped as a 3-year "Priorities" document. We feel that this is a more realistic planning framework for our resources (total budget approx \$65,000). We also believe that it makes sense for the post-AGM new Board to review the priorities in July each year, when council funding is known. We are actively working with iwi and the education sector to get their input to our customer service goals.
- **Staff:** No change to personnel (3 part-time staff = 1 FTE), and the new structure implemented in May is settling down well. The relocation of the Manager and Admin Assistant to a separate workspace means our research services can operate more effectively. The Manager attended regional meetings coordinated by Nelson Provincial Museum and a First Aid Course.

3 **Financial**

Budget 2016/17: The budget for our current financial year (April-March) was approved at our July Board meeting and reviewed in October (6 months). Electricity charges (a major expense, approx 10% of budget) have fluctuated wildly during the year, but we expect smart meters will provide us with better planning information.

4 **Exhibitions, Visitor Numbers & Marketing**

Creating and installing exhibitions is a major annual expense in terms of staff time and associated costs, but exhibitions are the main appeal to visitors, of whom approx 80% are one-time visitors from outside Golden Bay/Mohua.

Visitor numbers (only recorded during the Labour Weekend to Easter 'season'): Recorded visitors to 31/12/16: 420 adults and 54 children, (2015: 1130 adults and 183 children. (However, these numbers are very unreliable if volunteers are not available to record them.) Door donations: \$1122, 10% less than for the same period in 2015 (\$1217), possibly affected by the whalery construction.

Marketing: Several articles have appeared, including in the *The Guardian*, *GBWeekly* and *Newsline*, plus regular updates to our website and Facebook page. One Museum newsletter was published, in September. We hope to find a volunteer to maintain and develop these communication services.

5 **Collections & Research Enquiries**

Archival and other donations (objects, books, maps and photos) strengthen the collections but require processing, description, and long-term conservation storage.

In the report period 33 acquisitions were received and recorded. Some of these are still awaiting full cataloguing due to time constraints and quarantine processes.

Additions to the collections include the following highlights:

- Numerous publications relating to Golden Bay history
 - Silver trophy cup presented to the Takaka Mounted Rifles by Otto Haase of the Telegraph Hotel – JD Barnet 1904
 - Suitcase containing numerous personal items (camera, photos, rosary beads etc) belonging to Alex Webber (from Pohara Valley Road) who was killed in action during WW2.
- **Research Enquiries:** For this period 13 requests were received and actioned for research either by the Archivist or the Manager, or in person. (Total hours: Staff: 3 hrs 20 min; in person: 16 hrs 20 min). Requests included research for: Family history; Flowers, Manson, Dyer, Charles, Lewis, Scott, Doctor Tilby; property searches

6 Building-Related

- **Maintenance:** Replacement of the electrical switchboards is appreciated. We were very pleased to meet the new Property Manager Paul Farrar in September, and are saddened at news of his recent resignation. Paul organised some overdue maintenance, but wasn't able to secure funding to replace the failing roofing over our Archives storage area. We look forward to an update on when this will happen, please.
- **Gutter-cleaning:** As noted previously, we acknowledge our responsibility for this under our lease. However, the overhanging trees in Pioneer Park continue to create a problem that is beyond our control, and we would like to discuss this further. Nelmac's charge (\$650 + gst for a single clean) presented us with a financial challenge, and we are trying to find a way of complying at less cost.
- **Whalery:** Construction began on 8 August and was finally completed (Compliance Certificate) on 17 December. Teething problems with the automatic door are now resolved, and we look forward to a formal opening when the skeleton is installed.
- **Sub-lease tenant:** We continue to have a very good working relationship with the tenant of the historic Post Office building, Anita Hutchinson. We rely on her to be a keyholder for the volunteers, to handle sales on behalf of the museum when volunteers are not on duty, to monitor security and put out signage and open/close the exhibition area.

7 Issues/Conclusion

Our area museum provides a full range of collection/exhibition/research services and responsibilities not carried out by any other organisation in our area. We appreciate the current funding and accommodation support from Tasman District Council, without which the museum would not be able to operate at the level it does.

While increased funding would enable us to operate with more confidence, we are also conscious of and concerned about the museum's dependence on volunteers. This is not only for frontline staff over summer, but also for the governing Board and support infrastructure such as communications.

Please let me know if there is any further information you require.

Penny Griffith
Chairperson, Golden Bay Museum Society Board



3

Golden Bay Museum



Te Waka Huia o Mohua

WHALE/WHALERY PROJECT

Progress Report, March 2017

Kia ora koutou

Soon it will be four years since Alan McLean approached us, offering to prepare a pilot whale skeleton for display in our museum. We responded with great enthusiasm and launched our whale/whalery project. I'm so pleased we did.

It was (and is) a vision that the museum Board saw as a way of extending our heritage role to include the marine environmental story of Golden Bay/Mohua, which visitors only see in passing. It's an important story in modern economic and ecological terms as well as in the cultural life of tangata whenua.

Manawhenua ki Mohua have been generous partners in preparing display material which will enhance the understanding of visitors.

We've come a long way since 2013, and of course none of us really knew what our small group of volunteers (including Alan) was taking on. Since then we've raised almost \$130,000 to make it happen, thanks to the generosity of our community, corporate sponsors, and grant organisations. It is time for a formal progress report to you, our community.

About 85% of the money raised has been spent on constructing the whalery itself, which is now fully operational as our attractive main entrance. We very much appreciate the support of Tasman District Council who assisted with a few unexpected costs at the end, when we had run out of money. A small amount of grant funds are held for publication and equipment costs.

Alan's work on the whale has been mainly voluntary and unpaid, but as well as some private donations we have also raised funds for his work through stalls and grants. These have covered the costs of equipment, materials and electricity, and some of Alan's time. We acknowledge and thank Alan for his ongoing commitment to a lengthy, painstaking undertaking usually carried out by full-time professionals in large institutions.

We very much look forward to welcoming the whale skeleton into our waka huia (treasure house/museum) when it is ready. We are very sure you will find the wait is worth it.

In the meantime, do come in and visit our stunning Farewell Spit-Onetāhua exhibition! It's due to finish at Easter.

Thank you for your support and understanding.

Penny Griffith

Chairperson, Golden Bay Museum Society Board

From: Kit Maling [<mailto:kit.m@pnzi.co.nz>]
Sent: Monday, 27 March 2017 7:07 a.m.
To: Mike Drummond <Mike.Drummond@tasman.govt.nz>; Susan Edwards <Susan.Edwards@tasman.govt.nz>
Subject: Funding Nelson Tasman Business Trust

Morning Mike and Susan

As discussed the business Trust provides mentors and other services to small business in Tasman and Nelson and has been going for over 20 years.

They get funding from a number of sources and the mentors and Trustees are all volunteers and the trust only has two part time Staff.

Last year MBE change the funding model and they now receive only \$100 per mentor match which is not enough to cover costs.

TDC has provided grants over the years and they have been competing with other charities in the area of grants from rates.

We would like to see a separate grant at the level of 15K as on average 40% of the business that are being helped are from Tasman.

Nelson City provide just over \$30 K

Sarah Holmes is the Manager and she presents to Council on an annual basis with the results from the previous 12 months.

The Trust has had to seek funding from other sponsors such as Rata Trust and Golden Edge and NBS to balance its books.

For your assistance in putting this before council for this Annual plan and then we can put something in place for the long term plan.

Regards Kit Maling Trevor Tuffnell

Tracey Barron

From: Sarah @ NTBT <sarah@ntbt.co.nz>
Sent: Wednesday, 1 March 2017 11:41 a.m.
To: Tracey Barron
Subject: NTBT
Attachments: NTBT achievements 2016.pdf

Hello Tracey

Thanks for your advice this morning by phone.

We would like to speak with Susan Edwards about future funding options for the Nelson Tasman Business Trust.

We are a non-profit organisation funded partly by local councils and grants.

We have received funding from TDC through the community grants scheme in the past, but feel this is not the most suitable channel.

We do operate a highly regarded, regional service to many TDC residents and businesses each year – 45% of our clients are from the Tasman District.

I have attached our 2016 Client report for your interest.

I would welcome the opportunity to have a chat about future options

Good wishes

Sarah

Sarah Holmes
Manager

Nelson Tasman Business Trust

PO Box 1278 Nelson 7040

2/39 Halifax Street, Nelson 7010

03 539 0824 ~ sarah@ntbt.co.nz

www.ntbt.co.nz ~ www.facebook.com/BusinessTrust

Business Mentors Nelson/Tasman www.businessmentors.org.nz



Item 9.4

Attachment 5



Review of the Year

2015-16

NTBT is a non-profit incorporated Society operating since 1993 based in Nelson CBD.

NTBT offers one to one, free confidential independent assistance to new and existing businesses in the region, Start up Business training, Mentoring and Network opportunities.

Services have been developed in Tasman with the Mapua and District Business Association.

NTBT has a three year funding agreement with Nelson City Council and applies for a grant annually from Tasman District Council and Rata Foundation.

NTBT holds a contract with the Regional Business Partnership to provide Business Mentoring
NTBT holds a contract with MSD to support clients planning self-employment.

Highlights this year

- **100%** of clients would recommend our services to others
- **'A' rating** for client feedback
- **Increase** in the number of start-ups – **70%** clients are starting up
- **55%** of our clients are from Nelson and 45% from Tasman District
- **96%** of clients found our services helpful or very helpful
- Business identified the main benefits of contact with NTBT:
 - increasing their knowledge of business (**67%**),
 - better motivation (**59%**)
 - better decision making (**43%**).
 - increasing their number of contacts (**35%**)
 - **24%** attributed growth to NTBT

NTBT Client Feedback Survey July 2016

One to One Assistance

- **328** business owners attended a free one hour meeting with our client advisor for information, resources and referrals to help support or build their business – **147** from the Tasman District, **179** from Nelson and **2** Nationally
- **523** referrals were made to other organisations and advisors.
- **70%** of our clients are start-up businesses

Start Up Training

NTBT is contracted by the Ministry of Social Development to assist WINZ clients in starting self-employment with individual training and support. NTBT provides the service in Nelson and Motueka.

- **14** Work and Income beneficiaries were assessed for viability of self-employment and received ongoing assistance to develop a business plan - **25%** result in a successful business
- **2** workshops were held in **Nelson**.

Mentoring

NTBT received an A rating for its mentoring service from client feedback.

104 businesses in the region were matched with a business mentor to assist their business. Businesses supported were mentored at their business location throughout the region; including a wide range of businesses - tourism operators, manufacturers, food producers, farmers, builders and other contractors, retailers, hairdressers, sports trainers, health practitioners and many more.

Mentors

119 mentors are now accredited to provide mentoring for businesses in the region – **76** reside in Nelson, **34** in Tasman District and 19 Marlborough.

9 new mentors have joined this year volunteering their business skills and expertise to assist local businesses.

Our time and resources help train and develop these volunteer mentors, who are an invaluable resource for the region

25 of our mentors completed Business Mentors New Zealand mentor training.

3 functions were organised attracting **80** mentors.

Network Meetings

570 have attended NTBT monthly Network meetings.

Mapua network meetings have proved popular with **49** attendees in the year in a joint venture with Janet Taylor of the Mapua and District Business Association.

New BizNet has been rebranded as BizBreak and features a local business presentation

- **BizNet** Monday evenings featuring a speaker on a relevant business topic – **242** attendees
- **New Biz Net** Tuesday mornings for people starting out in business – **59** attendees
- **Lunch & Learn** Tuesday featuring a speaker on relevant business topic – **220** attendees
- **Network on the Coast** – speaker and network event – **49** attendees

NTBT acknowledge support from the Nelson Marlborough Institute of Technology for providing the venue for monthly Network meetings, and the speakers for giving their time and expertise:

Ross Newman **How Seaworthy is Your Business**, Josh Findlay (Naked Shop) **Online Advertising**, Cher Wooliscroft **Breakthrough Communication**, Jane Pairman (Pairman IP) **Intellectual Property**, Alan Mathews **Selling**, Julian Clark (Crowe Horwath) **Accountancy Advice**, Laura McIntyre (Your Company Matters) **Networking Tips**, Gilbert Robertson and Paul Rosanowski (Your Success) **Cash Is King**, Jen Stewart (Innovate) **One Page Business Plan**, Giles Day (Training Management Solutions) **Business Excellence**, Chris Butler (Marketing Studio) **Marketing Today**, Patricia Greenhough (Lifetime Learning) **Be Your Ideal Self**, Bill Brett **How to Get Rich Quick**, Angela Cheruseo (Vision Coach) **Time Management**, Peter Rose **Conscious Business**, Sharon MacDonald (KISS) **Health & Safety Act**, Bill Brett **Customer Service**, Thomas Spring (Total Wellbeing) **Updating your Internal Software**, Giles Day (Training Management Solutions) **Strategies for ongoing Business Improvement**, Paul Rosanowski (Your Success) **Dealing with the Peaks and Troughs**, Chris Butler (Marketing Studio) **Online Marketing**, Jace Hobbs (Electric Bike Co) **Sustainable Business**, Ben Penketh (NMIT) **Social Media**

Connections

NTBT regularly connects to a database of **1075** business owners by email, Facebook and blogs on the website.

NTBT support the community and engage regularly with Nelson Regional EDA, NZTE, Uniquely Nelson, Work & Income, Inland Revenue, Community Support, Nelson Tasman Chamber of Commerce, NMIT, Richmond Unlimited, Motueka Our Town, Mapua District Business Association, Young Enterprise Scheme, BP Business Challenge, Marlborough Chamber of Commerce, BMNZ, Crowe Horwath, Barbican Training Centre and NELT.

NTBT Trustees 2015-16:

Ian Kearney (Chair)	Cathy Knight (Dep. Chair)	Gillian Williams
Cr Michael Higgins (TDC)	Cr Ruth Copeland (NCC)	Trevor Tuffnell
Kit Maling	Julian Clark CA	

NTBT Staff 2015-16:

Sarah Holmes – Manager	Alison Finlayson - Administrator
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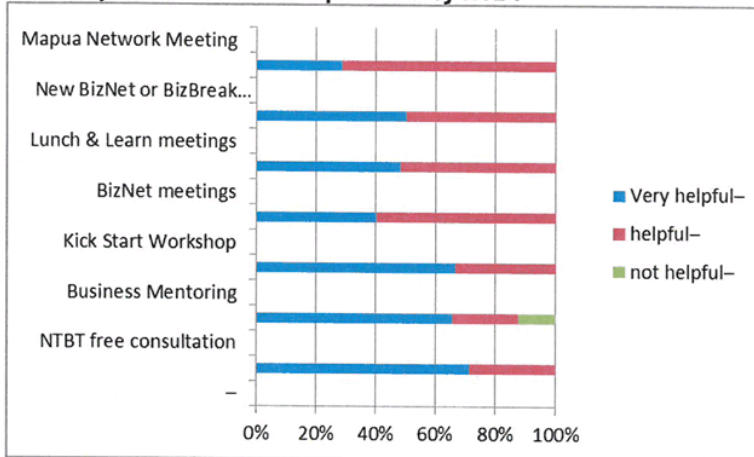
Nelson Tasman Business Trust

NTBT Client Summary 2015 – 2016

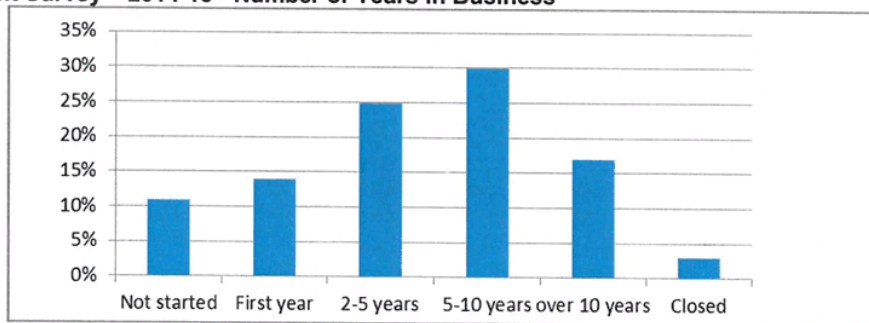
Numbers of people receiving accessing NTBT services in the year ending 30th June 2016

	Clients	Referrals	New Clients	Repeat Clients	Mentor Matches	Network meetings	Mentor Training	Mentor Events	Start Up	Existing
2015-16	328	523	148	180	104	570	25	80	228	100
									70%	30%

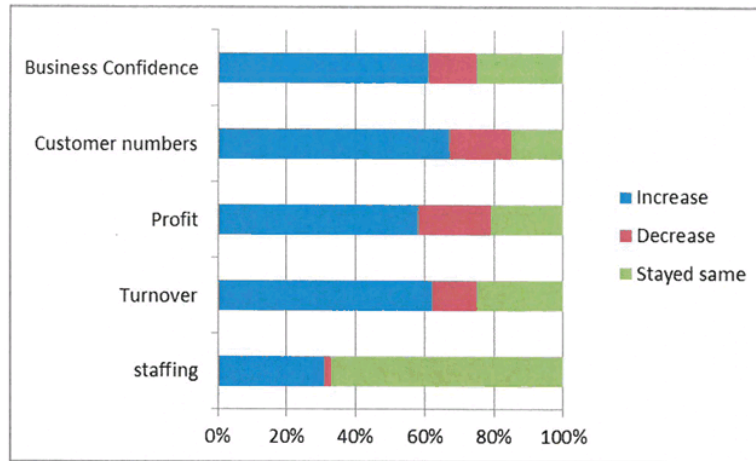
How Helpful was the service provided by NTBT



NTBT Client Survey – 2014-15 - Number of Years in Business



NTBT Client Survey - Changes to business in last 12 months
 Increase in all areas compared to previous year.



Client Feedback – Feedback Survey July 2016

Please comment on how your business benefited from contact with Nelson Tasman Business Trust.

Going to the networking & speakers raises my confidence. Upskilles me. I gain recognition in the Business community-business building for my future

Our mentor is amazing and is very helpful

re affirmed our business direction and ideas for creating new customers, Networking and knowledge Thank You more knowledge thankyou!

Sorry I have just not had time to attend any meetings.

Incredibly important for the first two years of my business set up - access to information about available courses (Barbican), free and low cost events to attend at a time when money is limited, and meeting other people in a similar situation.

Networking more ideas more motivation

Social networking tho no added sales.

Thank you for your accessibility.

Haven't really taken advantage of all the help available because of time constraints I would like to suggest that emailing news, ideas and any help regarding business operations would be good. I signed up to receive emails from SBA which is US based and their news really show support of small businesses. Hope we can have that kind of information available as well in New Zealand

talking with people that have a different angle at taking there businesses forward and take parts that apply to my buisiness

It was good to meet with other business people and listen to someone sharing on a helpful topic of health in the business

Inspirational speakers, motivation from meeting other business people.

Business mentor guiding us to work more on our business rather than in our business.

helped to build confidence in the way we operate

For a small business a mentor is a huge benefit with regards to their knowledge and also just as a key person you can discuss your challenges and successes with as well as your goals. Thank you.

Although I am no longer living in Nelson, I am in Nelson on business a few times a year and wish to be kept informed of events that I could attend.

Very valuable feedback on the business plan that I am developing both from Sarah and my business mentor. The meetings are informative but have so far not let to any further contacts or interest in my service.

marketing ways and werefors - help with re branding

Great networking with other businesses from a support point of view, but not resulted in viable sales links. nevertheless, beneficial

I can't thank the trust enough. Having a business mentor has created a positive and sustainable change in my business. The business now has a clear direction and purpose, along with a viable growth plan. Having the perspective of a mentor to provide honest, objective feedback has been invaluable.

supported me into becoming a LLC. which in turn gave me more business opportunities, thank you

It is just a great service to have in our region for supporting small businesses

I felt that I was on the right track and felt good when I had finished my meeting.

Wayne has been awesome. Just knowing that there is someone to turn to is an immense comfort and help. He has made us think about processes, business plans, helped us understand the financials, put budgets in place and made us think about the future growth and direction of the business.

Overall we have been very supported which has helped our self-belief and motivation. We have had 2 different mentors both of which had good input in various ways - one was more IT orientated and the other sales - which is what we are about. It has also helped us to connect with other business owners who are on the same page. Great for sharing ideas. At times it has helped give us direction. Sarah in particular has been a great connector with local contacts.

Opportunities for telling people about what I do for them. I also pick up little gems in most of the presentations that I can use. I've also had great feedback that I'm on the right track in the right environment at the right time - YAY!

To give me confidence in starting the business and to meet other new business owners that are in the same position as myself. Great support.

There are some good topics/sessions that are of interest to us but unfortunately as we are only a two person operation it hasn't been possible to get to any of the daytime sessions. Helping us access Business Mentor has been great and we have now had our first three meetings with our mentor. This is proving to be exactly what we needed.

confidence learning about local opportunities

Networking and feedback were the most important benefits

Sharing with other like-minded people

It's always good to rub shoulders with like-minded people.

More understanding on marketing, sales and how to run a business.

Sarah Holmes NTBT July 2016

03 539 0824 sarah@ntbt.co.nz www.ntbt.co.nz www.businessmentors.org.nz

Item 9.4

Attachment 5

9.5 ACTION SHEET - COMMUNITY DEVELOPMENT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 6 April 2017
Report Author: Tracey Barron, Executive Assistant - Community Development
Report Number: RCD17-04-07

Summary

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

2 Draft Resolution

That the Community Development Committee receives the Action Sheet - Community Development report RCD17-04-07.

3 Attachments

1. Action Sheet - April 2017

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Action Sheet – Community Development Committee

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 2 June 2016			
RCD16-04-02 Community Development Manager's Report	Staff to expand on the draft guidelines on the use of approved contractors by our volunteer hall committees ie what is required of a person to become an approved contractor.	F Wafer / B McDonald	Work in progress. Staff plan to have the work completed in the near future.
Meeting Date 8 December 2016			
RCD16-12-03 Community Development Manager's Report	Staff to follow up on the fitness equipment at Bill Wilkes Reserve for adults.	B Wilkes	Not started.
RCD16-12-10 2016 Triennial Elections Report	Councillors requested a breakdown on Mayoral votes by Ward.	S Hartley	Complete – emailed on 8 December