

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

Date: Thursday 14 July 2016
Time: 9.30am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

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

(Quorum 7 members)

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AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF MINUTES

That the minutes of the Community Development Committee meeting held on Thursday, 2 June 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, 2 June 2016, be confirmed as a true and correct record of the meeting.

That the minutes of the Community Grants Subcommittee meeting held on Thursday, 2 June 2016, be received.

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

8.1 (10.00 am) Sport Tasman 5

9 REPORTS

9.1 (9.35 am) Chair's Report 7

9.2 (9.45 am) Libraries Work Plan 2016/2017 11

9.3 (9.55 am) Reserves & Facilities Work Plan 15

9.4 (10.15 am) Customer Services Work Plan 2016/2017 20

9.5 (10.45 am) Community Development Manager's Report 23

9.6 (11.00 am) Action Sheet - Community Development 41

8 PRESENTATIONS

8.1 SPORT TASMAN

Information Only - No Decision Required

Report To: Community Development Committee

Meeting Date: 14 July 2016

Report Author: Tara Fifield, Executive Assistant

Report Number:

PRESENTATION

Nigel Muir (CEO) and another representative of Sport Tasman, will make a presentation to the Committee on their recent activities.

Appendices

Nil

9 REPORTS

9.1 CHAIR'S REPORT

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	14 July 2016
Report Author:	Judene Edgar, Chairman, Community Development Committee
Report Number:	RCD16-07-01

1 Summary

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

2 Draft Resolution

That the Community Development Committee receives the Chair's Report RCD16-07-01

3 Local Government Elections

- 3.1 Welcome to the penultimate Community Development Committee meeting for this triennium. Nominations for Council (Community Board and Mayor) and District Health Board open the day after this meeting (15 July) and close at noon on Friday 12 August 2016.
- 3.2 Information sessions for prospective/potential candidates for Council were held in Takaka on Tuesday 28 June, Motueka on Wednesday 29 June and Richmond on Thursday 30 June. Thanks to Electoral Officer, Sandra Hartley, for organising these and for CEO, Lindsay McKenzie, and Golden Bay Community Board Chair, Carolyn McLellan, for their attendance. It was great to see some new faces and possible candidates.
- 3.3 As Councillors are no doubt aware I will not be seeking re-election after three terms on Council (hence why I was able to support the information sessions for potential candidates). While elections can be a potentially fractious and time-consuming process, I am a strong believer in the democratic process. The more you can put yourself out there, the more informed voters can be. Similarly, I am available to provide information or insight to any potential candidates. I believe that the more informed potential councillors are, the better they will be in their role if elected.
- 3.4 Candidate information packs and nomination forms are available online, and through Council offices.

4 TrustPower Nelson Tasman Community Awards

- 4.1 Each year, Nelson and Tasman residents have the opportunity to formally recognise the dedication of their local voluntary groups. Sponsored and coordinated by TrustPower and locally administered by the two councils, the regional Awards cover five categories: Heritage & Environment; Health & Wellbeing; Arts & Culture; Sport & Leisure; and Education and Child/Youth Development.
- 4.2 The Awards were held on Monday 27 June. On behalf of Council I'd like to congratulate all of the winners who benefit our region, but to make special note of the following Tasman groups:
 - 4.2.1 Murchison Historical Museum Society and Golden Bay Organic Community Gardens – Joint Runner Up in the Heritage & Environment category.
 - 4.2.2 Age Concern Nelson Tasman – Runner Up in the Health & Wellbeing category and Nelson-Tasman Hospice who won this category.
 - 4.2.3 PANZ (Pastel Artists NZ) Mapua – Commendation in the Arts & Culture category along with Golden Bay group, Young@Art, who were the Runner Up and winners of the category Richmond Creative Fibre.
 - 4.2.4 Tasman Blue Beats Measure Leisure Marchers – Runner Up in the Sport & Leisure category along with the winners Murchison Youth Council.
 - 4.2.5 Ministry of Inspiration and Nelson Youth Theatre as joint Runner Up of the Education and Child/Youth Development category along with winner Big Brothers Big Sisters.
- 4.3 The winner of the Tasman Award went to Nelson Tasman Cycle Trails Trust and the supreme winner was Histrionics for their 'Somme Experience'. Founders of Histrionics

Barbara Seymour and our very own Daryl Page received the award on behalf of the group. This year's regional winner will join the other regional winners in Rotorua early next year for the National Community Awards.

- 4.4 Youth Spirit awards were also presented on the night to Clare Leyland (Waimea College), Conor Kennedy (Motueka High School), Dallas Bradley (Golden Bay High School), Sophie Smith (Nelson College for Girls) and Taylah Kirker (Nayland College). The winner was Keegan Phipps of Nelson College.

5 Community Awards

- 5.1 We received 15 nominations for this year's Community Awards. The Community Awards panel will be reviewing the nominations and the Awards ceremony will be held at the Headingly Centre on Thursday 4 August at 1.30 pm following Corporate Services Committee. Councillors are encouraged to put this date in your diary now so that they can help to support and celebrate some of our region's outstanding volunteers.
- 5.2 Of note, these awards are for individuals (not groups) that have been involved in a range of voluntary activities that have benefited their community for 20 years or more.

6 Community Grants

- 6.1 Community Grants applications are now open and available online. The closing date for applications this year is 31 July.
- 6.2 Unfortunately, there has been some confusion between the Creative Communities applications and the Community Grants applications, both of which are currently open, but there will be a review of the new Community Grants process after this round. If Councillors receive any feedback or if any applicants have any queries, please direct them to Mike Tasman-Jones.

7 Updates from Management Committees

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

8 Attachments

Nil

9.2 LIBRARIES WORK PLAN 2016/2017

Information Only - No Decision Required

Report To:	Community Development Committee
Meeting Date:	14 July 2016
Report Author:	Glennis Coote, Libraries Manager
Report Number:	RCD16-07-06

1 Summary

- 1.1 This report covers the key items on the work programme for the Libraries team through to the end of June 2017. This work is in addition to business as usual activities.

2 Draft Resolution

That the Community Development Committee receives the Libraries Work Plan 2016/2017 report RCD16-07-06.

3 Purpose of the Report

- 3.1 To provide the Committee with information on the Libraries team's work programme through to the end of June 2017.

4 Major Work Planned for the 2016/17 Year Includes:

Completion of the installation of Radio Frequency Identification technology (RFID)

- 4.1 RFID equipment is being installed across the district to improve the efficiency of our circulation processes and provide for improved security and tracking of stock. Retrospective tagging of stock commenced on 5 July and the project is expected to be completed by the end of October.

Completion of reorganisation of collections in Murchison Library

- 4.2 The intention is to change to a revolving collection model where a smaller collection is housed at Murchison but stock will be changed more regularly. The transfer of stock from Murchison collections has begun. New stock exchange processes will be put in place and shelving space within the library will be reorganised. The project is expected to be completed by the end of the calendar year.

Installation of security cameras in Motueka and Takaka libraries

- 4.3 This project will be undertaken at the same time as the installation of security cameras in the Motueka, Takaka and Murchison service centres.

Ongoing expansion of digital collections

- 4.4 An increase in the budget for digital collections enabled us to add 1,018 items to our e-book and e-audio collections during 2015/16, bringing the total number of items in the digital collections to 5,209. We will continue to work on expanding these collections and will investigate opportunities for new partnerships with other libraries for the purchase of digital collections.

Launch of the 1000 Books Before School pilot

- 4.5 This project is a collaboration between Motueka Library and the Motueka Family Service Centre. 1000 Books Before School is a programme designed to encourage and support families to read aloud to their children from birth. Reading aloud is a vital ingredient in building a child's foundation for successful learning. The pilot is expected to be launched in the first quarter of 2017.

Expansion of the Book-a-Librarian service to Motueka Library

- 4.6 The Book a Librarian service offers dedicated one-to-one help for library users with specific information needs. Our primary focus is on helping people to use library resources as well as helping them to access information and teaching them basic computer skills. Help sessions are available at specific times and must be booked in advance to ensure that a staff member is available to help. Bookings can be done in person, over the phone and online. The service is currently available at Richmond Library only.

Continue to deliver a range of events, displays and programmes in all libraries

- 4.7 Our aims are to raise awareness of the libraries and the resources and services available as well as to support lifelong learning, information and knowledge sharing and community engagement. Where possible we will collaborate with other agencies and organisations to develop and deliver programmes and events.

5 Attachments

Nil

9.3 RESERVES & FACILITIES WORK PLAN**Decision Required**

Report To:	Community Development Committee
Meeting Date:	14 July 2016
Report Author:	Beryl Wilkes, Reserves and Facilities Manager
Report Number:	RCD16-07-03

1 Summary

- 1.1 This report covers the work programme for the Reserves and Facilities team through to the end of June 2017.
- 1.2 The main parts of the programme are:
- 1.2.1 the Reserve Financial Contribution capital works projects;
 - 1.2.2 managing the Parks and Reserves Asset Management Contracts;
 - 1.2.3 Saxton Field development;
 - 1.2.4 building maintenance for Council halls; and
 - 1.2.5 insulation and heating upgrades for pensioner cottage.

2 Draft Resolution

That the Community Development Committee receives the Reserves & Facilities Work Plan report RCD16-07-03

3 Purpose of the Report

- 3.1 To provide the Committee with information on the Reserves and Facilities team’s work programme through to the end of June 2017.

4 Summary of Reserves and Facilities Assets and Services

Range of facilities

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

Funding

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

Contract Supervision and Planning

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

5 Saxton Field

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

- 5.2 The roadway linking the Avery Oval area with the access road off Main Road Stoke, is expected to be completed during this financial year.

6 Special Purpose Committees

- 6.1 The community halls are Council-owned halls that are available for hire on a regular or casual basis for public and private meetings, programmes and community events. Many local halls are highly valued by the community and have an important history associated with them. We also have two community centres located in Motueka and Takaka which provide opportunities for social interaction, activities, meeting spaces and offices for community groups.
- 6.2 We have 24 Special Purpose Committees that manage halls and/or reserve areas on behalf of Council. We are currently carrying out a building condition assessment on the halls and will be following up with any urgent work required.
- 6.3 Staff work with these committees on their annual operational and maintenance budgets. Funding requests for maintenance projects are approved by the relevant Community Boards and ward Councillors. The projects for this financial year are listed in Appendix 1.

7 Remote Campgrounds

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

8 Council Cottages/Pensioner Cottages

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

9 Working with Community Groups

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

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

10 Other Council Work

- 10.1 Our 2016/2017 work programme also includes assisting other Council work teams by:
- 10.1.1 reviewing landscape plans for subdivision consents and Council projects;
 - 10.1.2 checking the presentation of landscaped areas and reserves for 224 subdivision sign offs;
 - 10.1.3 providing advice on tree issues as requested;
 - 10.1.4 providing input into the urban design guide, the Engineering Standards and Council plan changes, etc.;
 - 10.1.5 providing input into the town centre developments and in particular the Richmond stormwater upgrade as the route for the new pipeline will pass through Washbourn Gardens and Jubilee Park; and
 - 10.1.6 planting and development plans for road reserve areas when required.

11 Attachments

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|----|---|----|
| 1. | Reserves and Facilities team's work programme | 19 |
|----|---|----|

Work Programme projects list.**1.1 Golden Bay**

Complete the Takaka Memorial Reserve playground upgrade.

Redevelop the Ligar Bay beachfront area as per the concept plan

Develop an informal burial area at Rototai Cemetery as another burial option and install location signage.

Develop the walkway from Excellent Street to the beach via the Coba Holdings subdivision once ownership of the land is transferred to Council.

Prepare a concept plan for the development of Ruataniwha Reserve.

Continue Coastcare work with coastal communities.

1.2 Motueka

Install location signage at Motueka Cemetery.

Continue working with the Keep Motueka Beautiful Committee and provide support for the Motueka Beach Reserve redevelopment.

Work with local residents at Stephens Bay regarding walkways and access to local reserve areas.

Consult the community regarding the proposed upgrade of the Trewavas Street Foreshore Reserve walkway.

Prepare concept plans for the development of Ngā Piko Place and Newhaven Crescent Reserves.

Work with local Iwi regarding the development of Pukekoikoi Reserve.

1.3 Waimea\ Moutere and Lakes\Murchison

Purchase new reserve land in Wakefield and Mapua.

Develop the new reserve at Westmere Drive (Boomerang Farm subdivision) and walkway connection to Stagecoach Road.

Replace soft fall area in the Upper Moutere Recreation Reserve playground, review the Brightwater Recreation Reserve and Mapua Recreation Reserve playgrounds. Provide new equipment in Wakefield.

Work with Focus Wakefield on the development of Whitby Green and the Brightwater Community Association on the development of the Brightwater Village Green.

Mapua Waterfront Park, work with the local Community Group on developments for the park and provide name signage for the park.

Complete the installation of new toilets and shade sails at LEH Baigent Memorial Reserve

Develop a Natural Burial Area in Spring Grove Cemetery.

Work with the Wakefield Recreation Reserve Management Committee to build a verandah and deck on the clubrooms and concrete the storage shed floor.

Paint the Lee Valley (DOC) Reserve toilets.

1.4 Richmond

Ben Cooper Park, proceed with the provision of toilets for the Park.

Richmond Cemetery, install location signage and a new ash beam.

Dellside Reserve, install new mountain bike tracks.

Continue to work with the Keep Richmond Beautiful Committee on projects.

Paint the Busch Reserve toilets.

Saxton Field, continue with the construction of the Velodrome, the development of Champion Green, work with Nelson City staff on the connecting road and the development of walkways through the reserve areas.

District Wide

Complete the upgrade of reserve lights to the LED lighting system and renew poles where required in conjunction with the Engineering teams project.

Special Purpose Committee

2016 -2017

Approved Projects

Project

GOLDEN BAY

Bainham Hall

Upgrade toilets

Collingwood Hall

Main Switch Board
upgrade

Golden Bay Rec Park

Purchase new mower

WAIMEA

Lake Rotoiti Hall

Repaint exterior timber

Dovedale Rec Reserve/Church

Paint Church exterior

Ngatimoti Rec Reserve

Septic tank upgrade

RICHMOND

Hope Rec Res/Hall

Install new fire alarm

Richmond Town Hall

Roof repair/replace

MOTUEKA

Memorial Hall

Install new fire alarm

9.4 CUSTOMER SERVICES WORK PLAN 2016/2017

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 14 July 2016
Report Author: Suzanne Westley, Customer Services Manager
Report Number: RCD16-07-05

1 Summary

- 1.1 This report covers the work programme for the Customer Services team through to the end of June 2017.

2 Draft Resolution

That the Community Development Committee receives the Customer Services Work Plan 2016/2017 report RCD16-07-03.

3 Purpose of the Report

- 3.1 To provide the Committee with information on the Customer Services team's work programme through to the end of June 2017.

4 Major work planned for the 2016/2017 year includes:
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- 4.1 We will continue to investigate and improve the online services we are delivering to our customers. We are currently testing an online application tool for requesting Land Information Memorandum. This will enable Council to offer a digital end to end service to our customers. We will still maintain a paper based system for customers who are not online. The online application will be available from August 2016.
- 4.2 Our Call Centre phone system software is due for a major upgrade commencing in August. We are currently operating software which is numerous product versions behind the up to date version. The new software will enable better customer information and system usability, which can support multi-channel interaction with customers. Training for this upgrade is to be completed in September 2016.
- 4.3 We are reviewing our request system for Cemetery Interment Warrants and Memorial installation in Council cemeteries. We have had an increase in the number of Funeral Directors in Tasman District and more enquires from families wanting to manage the process for themselves. We are working towards an online application for all requests for Interment Warrant. To complete the online process, we are also working on developing an application for uploading photographs of memorials to our system. The improvements to this process are to be available from October 2016.
- 4.4 Customer Services regularly receive requests wanting to view on our website Memorial Headstones and Plaques. Council has around 7,500 photographs stored on our system. We are investigating a simple and cost effective way to provide this information. We are working towards having the information available by 30 June 2017.
- 4.5 We will undertake an assessment of our afterhours procedures. We are investigating the option of providing access by our afterhours provider to our service request system to reduce double handing of information by staff. We will carry out training and trials of the proposed changes in October with full implementation of a changed system in December 2016.

Golden Bay Service Centre

- 4.6 Information Services staff are currently undertaking a major upgrade to our NZTA Agency software which will put the Agency on a more secure electronic platform for the future. This upgrade will be completed in July.
- 4.7 The rebuild of the Service Centre is very much on the minds of staff. We are working with all parties to ensure we get the best outcome with the rebuild of the Service Centre. The return to the Commercial Street site is dependent on when the work commences.

5 Attachments

Nil

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

Report To:	Community Development Committee
Meeting Date:	14 July 2016
Report Author:	Susan Edwards, Community Development Manager; Chris Choat, Community Relations Manager; Glennis Coote, Libraries Manager; Sharon Flood, Strategic Policy Manager
Report Number:	RCD16-07-02

1 Summary

- 1.1 This report provides the Committee with an update on some of my work since the June Community Development Committee meeting and outlines key highlights of the work undertaken by the Community Relations and Strategic Policy sections of the Community Development Department.
- 1.2 The Customer Services, Libraries and Reserves and Facilities sections have separate reports outlining their work plans for the upcoming year.
- 1.3 The 'commentary and patronage' pages of the April and May 2016 reports from the Aquatic and Fitness Centre managers are attached.

2 Draft Resolution

That the Community Development Committee receives the Community Development Manager's Report RCD16-07-02.

3 Purpose of the Report

- 3.1 This report provides the Committee with an update on some of my work since the last Community Development Committee meeting and outlines key highlights of the work undertaken by the Community Relations and Strategic Policy sections of the Community Development Department.
- 3.2 The Customer Services, Libraries and Reserves and Facilities sections have separate reports outlining their work plans for the upcoming year.

4 Background and Discussion

- 4.1 Since my last report in June, I have undertaken a number of key activities. Among other things, the highlights have included:
- attending fortnightly Joint Landfill Project Board meetings and providing input into the planned Long Term Plan amendment relating to the proposal;
 - attending meetings and assisting with the Waimea Community Dam project;
 - attending a Digital Enablement Plan meeting;
 - meeting with Sport Tasman CEO Nigel Muir to discuss various matters of interest;
 - attending regular Annual Plan meetings with staff;
 - attending a Rural and Provincial Sector meeting in Wellington on 16 and 17 June - further details on this are provided below;
 - dealing with various matters and attending meetings on the Golden Bay Community Recreation Facility;
 - meeting with staff and landowner regarding a possible land purchase in Wakefield;
 - attending the Golden Bay Community Board meetings on 28 June and 12 July;
 - meeting with Richmond Ward Councillors about Target Shooting Nelson;
 - interviewing for the Senior Policy Advisor role;
 - attending a Civil Defence Incident Management Team workshop; and
 - meeting with Chris Ward from Nelson City Council on various matters.

5 Golden Bay Community Recreation Facility Update

- 5.1 Work is now progressing well on the Golden Bay Community Recreation Facility. When I last visited the site, the concrete floor had been poured for the function room, meeting room, kitchen/bar end of the complex.
- 5.2 The Golden Bay Shared Recreation Facility Committee has now raised most of the \$830,000 it needs to raise for its share towards the facility, having recently received a fantastic grant from the Lottery Grants Board. The Committee now needs to raise further funding of approximately \$200,000 towards the fit-out of the facility. The Committee has worked hard to achieve this result and should be congratulated for the work they have done on behalf of the Golden Bay community.
- 5.3 Below are some photographs of the facility under construction.





6 Rural and Provincial Sector meeting

- 6.1 As noted above, I attended the LGNZ Rural and Provincial Sector meeting on 16 and 17 June. Some of the highlights of the meeting included:
- Presentation from Fergus Power, CEO, Wairoa District Council - presentation on rocket launching project happening in Wairoa.
 - Discussion on Annual Plan consultation and the experiences of the councils present under the new Annual Plan consultation provisions in the Local Government Act.
 - Presentation from Craig Hill, Ministry of Business, Innovation and Employment on building matters.
 - Presentation from Sam Lotu-liga, Minister of Local Government on the Better Local Services amendments to the Local Government Act and the council snapshots.
 - Presentations from various political party leaders Winston Peters, NZ First, James Shaw, Green Party Co-Leader and David Seymour, Leader, ACT Party and from Ann Tolley, Minister of Social Development.
 - Presentation from Lawrence Yule, LGNZ President providing an update on LGNZ's relationship with Government.
 - Presentation from Malcolm Alexander providing an update on LGNZ's current work.
 - Panel discussion from councils on growing tourism and freedom camping.
 - Presentation by Wiri Gardiner, Chair and Sandra Preston, CEO of Local Government Commission outlining the current approach of the Commission and the work they are currently undertaking.
- 6.2 I am happy to provide my notes of the meeting to any Councillors who would like to see them.

7 Aquatic and Fitness Centre

- 7.1 Attached are the 'commentary and patronage' pages of the April and May 2016 reports from the Aquatic and Fitness Centre managers.

8 Community Relations Update**New team member**

- 8.1 Lani Evans has joined the Community Relations team as a Community Partnerships Officer. The role was created following the refocus of the former community recreation and events role undertaken by Paul McConachie. Lani will be working on building the relationship between the Council and community groups, with a view to promote beneficial partnerships.
- 8.2 She will also take an active role in the events and recreation partnerships areas.

Community engagement

- 8.3 Community Relations staff continue to provide advice on community engagement to a number of projects throughout the Council. The aim is to promote a higher level of engagement between Council and its community and to enhance knowledge of what the Council is delivering and why.
- 8.4 The team has advised and assisted on the recent Draft Moturoa/Rabbit Island Reserve Management Plan, Outstanding Landscape and Natural Features work, the Queen Street upgrade engagement exercises, among others.

Community facility management contract

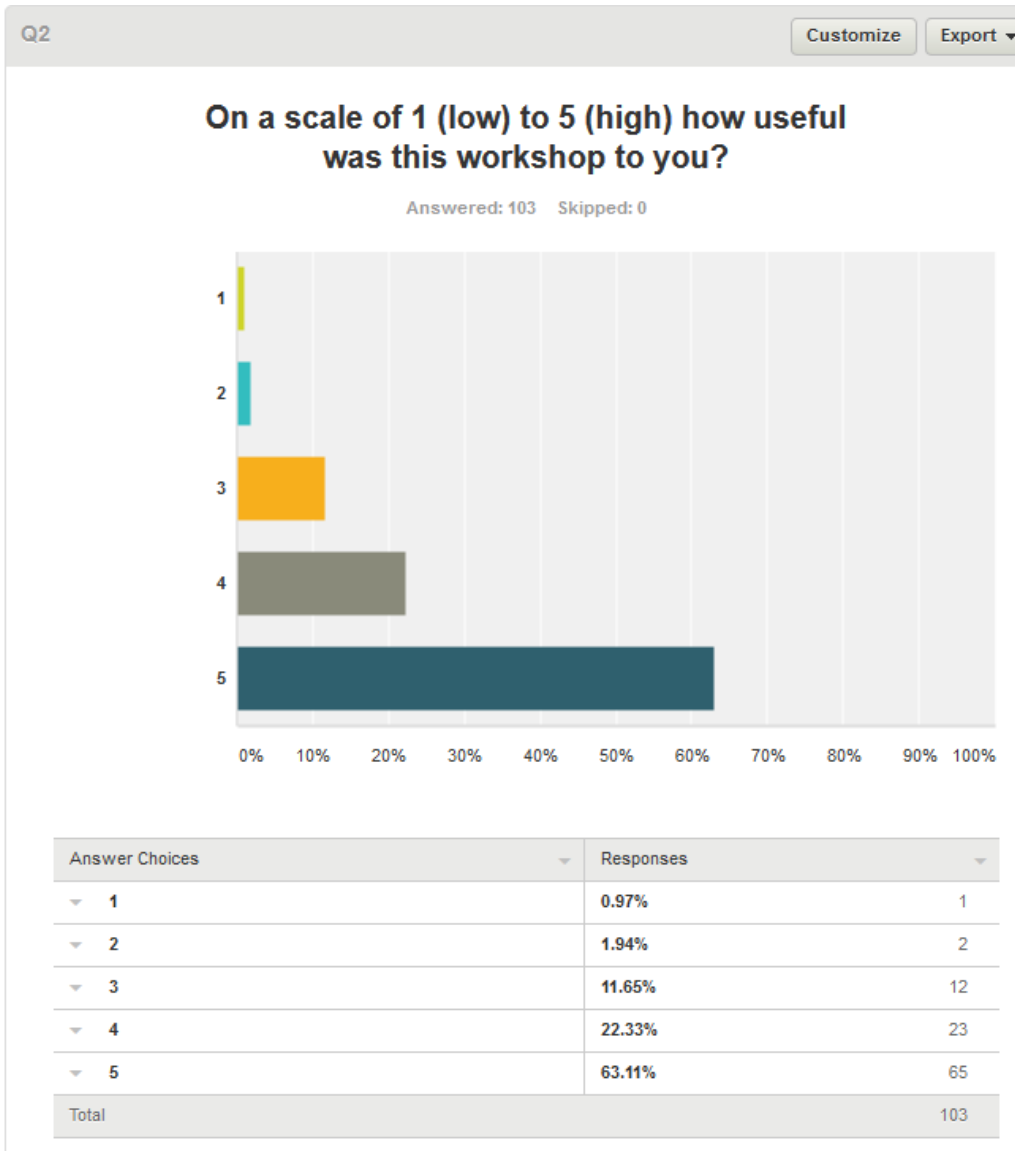
- 8.5 The Facility Management contracts have been sent out to the facility providers in Motueka, Murchison and Moutere. The contract will also apply to the new facility in Golden Bay. A new contract has been provided to the Golden Bay Community Workers which will run until March next year. This will enable a transfer of services from the current structure to the new Community Recreation Facility.
- 8.6 The team has facilitated meetings between the current facility providers and the Golden Bay Shared Recreation Facility Committee to explore and pass on learnings and experience with regard to facility management, governance and employment.

Website

- 8.7 Our last report detailed continued year on year growth for the website. Activity since that time has focused on a large number of content updates coinciding with the end of the financial year – including fees and charges, several consultations, rates information updates and so on.

SmartWeek

- 8.8 Unique page views for the SmartWeek page on the wearedigital.nz website from 1 June to 3 July hit 1220, with nearly 5 minutes (4:44) spent checking out the programme online. As of 4 July, 103 respondents completed the SmartWeek Exit survey, with high levels of satisfaction. Thanks to the library staff for their time, energy and assistance – there seems to be a high level of interest in these types of events. Special mention should also go to Karen Lee for her efforts co-ordinating the week's events.



Other developments

8.9 Residents will soon be able to request to receive rates and water rates notices via email. Customers simply complete a simple online registration.

8.10 Development of an online LIM Application request is nearly complete.

Council and Civil Defence website upgrades

8.11 A small project team has been established for the Council website upgrade project and a project brief has been developed for the work.

8.12 A joint Council team is working with Civil Defence on an upgrade to their website.

Community grants go online

8.13 The Council has moved the Community Grant application process completely online. The team is holding a number of sessions throughout the District to provide training to potential applicants in the week 11-15 July.

Media

8.14 In the last period media activity has included:

- Joint landfill consultation
- Golden Bay Outstanding Landscapes consultation 4 July – 8 August
- Elections
- Golden Bay Community Recreation Facility
- Privately owned roads throughout the District
- Mapua over-spend
- Draft Traffic Control Bylaw
- Draft Water Supply Bylaw
- Riwaka flood warning advice

9 Strategic Policy Update
Solid Waste Long Term Plan Amendment

- 9.1 Following on from the decision at Full Council on 30 June 2016, the consultation document on the Solid Waste amendment to the Long Term Plan 2015-2025 was publicly notified on 4 July 2016. Submissions close on 5 August 2016. Due to the level of community engagement already undertaken on the joint agreement, we are not expecting a large number of submissions.
- 9.2 Staff are currently working on the development of the membership, terms and conditions, etc, for the joint venture agreement with Nelson City Council.

Rabbit Island/Moturoa Reserve Management Plan (RMP)

- 9.3 Public submissions for the RMP close on 8 July 2016. At the time of writing this report we had received 110 submissions. Hearings are scheduled for 1 and 2 August 2016, with final adoption planned for late September.
- 9.4 We have been working with the iwi of Te Tau Ihu to revise the Maori Heritage section. A joint workshop was held with interested iwi on 6 July 2016.

Growth Strategy

- 9.5 We are working through the data requirements for the next Growth Strategy Supply and Demand Model. We are also working on improving the growth model and programme, and are investigating how data requirements for determining development contributions by catchment can be incorporated.
- 9.6 As reported earlier, we have a combined project underway with Nelson City Council to develop an economic model for projecting business and industrial demand.
- 9.7 We are planning to hold three developer workshops over July and August 2016 to discuss our growth model, areas for preferred future development, development contributions and innovative solutions for providing infrastructure.

Pre-Election Report

- 9.8 We are assisting the Chief Executive with the preparation of his Pre-Election Report. The report will be going to the Environment and Planning Committee meeting on 28 July as an information item, and will be publicly available from 29 July 2016.

Section 17A and Child Protection Policy

- 9.9 Our contractor is busy working on the Section 17A review work and Child Protection Policy. Both these pieces of work will be coming back to Council later in the year for discussion and approval.

Annual Report and Long Term Plan 2018-2028

- 9.10 Our team has begun the initial planning for the development of the Annual Report and the Long Term Plan 2018-2028.
- 9.11 The Annual Report is scheduled for adoption in late September 2016.
- 9.12 We are planning to report back to Council in late 2016/early 2017 to provide an overview of our LTP programme and seek your guidance on goals and issues.

10 Libraries Update

Programmes and events

- 10.1 Recent events and programmes included:

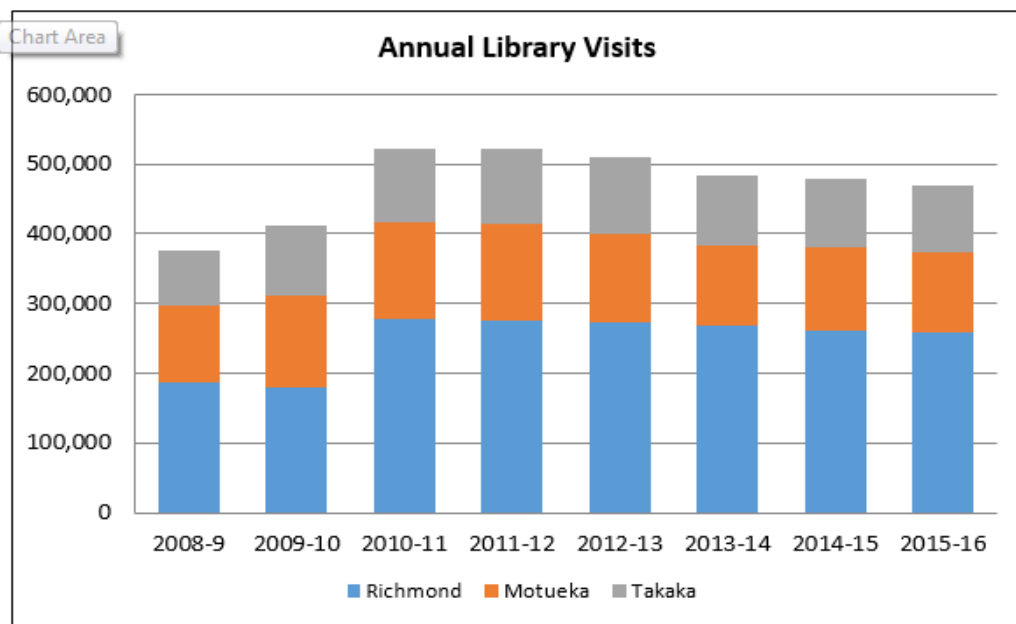
- 10.1.1 The fifth annual Children’s Book Quiz involved 28 teams of primary-aged students from across the district. The quiz was run simultaneously in Richmond, Motueka and Takaka. The quiz comprises four rounds of 10 questions; two rounds are based on recently published New Zealand books and each library awards a trophy to their winning team. There are prizes for the most imaginatively dressed-team. The children participate with enthusiasm and the awards are hotly contested. A teacher from Brightwater School thanked the Richmond Library for running the quiz and said “It is wonderful to see how excited the students get about this quiz.”
- 10.1.2 Michael Bennett, author of “In Dark Places”, writer/director of the award winning documentary “The Confessions of Prisoner T” and former Motueka resident visited Richmond and Motueka libraries to talk about the Teina Pora case. Mr Bennett discussed excerpts from the police interviews that led to Teina’s arrest and wrongful convictions, answered questions and signed copies of his book.
- 10.1.3 Richmond Library held a number of events to celebrate Matariki, the Maori New Year. Events included flax weaving workshops, a talk on the Matariki night sky by Nelson astronomer Richard Rea and a talk on Maori musical instruments by acclaimed master carver Brian Flintoff.
- 10.1.4 Takaka Library launched Craft Open Home, a weekly drop-in session intended to provide an opportunity to share knowledge, learn new skills and meet new people.
- 10.1.5 The Education and Partnerships team and Richmond Library partnered to create a display promoting Enviroschools and general environmental awareness programmes that Council engages in with the District’s schools. The display included a pictorial work created by Salisbury School students around the topic of fish migration and a fish population game as well as photographs and examples of

work by students. The display attracted interest from library users and provided another positive example of the ways Tasman District Council interacts with and supports its communities.

- 10.1.6 Richmond Library was the venue for twenty-three events during Richmond SmartWeek. A range of training courses and workshops were run by the library. Other workshops and presentations were delivered by organisations including as SeniorNet Nelson, Innovate Nelson, Hothouse and Nelson Tasman Tourism. Most events were generally very well attended and feedback received indicates that there is strong demand from the general public for opportunities to learn about and experience new technology.

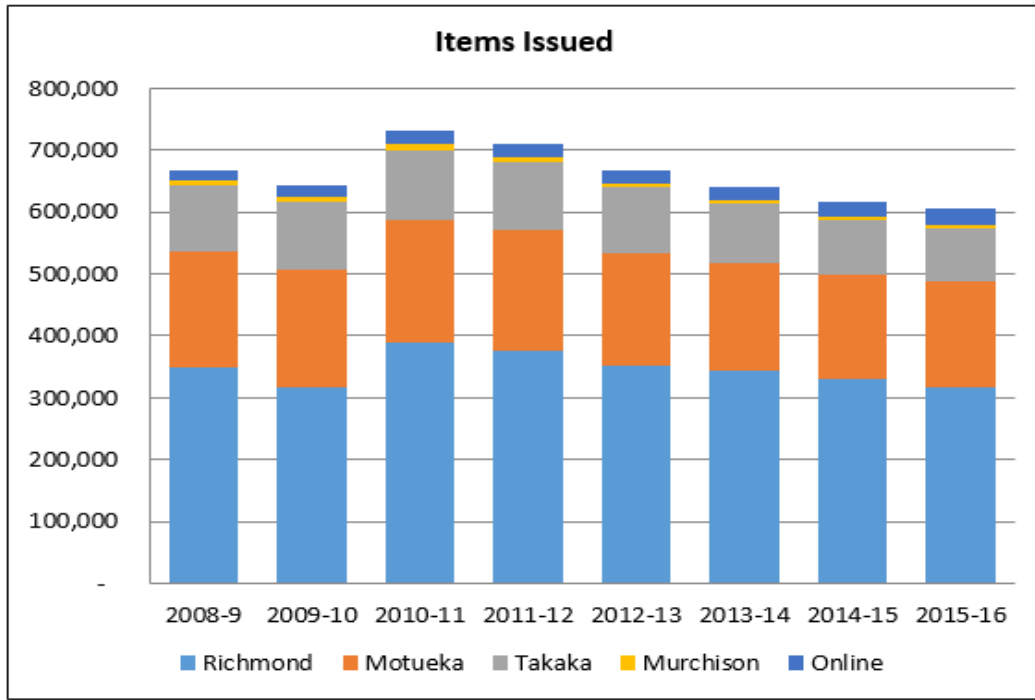
Annual Statistics

- 10.2 Visitor numbers for the year totalled 468,786. This was a decrease of 4.3% compared to 2014/15.

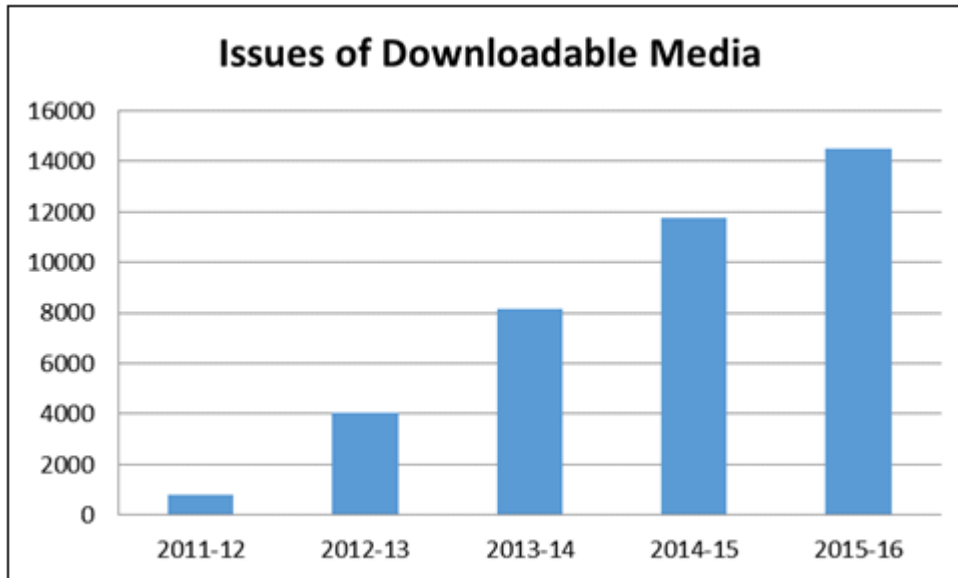


- 10.3 During the 2015/16 year, the district’s libraries issued 619,276 items. This was a decrease of 1.3% compared to issues in 2014/15. Richmond, Takaka and Murchison libraries all recorded a small decrease in issues while Motueka Library recorded a 2% increase.

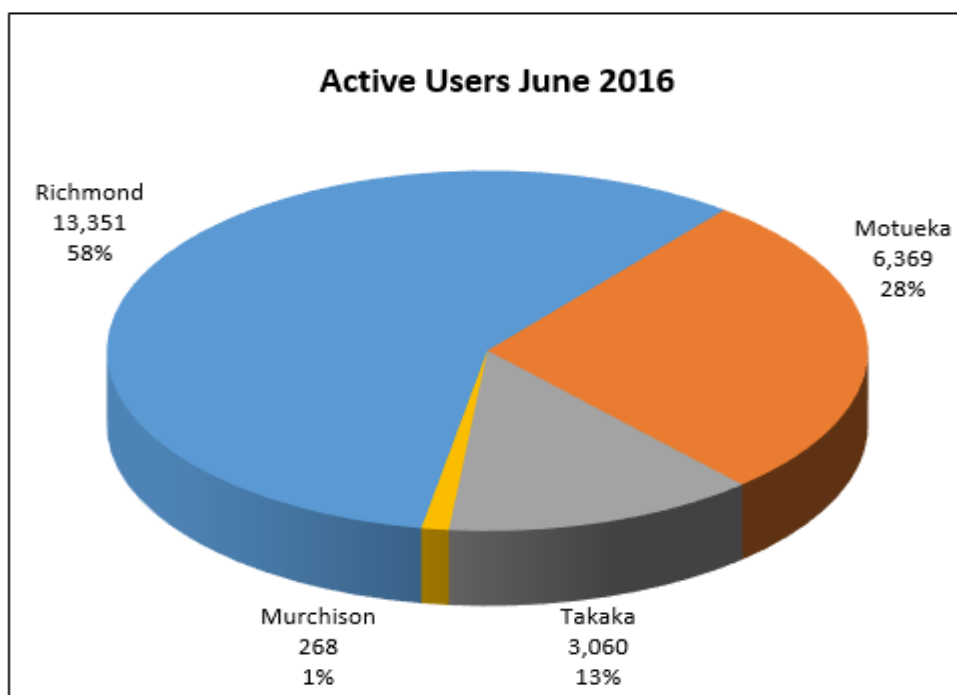
Item 9.5



10.4 The number of physical items issued in the past year totalled 604,763 and issues, or downloads, of e-books and e-audio totalled 14,513; an increase of 23.2%. Issues of downloadable items now accounts for 2.3% of our total issues.



10.5 Active users at the end of June equalled 23,048. The active user count includes those people who have borrowed an item or renewed their membership during the previous two years. However, the membership figure does not give a complete picture of the number of people who are borrowing resources from the library, as the count does not include those users who only use electronic resources. A snapshot of use on 30 June showed 6,787 or 29.4% of active library members had items on loan on that day. This is on par with last year when 6,738 people had items on loan on 30 June.



11 Health and Safety Update

11.1 Information Services staff are working with Suzanne Westley to install the new security cameras in the Richmond customers service area. The server equipment is having to be upgraded, which has delayed the installation of the cameras.

12 Attachments

- | | | |
|----|----------------------------------|----|
| 1. | Aquatic Centre Report April 2016 | 35 |
| 2. | Aquatic Centre Report May 2016 | 39 |



Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Patronage Summary - April

Visits to the facility showed positive growth for the month of April in comparison to the same month over previous years. Patronage in comparison to March was slightly down but this seems to also be the trend over previous years, however the total number between the months was less this year

Richmond Aquatic and Fitness Centre Patronage Numbers:

User	Total April 16	Total March 16
Adult	1899	2159
Adult Concession	621	892
Adult/ Preschooler (x2)	1824	1987
Adult/ Preschooler Concession (x2)	200	230
Child	3054	1726
Child Concession	146	269
Community Service Card Holder	126	99
Community Service Card Holder Concession	115	198
Family (x4) Shark pass	892	336
Preschooler	273	193
Preschooler concession	11	8
Senior	157	193
Senior Concession	470	687
Visitor	0	0
Student Concession	47	60
Aquatic Memberships	248	233
Holiday Programme	414	0
Before + After School Care	215	417
User Groups	962	715
Wave Rave	501	259
Promotional Visits	256	165
Child School Swim	31	74
Adult School Swim	63	78
Swim School	4,949	6946
Shower	103	88
Supervised Child Care	0	0
Aqua Fitness concession	351	400
Aqua Fitness casual visits	65	105
Group fitness casual visits	21	10
Fitness Centre casual visits	99	227
Fitness Centre Concessions	53	75
Fitness Centre Memberships	5222	5321
Total Patronage for the Month	23388	24150

Total patronage Jul 15 – March 16 256180 APRIL 15 – 20193 APRIL 14 - 20205

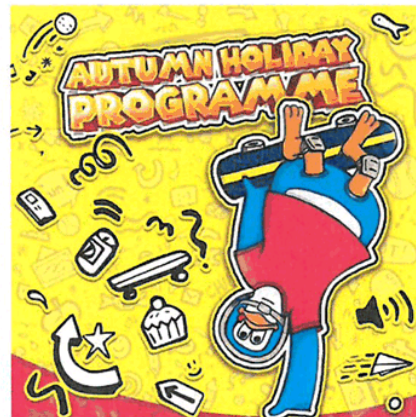


3.0 Marketing and Promotion

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

Additional Promotions

- Theme week this month was colour carnival and the facility looked outstanding
 - Photos below
- Our Free event ran for two weeks during the holidays – WET and WILD Challenge
 - This was the 4th time running this programme which continues to grow in success.
- Holiday Swimming Lessons were very popular
- Half Price Family Pass was offered on ANZAC day weekend
- Holiday Programme feedback from Parents was very positive and the children had some great adventures in the region including Stand Up Paddle Boarding



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.



Additional Updates

Fitness Centre Flood

- The fitness centre was closed for two days after a pipe burst and caused significant flooding in this area of the building. Staff and cleaners worked extremely hard to re-open the fitness.



Sauna Re-opened

- At the end of the month the sauna re-opened to the public after the incident in February. Both Staff and members of the public were greatfull to see this feature return.





Richmond Aquatic and Fitness Centre Monthly Report

1.0 Commentary and Patronage

Patronage Summary - MAY

NOTE: Wave Pool Closed – this affected all casual entries for the month and often significantly. Areas that did well during the month were user groups and pool bookings.

User	Total May 16	Total April 16
Adult	896	1899
Adult Concession	1075	621
Adult/ Preschooler (x2)	1192	1824
Adult/ Preschooler Concession (x2)	286	200
Child	995	3054
Child Concession	118	146
Community Service Card Holder	85	126
Community Service Card Holder Concession	185	115
Family (x4) Shark pass	216	892
Preschooler	182	273
Preschooler concession	23	11
Senior	139	157
Senior Concession	784	470
Visitor	0	0
Student Concession	91	47
Aquatic Memberships	283	248
Holiday Programme	0	414
Before + After School Care	445	215
User Groups	1289	962
Wave Rave	320	501
Promotional Visits	48	256
Child School Swim	113	31
Adult School Swim	3	63
Swim School	6409	4,949
Shower	99	103
Supervised Child Care	0	0
Aqua Fitness concession	336	351
Aqua Fitness casual visits	65	65
Group fitness casual visits	24	21
Fitness Centre casual visits	188	99
Fitness Centre Concessions	73	53
Fitness Centre Memberships	5298	5222
Total Patronage for the Month	21260	23388

Richmond Aquatic and Fitness Centre Patronage Numbers:

Total patronage Jul 15 – May 16 277440 MAY 15 – 2466 MAY 14 - 23019



3.0 Marketing and Promotion

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

Additional Promotions

- Wave Pool Closure
 - Attracted a lot of media attention including what was published internally and on our website and facebook platforms.
- We had a lot of programmes operating this month prior to and following the pool closure – photos as follows

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 pinpointed as vital in moving the facility forward.

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

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



9.6 ACTION SHEET - COMMUNITY DEVELOPMENT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 14 July 2016
Report Author: Tara Fifield, Executive Assistant
Report Number: RCD16-07-04

1 Summary

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

2 Draft Resolution

That the Community Development Committee receives the Action Sheet - Community Development report RCD16-07-04.

3 Attachments

1. Action Sheet - July 2016

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Action Sheet – Community Development Committee

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date 25 June 2015			
RCD15-06-02 Reserves & Facilities Manager's Report	Councillors requested statistics on which halls in the Tasman District are more self-supported than others.	B Wilkes / Finance Team	Work in progress - currently working with the Finance team
Meeting Date 17 September 2015			
RCD15-09-03 Halls General Report	Staff to investigate the fire alarm systems in each Council owned hall and, where the current alarm is not sufficient for the numbers using the hall, either upgrade the system or limit the numbers able to gather in the hall at any one time.	B Wilkes	Work in progress
Meeting Date 2 June 2016			
RCD16-06-04 Chair's Report	Beth to contact the Chair or Secretary of the Equestrian Park Board to discuss putting an article in Newline about the upcoming AGM.	B Catley	Done - an article will be included in the next two issues of Newline.
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. Staff to set up a meeting with key hall committee people and staff together so they can canvass all the concerns at once in regard to community groups focusing on the health and safety legislative change.	F Wafer / B McDonald F Wafer / B McDonald	Work in progress Work in progress

Item 9.6

Attachment 1