



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

Date: Thursday 14 November 2013
Time: 10.15 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Community Development Committee

AGENDA

MEMBERSHIP

(Quorum 7 members)

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

AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

THAT apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF MINUTES

Nil

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

Nil

9 REPORTS

| | |
|---|----|
| 9.1 Golden Bay Community Facility Report..... | 5 |
| 9.2 Appointments to Management and Other Committees..... | 21 |
| 9.3 Chair's Report..... | 27 |
| 9.4 Community Development Manager's Report..... | 33 |
| 9.5 Customer Services Manager's Report..... | 61 |
| 9.6 Reserves Manager's Report..... | 65 |
| 9.7 Libraries Manager's Report..... | 75 |
| 9.8 Action Sheet - Community Development 14 November 2013 Report..... | 81 |

10 CONFIDENTIAL SESSION

| | |
|---|----|
| 10.1 Procedural motion to exclude the public..... | 89 |
| 10.1 Moutere Hills Community Centre Report..... | 89 |
| 10.2 Land Purchase SportsPark Motueka Report..... | 89 |

9 REPORTS

9.1 GOLDEN BAY COMMUNITY FACILITY REPORT

Decision Required

| | |
|-----------------------|--|
| Report To: | Community Development Committee |
| Meeting Date: | 14 November 2013 |
| Report Author: | Susan Edwards, Community Development Manager |
| Report Number: | RCD13-11-01 |

1. Summary

- 1.1. The Golden Bay Shared Recreational Facility Inc. Committee has prepared concept plans for the proposed Golden Bay Community Facility and has now sought approval from Council to proceed with the detailed design for the community facility. Staff have some concerns with the concept plans that have been developed and wish to work through those concerns with the Golden Bay Shared Recreational Facility Inc. Committee. The concerns relate to the site layout at the Golden Bay Recreation Park, the concept plan and floor layout for the facility, and the carparking on the site.
- 1.2. This report outlines three options for the Committee's consideration:
- Option 1: Approve the project to go to detailed design; or
 - Option 2: Decline to approve the project to go to detailed design; or
 - Option 3: Establish a working party to work with the Golden Bay Shared Recreational Facility Inc. Committee to finalise the concept plans and to report back to the Community Development Committee prior to proceeding to detailed design.
- 1.3. Option 3 is recommended.

2. Draft Resolution

That the Community Development Committee:

1. receives the Golden Bay Community Facility Report RCD13-11-01; and
2. approves the establishment of a Golden Bay Community Facility working party comprising the Chair of the Community Development Committee, the two Golden Bay Councillors, Cr _____ and Council officers to work with the Golden Bay Shared Recreational Facility Inc. Committee on the concept plans for the facility; and
3. asks the Golden Bay Community Facility working party to report back to the Community Development Committee to approve the concept plans prior to proceeding to detailed design.

3. Purpose of the Report

- 3.1. The purpose of this report is to:
- approve the establishment of a Golden Bay Community Facility working party to work with the Golden Bay Shared Recreational Facility Inc. Committee on the concept plans for the facility; and
 - ask the Golden Bay Community Facility working party to report back to the Community Development Committee to approve the concept plans prior to proceeding to detailed design.

4. Background and Discussion

- 4.1. The first public meeting on a proposed community facility for Golden Bay was held in September 2010. Further work on the project occurred in subsequent years. The Golden Bay Shared Recreational Facility Inc. Committee was formed and submitted to Council's Draft Long Term Plan 2012-2022 seeking the inclusion of the project in the final Long Term Plan.
- 4.2. The development of a Golden Bay Community Facility was subsequently provided for in the Long Term Plan 2012-2022. The Annual Plan 2013/2014 allocated \$300,000 towards the design work for the project. The total project budget is \$4.625 million, of which Council would contribute 80% and the Golden Bay community had to raise the remaining 20%. This funding arrangement is in line with Council's funding policy for such facilities.
- 4.3. At the March 2013 Golden Bay Community Board meeting the Board supported the Golden Bay Community Facility Project.
- 4.4. At the April 2013 Community Services Committee Dean Lund, Peter Blasdale and Don Robertson from Golden Bay Shared Recreational Facility Inc. Committee gave a presentation and update on the Golden Bay Community Facility project. The presentation included reference to a feasibility report carried out for the proposed community facility which had been prepared by Sport Tasman. The feasibility study confirmed the need for the facility, that it was supported by the community and that it should be operationally viable. The feasibility study noted that the new facility would replace the aging grandstand and clubrooms at the Golden Bay Recreation Park. The existing building has seismic stability issues and the facilities are not adequate to meet the needs of the community now and into the future. Copies of the feasibility report and presentation to the Committee can be provided to Councillors on request. Please contact me if you require copies.
- 4.5. As a result of the presentation and a submission on the Draft Annual Plan 2013/2014, Council agreed to provide the \$300,000 in the Annual Plan for the design work to be undertaken. The Golden Bay Shared Recreational Facility Inc. Committee has subsequently continued with developing the concept plans for the project.
- 4.6. The facility is proposed to be constructed on the Golden Bay Recreation Park on State Highway 60 approximately 1 kilometre from Takaka – refer to the attached plan in Appendix 1. The Council owns the Park and leases some land from the adjoining A&P Society for carparking. The Park is currently home to a range of recreational activities.

- 4.7. Attached in Appendix 2 is an update report from the Golden Bay Shared Recreational Facility Inc. Committee. Appendix 3 contains plans illustrating the potential location of the Community Facility on the Park and a concept floor plan for the facility.
- 4.8. The update report in Appendix 2 seeks approval from the Tasman District Council to proceed with the detailed design for the community facility.
- 4.9. Following receipt of the report staff have considered the concept design and information provided. We have several queries and concerns about the concept design including:
- provision of adequate carparking on site;
 - site layout in relation to other facilities and public access to the facility from the carpark; and
 - the layout of the floor plan of the facility, in particular having to access the toilets through the meeting room, separating the bar and kitchen facilities, provision of service corridors for the toilets.
- 4.10. We consider that these matters should be worked through prior to Council giving approval to proceed to detailed design. At the end of triennium debrief Councillors asked for an opportunity to review projects at various stages through the scoping and design process, prior to being asked to make a decision on whether to proceed with them. We are also aware that the Golden Bay Shared Recreational Facility Inc. Committee would like to progress the work. Therefore, we recommend that the Community Development Committee agrees to establish a working party to work on finalising the concept design for the project and that the working party is asked to report back to the Community Development Committee to approve the concept plans prior to proceeding to detailed design.

5. Options

Option 1: Approve the project to go to detailed design

- 5.1. Under this option the Committee would give approval to the Golden Bay Shared Recreational Facility Inc. Committee to proceed with work in the detailed design. While this option has the advantage of enabling the project to proceed quickly, staff are concerned that the site and concept plans outlined in Appendix 3 are not optimal and that they may not provide the best facility for the community. Staff do not recommend this option.

Option 2: Decline to approve the project to go to detailed design

- 5.2. Under this option the Committee would decline to approve the project to go to detailed design. This would leave the Golden Bay Shared Recreational Facility Inc. Committee with uncertainty over the next steps and would lead to unnecessary delays. Staff do not recommend this option.

Option 3: Establish a working party to work with the Golden Bay Shared Recreational Facility Inc. Committee to finalise the concept plans and ask the working party to report back to the Community Development Committee to approve the concept plans prior to proceeding to detailed design

- 5.3. Under this option the Committee would establish a working party to work with the Golden Bay Shared Recreational Facility Inc. Committee to finalise the concept plans and ask the

working party to report back to the Community Development Committee to approve the concept plans prior to proceeding to detailed design. It is recommended that the working party comprise the Chair of the Community Development Committee, the two Golden Bay Councillors, another Councillor (the Chair recommends Cr Bryant). The Committee may also wish to include a member of the Community Board on the working party, although the two Golden Bay Councillors are also members of the Community Board.

- 5.4. The working party option would have the advantage of providing time and an avenue to address the concerns about the concept plans before proceeding to detailed design. It would provide the Committee with the opportunity to consider the finalised concept plans prior to proceeding to detailed design. However, it would not enable design work to proceed prior to the next Community Development Committee meeting. Staff recommend this option.

6. Strategic Challenges / Risks

- 6.1. There would be financial risks with proceeding with the detailed design work while there are concerns with the proposed concept plans. These risks include expenditure on designs that may need re-working which may result in unnecessary expenditure.
- 6.2. There are risks from members of the community becoming frustrated if Council was seen to be creating unnecessary delays to the project.
- 6.3. There is a risk that in the event that Council needs to reprioritise its future work programme, this project may not proceed or the timeline for it may be reviewed.
- 6.4. The greatest risk is if time is not taken now to achieve the most optimal concept design for the facility, that the Golden Bay community will not receive the best facility possible for the funding. The facility will have a long lifespan, and time taken now is likely to be dividends in the longer term.

7. Policy / Legal Requirements / Plan

- 7.1. The proposal complies with the “recreation reserve” classification of the land under the Reserves Act 1977. Such reserves are “for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside” (s17).
- 7.2. As administering body for the reserve Council may also “erect on some portion of the reserve stands, pavilions, gymnasiums, or other buildings and structures associated with and necessary for the use of the reserve for outdoor recreation...provided that where the Minister considers it to be in the public interest, the administering body may, with the prior consent of the Minister, erect buildings and structures for public recreation and enjoyment not directly associated with outdoor recreation” (s53(1)(g)). The Act states that “where the administering body is a local authority it shall not be necessary for that administering body to obtain the consent, authority, or approval of the Minister, and it may exercise any power or discretion vested in the Minister by virtue of that subsection” (s53(2)). The proposed community facility will be utilised for activities associated with and necessary for the use of the reserve for outdoor recreation and also for indoor recreational activities. Therefore, I

consider that the proposed community facility complies with the requirements of the Reserves Act.

- 7.3. The reserve management plan states that “clubs and activities that are based at the reserve include rugby, touch rugby, soccer, tennis, squash, St John Ambulance, Scouts, Brownies and drama. Most clubs occupy buildings on the reserve”. Under the general policies for sportsgrounds it state 6.2.1 “Manage sports grounds primarily for organised sporting activities, encouraging multiple-use of facilities where practical”. The community facility is for use by clubs using the reserve, along with other activities, and it is a multi-purpose facility. Therefore, I consider that the community facility proposal is in line with the requirements of the Reserve Management Plan.
- 7.4. The proposed facility appears to comply with the land use requirements of the Tasman Resource Management Plan. There are, however, still some outstanding matters to work through with Council’s consent planners on the carparking requirements for the reserve and the facility.

8. Consideration of Financial or Budgetary Implications

- 8.1. As noted earlier in the report, Council has allowed \$300,000 in the Annual Plan 2013/2014 for the design work to proceed. The suggested recommendation should enable the work to proceed during the remainder of the 2013/2014 financial year within the budgeted funding.

9. Significance

- 9.1. While the decision to construct the Golden Bay Community Facility is in itself of reasonably high significance, I consider that the decision sought in this report is of relatively low significance. My reasoning is that the decision is only to establish a working party to work with the Golden Bay Shared Recreational Facility Inc. Committee to finalise the concept plans and to work through the concerns staff have with the proposed plans. The decision will not affect levels of service and is of itself not of particular community interest and is only committing limited further expenditure and this stage, which has already been approved through an Annual Plan process.

10. Consultation

- 10.1. The decisions to provide funding for the Golden Bay Community Facility and to allocate \$300,000 in the current financial year for designing the facility have been consulted on through the Long Term Plan and Annual Plan. I therefore, consider that it is not necessary to consult on the decision being asked of the Committee in this report.

11. Conclusion

- 11.1. The Golden Bay Shared Recreational Facility Inc. Committee has prepared concept plans for the facility. Staff have some concerns with the concept plans that have been developed and wish to work through those concerns with the Golden Bay Shared Recreational Facility Inc. Committee before proceeding to develop detailed designs for the facility. We do not, however, wish to delay progress on the project unnecessarily and consider that the best

option is for the Committee to establish a working party to work through the concerns with the Golden Bay Shared Recreational Facility Inc. Committee and for the working party to subsequently report back to the Community Development Committee prior to proceeding to detailed design.

Item 9.1

12. Next Steps / Timeline

- 12.1. If the Committee agrees with the recommendation, staff will set up a meeting between the working party and the Golden Bay Shared Recreational Facility Inc. Committee to work through the concerns. Once the concerns have been addressed the working party will report back to the Community Development Committee, hopefully early in the New Year. .

13. Attachments

- | | | |
|----|--|----|
| 1. | Construction Site Map | 11 |
| 2. | Golden Bay Recreational Park Report - October 2013 | 13 |
| 3. | Site and Floor Plans | 17 |
| 4. | Images of Existing Buildings | 19 |



Item 9.1

Attachment 1



memo

Golden Bay Recreational Park

October 2013.

To: Jim Frater, Susan Edwards
Tasman District Council

From: Don Robertson

Date: 18 October 2013.

cc: Dean Lund, GB Shared Recreational Facility
Committee
Jorgen Andersen, Arthouse Architecture

No. of Pages: 3

Introduction:

This report for the proposed development of the Golden Bay Recreational Park.

The redevelopment of the existing facilities is being led by the Golden Bay Shared Recreational Facility Inc. committee, which was formed to co-ordinate the various local community and sports groups.

Funding for the project is based on 80% by council and 20% from the local community. In the 2012 Long Term Plan the council allocation was \$3.7m spread over years 2013 and 2014. The 2013 Annual Plan allocated \$300,000 for funds to cover design services for the proposed development. The total project budget based on council funding of \$3.7m that represents 80% funding equates to \$4,625m

This report summaries the proposed programme, budget, design, carparking implications, and consultancy arrangements.

Programme:

The proposed programme for the project is:

| | |
|----------------------|---|
| October 2013: | Concept plan reviewed and sign off. |
| November 2013: | Estimate update Commence Developed design |
| April 2014: | Estimate update Annual plan submission for funding for tendering & construction |
| February– June 2014: | Complete design documentation |
| July 2014: | Tendering & building consent, if council funding for project construction approved in annual plan |
| September 2014 | Commence construction. |
| Mid 2015 | Completion. |

Budget:

| | |
|------------------------------------|-------------|
| Design Phase, 2013 – 2014 | |
| Professional fees | 220,000 |
| Contingency | 80,000 |
| Sub Total Design Phase | \$300,000 |
| Construction Phase, 2014 – 2015 | |
| Professional fees | 166,000 |
| Construction budget | 3,959,000 |
| Construction contingency allowance | \$200,000 |
| Sub Total Construction Phase | \$4,325,000 |
| Total Project Budget | \$4,625,000 |

Design :

Attached is a copy of the proposed site plan and ground floor building layout. The key points to be noted are:

- New facility sited to the north of the existing facilities. This allows the new complex to be constructed while maintaining use of the existing facilities. The long building used by the A&P Society will need to be demolished to make way for the redevelopment.
- Two netball courts are constructed on the site of the existing squash courts, grandstand etc.
- Carparking is on the balance of the council land and the area of land that the council leases from the AP& Society. No other council buildings or facilities are located on the land leased from the A&P Society.
- The proposed development does include a mezzanine level to overview both the gym and squash courts. The committee is mindful of controlling the project costs and this will be the 1st area deferred if funding does not permit its construction.
- The function room is now sited so it is immediately adjacent to the carparking facilities to allow ease of access.
- Community spaces have been reviewed, taking into account those provided in other similar other community facilities.
- The committee has not addressed what other facilities could be closed in the Golden Bay region after the opening of this shared facility. They believe that that is a combined decision to be led by the council officers based on their knowledge of facility usage.
- The A&P Society has endorsed this project and supports its development.

Parking :

Attached is a copy of the calculations prepared by Arthouse Architecture for carparking requirements. This calculation includes council parking requirements for the sports field, and building occupancy. The calculations are based on Chapter 16 – General Rules, Tasman Resource Management Plan.

| | |
|--|--------------|
| Existing facilities and sports field carparking requirements | 286 carparks |
| Existing sealed carparks provided onsite | 30 |
| Shortfall of formed and sealed carparks, existing | 256 |
| Proposed development and sports field parking requirements | 326 carparks |
| Sealed and marked carparks allowed in design | 70 |
| Shortfall of formed and sealed carparks | 256 carparks |

In summary, the proposed redevelopment of the existing facilities provides an additional 40 sealed carparks. That matches the marginal difference in parking requirements under the Tasman Resource Management Plan

The current facilities have been in place for a long time and park users have learned to cope with the present situation. During winter with both rugby and soccer games being held concurrently all sealed areas are occupied plus the A&P grassed area. Likewise for major events such as the annual A&P show carparking is at a premium both within the park grounds and surrounding streets.

The group is expecting a far greater usage of this facility will transpire following the co-location of all the Groups at this venue. This usage is more likely to be different times to the current peak weekend sports games.

Suggestions for recognising that the current and future parking areas are inadequate include in order of preference:

- Gravel seal the middle third of the A&P land - which would be close/adjacent to the entry into the main function area.
- Maximise any other area on council land (i.e. existing sealed area in front of St Johns) and also could extend out in front of existing "Brownies Inn" and storage sheds.
- Use the existing grassed area (current A&P land/carpark) as the genuine 'overflow' - no improvements on this land.
- Lastly consider the council land on Park Avenue between the entrance and tennis courts. This however will require reasonable civil works as it is prone to flooding

We seek guidance from the council officers on this matter, but essentially the redevelopment does not create a situation any different than that which exist at present.

Consents :

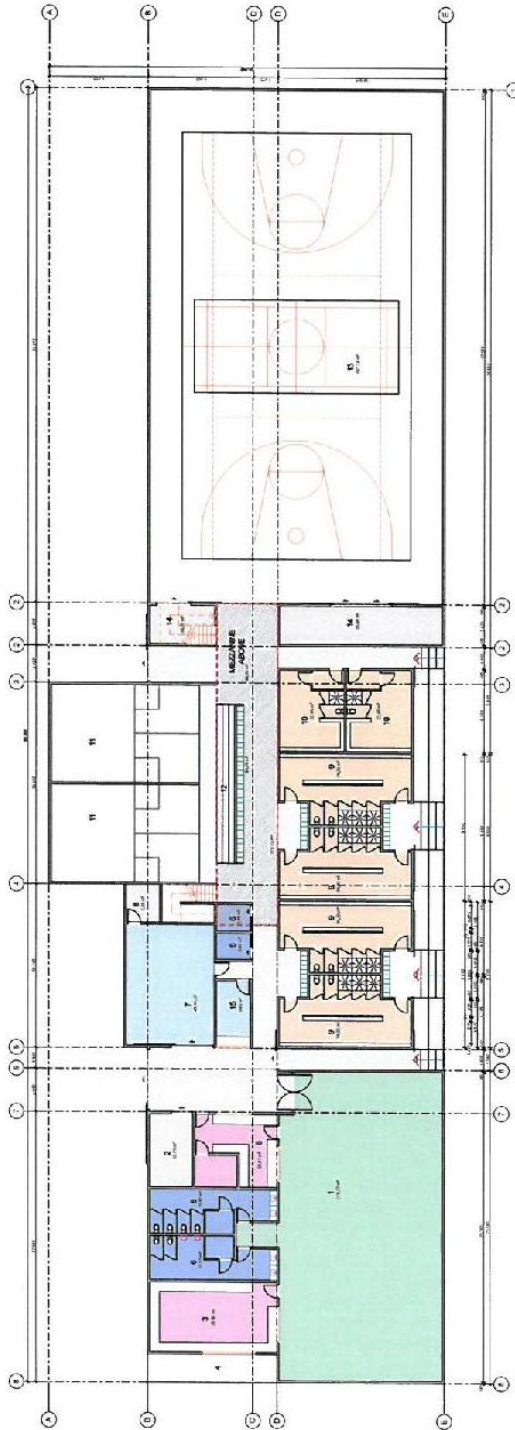
The current zoning for the Golden Bay Recreational Park is Open Spaces – Recreational. The proposed development replaces the existing facilities and is consistent with the site zoning requirements. It is therefore our understanding that no Resource Consent would be required, but rather an Outline Plan submission and a Building Consent for the building works. This is to be confirmed in discussion with Council Planning Officers.

Consultancy Agreements :

The proposed consultancy agreements between Tasman District Council and both Tasman Projects Ltd, the project managers and Arthouse Architecture, the project lead designers have previously been provided.

Summary :

On behalf of the Golden Bay Shared Recreational Facilities Inc., we seek approval from Tasman District Council to proceed with the Detailed Design of the redevelopment of the Golden Bay Recreational Park facilities within the above programme timeline and the approved overall budget of \$4.625m.

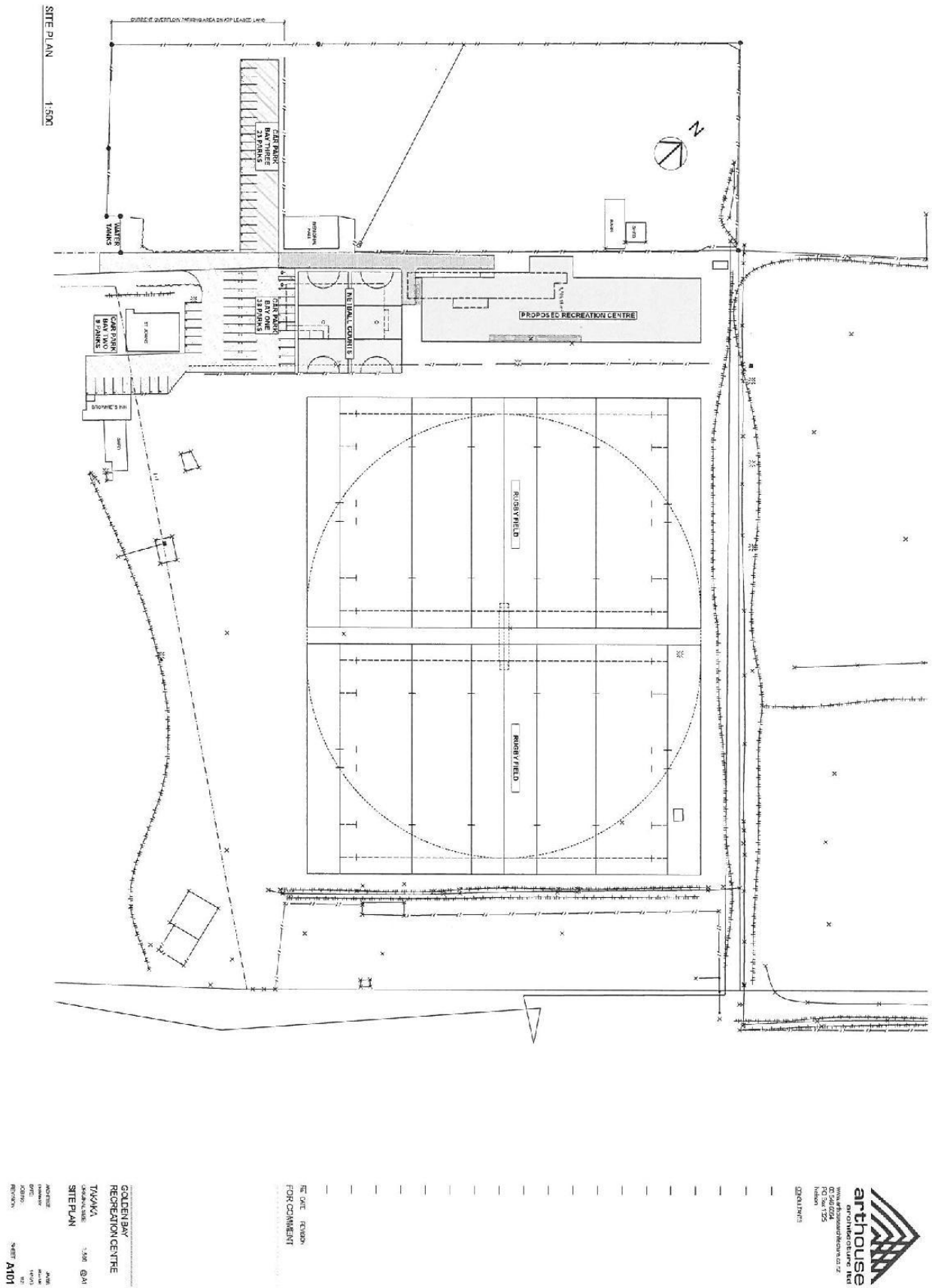


| KEY | DESCRIPTION | DATE |
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| 100 | PROVISION | 11/11/13 |

RE: TA01 REVISION
FOR COMMENT

GROUND FLOOR PLAN 1:150

GOLDEN BAY RECREATION CENTRE
TAKAKA ORIGINAL SIZE @ A1
GROUND FLOOR PLAN
ARCHITECT: J. BIRN
DRAWN BY: J. BIRN
DATE: 11/11/13
REVISION: 11/11/13
SHEET: A202



GOLDEN BAY RECREATION CENTRE
TAKAKA
 SHEET NO. 1/200 @ A1
SITE PLAN
 AUTHOR: JAM
 CHECKED: JAM
 DATE: 11/11/13
 REVISION: 01
 SHEET: A101

NO DATE REVISION
 FOR COMMENT





1. Rugby Club Rooms



2. Grandstand



3. Old Produce Building – currently used for changing rooms



4. Old Produce Building

9.2 APPOINTMENTS TO MANAGEMENT AND OTHER COMMITTEES**Decision Required**

Report To: Community Development Committee

Meeting Date: 14 November 2013

Report Author: Shailey McLean, Executive Assistant - Community

Report Number: RCD13-11-02

1 Summary

- 1.1 The Community Development Committee needs to appoint Council representatives for relevant external organisations for this term of Council. A list has been prepared and included in this report.

2 Draft Resolution

That the Community Development Committee:

1. receives the **Appointments to Management and Other Committees report RCD13-11-02; and**
2. **makes the recommended appointments from the Golden Bay and Motueka Community Boards, as tabled at the meeting; and**
3. **makes the following appointments to Management and other organisations for the three years of the current triennium; and**

| Association/Community Group | Appointee |
|---|------------------|
| Moutere/Waimea Ward | |
| Brightwater Recreation Reserve | Cr King |
| Dovedale Recreation Reserve | Cr Norriss |
| Spring Grove Recreation Reserve | Cr Higgins |
| Moutere Hills Recreation Reserve/Community Centre | Cr Ensor |
| Waimea West Recreation Reserve | Cr King |
| Wakefield Recreation Reserve | Cr King |
| Ngatimoti Hall | Cr Norriss |
| Wakefield Hall | Cr Ensor |
| Ngatimoti Recreation Reserve | Cr Norriss |
| Equestrian Trust Board | Cr Higgins |
| Wakefield Health Centre | Cr Bryant |
| Mapua Health Centre | Cr Mirfin |
| Pinegrove Trust | Cr King |

| Richmond Ward | |
|----------------------------------|-------------|
| Hope Recreation Reserve | Cr Edgar |
| Keep Richmond Beautiful | Cr Mirfin |
| Richmond Bridge and Croquet Club | Cr Greening |
| Richmond Unlimited | Cr Edgar |
| Lakes/Murchison Ward | |
| Murchison Recreation Reserve | Cr Bryant |
| Stanley Brook Recreation Reserve | Cr Bryant |
| Tapawera Recreation Reserve | Cr Bryant |
| Lake Rotoiti Community Facility | Cr Bryant |

4. **asks staff to advise the various Management and other organisations of the appointments and to make arrangements for the triennial elections of the Hall and Reserve Management Committees during February/March 2014; and**
5. **asks staff to advise the Management Committees that they are required to give notice of all meetings to the appointed representatives and the Community Development Manager; and**
6. **agrees that all appointments to various external organisations and committees made at the Community Services Committee meeting on 18 November 2010, and any subsequent meetings, cease from the date of this meeting.**

3 Purpose of the Report

- 3.1 To request that the Community Development Committee appoint representatives to external organisations deemed necessary to have input from Council.

4 Background and Discussion

- 4.1 At its meeting on 18 November 2010, the Community Services Committee made appointments to relevant organisations and committees in the Tasman District. These appointments were made for a three year term and it is now time to consider appointments for the 2013 – 2016 triennium.
- 4.2 The Golden Bay Community Board and Motueka Community Board will be considering appointments in their areas at their meetings to be held on 12 November. Their recommendations will be tabled at this Community Development Committee meeting for adoption.

5 Options

- 5.1 The table below lists the organisations that the Committee Chair and staff recommend the Committee appoints Council representatives to. The table also includes possible appointees to the organisations for consideration by the Community Development Committee. These names have been suggested following discussion with the Chair of the Committee.
- 5.2 Only one representative should be appointed to any organisation. Councillors or Community Board members may work with or be on any group in a personal capacity if they choose to. The criteria used for assessing whether a Council representative is appointed to an organisation include:
- if the organisation is managing a Council asset (e.g. reserve or hall) then it is desirable for a Council representative to be appointed to it;
 - if the organisation is a Government agency (e.g. school or hospital) or is a social service agency (e.g. employment trust) then it is not necessary for a Council representative to be appointed to it;
 - if there is a critical relationship between the organisation and Council (e.g. Manawhenua ki Mohua) then it is desirable for a Council representative to be appointed to it.
- 5.3 In the past, Councillors have also been appointed to the Nelson Arts Council, Kahurangi Employment Trust, Waimea Neighbourhood Support Co-ordinating Committee, and Nelson Tasman Housing Forum. We are of the view that appointees are no longer required to these organisations. The Committee may of course decide that it is desirable for Council to make an appointment to some or all of those organisations.
- 5.4 The Committee can decide to make appointments to none, some or all of the organisations listed below.

| Association/Community Group | Appointee |
|---|------------------|
| Moutere/Waimea Ward | |
| Brightwater Recreation Reserve | Cr King |
| Dovedale Recreation Reserve | Cr Norriss |
| Spring Grove Recreation Reserve | Cr Higgins |
| Moutere Hills Recreation Reserve/Community Centre | Cr Ensor |
| Waimea West Recreation Reserve | Cr King |
| Wakefield Recreation Reserve | Cr King |
| Ngatimoti Hall | Cr Norriss |
| Wakefield Hall | Cr Ensor |
| Ngatimoti Recreation Reserve | Cr Norriss |
| Equestrian Trust Board | Cr Higgins |
| Wakefield Health Centre | Cr Bryant |
| Mapua Health Centre | Cr Mirfin |
| Pinegrove Trust | Cr King |
| Richmond Ward | |
| Hope Recreation Reserve | Cr Edgar |
| Keep Richmond Beautiful | Cr Mirfin |
| Richmond Bridge and Croquet Club | Cr Greening |
| Richmond Unlimited | Cr Edgar |
| Lakes/Murchison Ward | |
| Murchison Recreation Reserve | Cr Bryant |
| Stanley Brook Recreation Reserve | Cr Bryant |
| Tapawera Recreation Reserve | Cr Bryant |
| Lake Rotoiti Community Facility | Cr Bryant |

6 Strategic Challenges / Risks

- 6.1 There are advantages with Council maintaining links with many of the organisations listed in the table through having representatives on these groups. Such representation assists with community engagement, communication and enabling common objectives and outcomes to be achieved.
- 6.2 There are minimal risks associated with making the appointments. Many of the above organisations are of low risk to Council.
- 6.3 Councillors do, however, need to be aware of their responsibilities and obligations to both the organisations and to Council when accepting appointments.

7 Policy / Legal Requirements / Plan

- 7.1 There are no current requirements regarding Councillor involvement in community organisations. The Committee may, therefore, choose whether to make appointments to these organisations.

8 Significance

- 8.1 The appointment of these positions has very low significance as it does not have financial or level of service implications, nor are the appointments likely to be of much public interest.

9 Consultation

- 9.1 No consultation is required. It is a decision solely for councillors to make.

10 Conclusion

- 10.1 The Council is asked to make these appointments, or decide that some areas do not need representation, through voting for suggested nominees on the day.

11 Next Steps / Timeline

- 11.1 Once the appointments are made, the various external organisations that are affected will be notified.

12 Attachments

Nil

9.3 CHAIR'S REPORT

Decision Required

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Judene Edgar, Chairman, Community Development Committee
Report Number: RCD13-11-03

1 Summary

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

2 Draft Resolution

That the Community Development Committee

- 1. receives the Chair's Report RCD13-11-03; and**
- 2. writes to Keep Richmond Beautiful and extends their congratulations for receipt of the Award and thanks for all of their recovery work and on-going project work; and**
- 3. notes the Chair's recommendation that if a Golden Bay Community Facility working party is established, that the membership be the Chair of the Community Development Committee, the two Golden Bay Councillors and Cr Bryant, and for the working party to work with the Golden Bay Shared Recreational Facility Inc. Committee and Council officers on the Golden Bay Community Facility development; and**
- 4. notes the Chair's recommendation that if a Moutere Hills Community Centre working party is established, that the membership be the Chair of the Community Development Committee, Councillors Norriss and Ensor and Council officers, and for the working party to work with the Moutere Hills Community Centre on the gym proposal.**

3 First Meeting of Triennium

- 3.1 Welcome to the first Community Development Committee meeting of the new term, and the first (official) Community Development Committee. A special welcome to new Councillors Mark Greening (Richmond) and Peter Canton (Motueka) as well as returning Councillor Michael Higgins (Richmond).
- 3.2 My thanks to Councillor Bouillir for chairing this meeting and Councillor Bryant for acting as deputy chair while I volunteered in South Africa for a month at a Medical Outreach HIV Education project in the KwaZulu Natal province.
- 3.3 The Community Development Department is currently undergoing the final stages of a restructure whereby the property function is being devolved to Corporate Services and it now encompasses the functions of Community Services and Strategic Development. Under the management of Susan Edwards, the Community Development Department now oversees five key functions:
- Libraries
 - Community Facilities (parks and reserves)
 - Customer Services
 - Strategic Policy
 - Community Relations (communications, community recreation and environmental education)

4 Key Projects

- 4.1 Some of the larger projects currently being managed by the Community Development Department are:
- Saxton Velodrome
 - Motueka Library redevelopment
 - Golden Bay Recreation Facility
 - The review of the Growth Strategy
 - The Annual Plan 2014/2015 and preparation for the Long Term Plan 2015 – 2025
 - Preparation of the Community Engagement Strategy
 - NAX customer database and a review of Customer Service Requests.

- 4.2 This is in addition to the ongoing management, maintenance and enhancement of 101 pensioner cottages, 595 hectares of parks and reserves, 12 cemeteries, 41 playgrounds, four libraries, 24 public halls and community buildings, 61 public toilets, the ASB Aquatic Centre. Additionally, the department is responsible for funding for district and shared facilities such as the Saxton Field complex, elections, Golden Bay Community Board support, communications, community recreation activities, environmental education, cross-Council policy and planning, and annual and long term plans.

5 Golden Bay Community Facility

- 5.1 Golden Bay Shared Recreational Facility Incorporated has kept the Community Development Committee apprised of progress as well as presenting at Annual Plan meetings. The Committee has met with myself and staff and have now prepared concept plans for the community facility. A number of site-related issues were also discussed at those meetings and these issues need to be further progressed before continuing on to the detailed design stage. It is also important to ensure the facility meets the community's and Council's needs and that the Council has confidence in the committee's fundraising capability.
- 5.2 As outlined in the 'Golden Bay Community Facility Report' elsewhere on the agenda, it is considered prudent and beneficial for a working party to be established to work through these issues, prior to seeking any further approvals from the Community Development Committee. It is recommended that the working party comprise the Chair of the Community Development Committee, the two Golden Bay councillors plus one other member. Due to his experience with the Moutere Hills Community Centre and the Murchison Sport, Recreation and Culture Centre, I would like to recommend Councillor Bryant as the fourth member of the working party.

6 Moutere Hills Community Centre Gym Proposal

- 6.1 In a separate report on this agenda is a proposal for a gym at the Moutere Hills Community Centre. The resolution suggests establishing a working party to work with the Centre Management Committee on the proposal. I recommend that the working party consists of the Chair of the Community Development Committee, Councillors Ensor and Norriss and relevant Council officers.

7 Keep Richmond Beautiful National Award

- 7.1 I was privileged to attend the presentation on Tuesday 29 October of the Keep New Zealand Beautiful Fonterra Award 2013 to Keep Richmond Beautiful for the best national project by a "Keep ____ Beautiful" group.

- 7.2 The project, 'December 2011 Storm Damage Recovery' was unusual in that it was a project to recover from the massive December 2011 storm that affected Golden Bay and Richmond / Nelson, rather than a planned project. The area concerned was the Richmond foothills of the Barnicote Range immediately adjacent to the Richmond township – a widely used recreation area with many walking tracks and mountain bike tracks.
- 7.3 The damage caused by the storm resulted in all areas being closed to the general public for a period of 6 months (longer in some areas) due to fallen trees, washed out tracks / bridges, mud slides, etc. The work, carried out largely by 10 Keep Richmond Beautiful members (but also by contractors employed by TDC and TDC staff), involved over 1,100 hours of volunteer work.
- 7.4 Congratulations are extended to past-Chairman Colin Andrews and the entire Keep Richmond Beautiful Committee.

8 LEH Baigent Reserve, Kina

- 8.1 Many Councillors and Motueka Community Board members attended the community celebration of the purchase of the Baigent Reserve on October 20th. It was a beautiful day and a great opportunity to celebrate a win for the community, a win for the Council and a win for working together.
- 8.2 Spearheaded by the Tasman Area Community Association, the community raised over \$410,000 in a matter of days, which combined with Council's contribution of \$332,500 to be a successful tender price.
- 8.3 The 4-hectare reserve near the northern tip of the peninsula has functioned as a public reserve for about 80 years, and under a covenant from Lewis Baigent since 1982, and was subject of a recent Environment Court decision regarding the potential subdivision of this area by Carter Holt Harvey, the owners of the land at that time.
- 8.4 The Tasman Area Community Association and local families are going to be maintaining and enhancing the reserve in a staged approach.

9 South Island Masters Games

- 9.1 The Saxton Stadium was officially re-opened at a low-key ceremony Friday 4 October which corresponded with the opening day of the South Island Masters Games (5 – 13 October).

Having the Stadium open for the Games enabled basketball, table tennis and volleyball to be played there.

- 9.2 The wider Saxton Field complex hosted a wide range of sports including archery, athletics, cross country, football, indoor rowing, netball and softball. Additionally, a number of Tasman facilities played host to a number of sports including Richmond Badminton Hall, Club Waimea, Rough Island Equestrian Park, Rabbit Island, Action Indoor Sports Centre, Richmond Bowling Club and Hope Tennis Courts.
- 9.3 Over 2,500 athletes plus supporters attended the nine-day event. Many Council staff were among the competitors and medal winners. I was delighted to win a silver medal in the 5km walk (40+) and a gold medal in the short duathlon (40+).

10 Community Development Appointments

- 10.1 As discussed at the end of the previous term of Council, the Council representative appointments have been reviewed to ensure Councillors are only being appointed where still deemed necessary, as well as an assessment as to whether Councillors need to be trustees or simply ex officio non-voting representatives, such as the case for hall and reserve committees.
- 10.2 If Councillors take on trustee/committee appointments, in addition to any potential liabilities by virtue of their involvement with the entity, it can also present a conflict of interest as outlined in section 3.8 of the Code of Conduct adopted at Full Council, 24 October 2013.
- 10.3 These appointments are considered important for Council and for the committees, so Councillors are asked to provide a supportive, conduit role to assist these committees in the delivery of their valuable voluntary services.

11 Attachments

Nil

9.4 COMMUNITY DEVELOPMENT MANAGER'S REPORT

Decision Required

Item 9.4

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Susan Edwards, Community Development Manager
Report Number: RCD13-11-04

1 Summary

- 1.1 The report provides information received from the ASB Aquatic and Fitness Centre. Please note that as a result of the organisational restructure the Waimea Rural Fire Committee will now report to the Environment and Planning Committee.
- 1.2 The report also covers key work undertaken by the Environmental Education, Community Recreation and Communications staff. These staff are reporting through me at this meeting, pending the outcome of the restructuring. Reports will be provided directly to the Committee from the Strategic Policy Manager and Community Relations Manager at future meetings.
- 1.3 The report also covers some areas of work I have been involved with since the last Community Services Committee meeting including:
 - 1.1 Saxton Field Velodrome – consideration of submissions on easement;
 - 1.2 LEH Baigent Memorial Reserve, Kina;
 - 1.3 Keep Richmond Beautiful Award;
 - 1.4 Growth Model review;
 - 1.5 Foxhill Hall;
 - 1.6 Ecofest Sponsors evening;
 - 1.7 Flood Protection Mandatory Performance Measures;
 - 1.8 Community Services and Strategic Development restructuring;
 - 1.9 Update on Moutere Hills Community Centre;
 - 1.10 Canterbury Community Trust donations function;
 - 1.11 Elections; and
 - 1.12 Golden Bay Community Health – Te Hauora o Mohua Trust funding agreement.

2 Draft Resolution

That the Community Development Committee:

- 1) receives the Community Development Manager's Report RCD13-11-04; and**

- 2) **agrees to establish a working group comprising the Community Development Committee Chair and Crs _____ and _____ with the delegated authority to decide whether to grant an easement across the Council land within Saxton Field for the relocated transmission lines.**

3 ASB Aquatic and Fitness Centre – September 2013 Report

- 3.1 Attachment 1 contains the progress report for September 2013 from the ASB Aquatic and Fitness Centre Facility Manager.
- 3.2 Patronage figures for the Aquatic and Fitness Centre for September 2013 were 25,199, an increase of 714 users from September 2012.
- 3.3 The report contains further details on marketing and promotion work that the facility is undertaking.

4 Environmental Education

Ecofest

- 4.1 The main theme of Ecofest this year was ‘how to make your home warmer, drier, healthier and cheaper to run’.
- 4.2 Two events were held – the main expo at the Trafalgar Centre and a local event held in the Victory Community. The main expo had a strong focus on home-related topics and talks, and tours of eco-homes.
- 4.3 There were approximately 4000 visitors to the Ecofest Expo at the Trafalgar Centre. Numbers were down on the previous year, which was attended by around 5000, but we were pleased with the atmosphere and quality of the event.
- 4.4 Overall expenditure was \$93,229 and income \$102,913. Sponsorship of approximately \$53,740 value was gained.
- 4.5 Jo Reilly, long time Project Manager, has stepped down from the role after 10 years in the job. She has been a key figure in the ongoing success of Ecofest.
- 4.6 Staff are ‘scoping’ possible options for the delivery of Ecofest in 2014.

The Tasman Nelson Environment Awards

- 4.7 The Awards are run by the Tasman District and Nelson City Councils and take place every two years. This year a new schools section, sponsored by Nelson Marlborough Institute of Technology (NMIT) and focused on sustainable science, was introduced with students vying for prizes in two key categories – Primary and Intermediate/Secondary. The schools category awards were judged as part of the Cawthron Science and Technology Fair, which took place in September 2013.
- 4.8 Over 30 entries were received across all age groups and categories, with the winners being announced at a ceremony that took place in October.
- 4.9 A special award for ‘Youth Environmental Leadership’ was also up for grabs, sponsored by Tasman District and Nelson City Councils.
- 4.10 In addition, Early Years Awards were presented to a number of early childhood centres who shared their journey toward sustainability at a top-of-the south Early Years Hui in September.
- 4.11 The balance of the Environmental Awards are planned to run March to May 2014.

Enviroschools

- 4.12 The number of secondary and primary schools, and early childhood centres wanting to become part of the Enviroschools programme continues to grow in Tasman District.
- 4.13 Please see Attachment 2 'Tasman Enviroschools' Report for more information.

Big Beach Clean Up

- 4.14 This event is organised by the Department of Conservation in partnership with Nelson City and Tasman District Councils, and NELMAC.
- 4.15 The fourth Big Beach Clean Up covering Tasman Bay is planned to happen on Saturday 9 November.

Air Quality – The Good Wood Scheme

- 4.16 Nelson City and Tasman District Councils work to promote reducing night time winter pollution through the Good Wood scheme. This is a voluntary joint project between the Councils and firewood merchants who undertake to supply firewood according to best practice.
- 4.17 At present, seven firewood merchants are a part of the Good Wood scheme, with another likely to join in November.
- 4.18 A continuing cause of frustration to the firewood merchants is that while they do their best to be accountable, and to provide seasoned and dry firewood in the community, a number of roadside and casual firewood operations spring up every year prior to winter and undercut the firewood market, often with unseasoned and/or unsuitable firewood.
- 4.19 Nationally, a number of regional councils are looking to organise something similar to the Good Wood scheme.

| |
|-------------------------------|
| 5 Community Recreation |
|-------------------------------|

Tasman Creative Communities Scheme

- 5.1 The Tasman Creative Communities Scheme provides funding to increase community participation and involvement in local art projects, workshops, performance and exhibitions. The Scheme is funded from Creative NZ with an annual allocation of \$34,899.
- 5.2 The current round of the Tasman Creative Communities Scheme 2013 closed on 10 November. The applications will be considered by the Tasman Creative Communities Scheme Subcommittee on 4 December 2013.
- 5.3 There is an available pool of \$26,881.98 for this and the remaining March round in the 2013/2014 financial year.
- 5.4 The next round closes 10 March 2014.

Sport NZ Rural Travel Fund

- 5.5 The Sport NZ Rural Travel Fund is to assist with travel costs of participating in local competition for rural young people aged between 5-19 years. The Fund is funded by Sport NZ with an annual allocation of \$20,081.
- 5.6 Sport NZ Rural Travel Fund scheme is open for applications twice a year, closing 31 October and April 30. Applications from the October round will be considered by the Grants and Community Facilities Subcommittee on 14 November 2013.
- 5.7 There is an available pool of \$20,988.95 for this and the remaining April round in the 2013/2014 financial year.
- 5.8 The next round closes 30 April 2014.

Canterbury Community Trust Applications

- 5.9 The Canterbury Community Trust has approved an application for \$5,000 to support Boredom Busters magazine.

Community Consultation Fund

- 5.10 The Community Consultation grants are allocated for the purpose of providing funding assistance to ratepayer and community associations to assist consultation within their respective communities. There is a total of \$22,550 available, the total allocation is \$22,145.58 for the 2013/2014 year distributed as follows:

| | |
|---|------------|
| Rotoiti District Community Council | \$2,000.00 |
| Wakefield Community Council | \$3,995.58 |
| Dovedale Residents Committee | \$2,200.00 |
| Motueka Valley Association | \$ 750.00 |
| Brightwater Community Association Inc. | \$2,100.00 |
| Tapawera & Districts Community Council Inc. | \$3,500.00 |
| Mapua & Districts Community Association | \$3,500.00 |
| Tasman Area Community Association Inc | \$1,900.00 |
| Murchison & Districts Community Council | \$2,200.00 |

Tasman's Got Talent

- 5.11 The third and final heat of Tasman's Got Talent was held on Saturday 9 November at the Richmond Town Hall. The public have shown strong support for the completed Motueka and Golden Bay Heats, as all 3 heats have filled their allotted performance slots. The top 9 performances advance through to an online final vote, and their performances can be viewed at www.jamonline.co.nz/tasmansgottalent. Online voting commences midday Monday 11 November, and runs through to midnight on Friday 22 November.

Summer Events

- 5.12 A full programme of District events is listed in Hummin' in Tasman. Council is leading or supporting the following events from 18 November 2013 to March 2014:

- 1 Dec** Tapawera Christmas Fair (Lakes/Murchison)
- 6 Dec** Motueka New World Starlight Parade (Motueka)
- 8 Dec** Richmond Pak n Save Santa Parade (Richmond)
- 8 Dec** Tiny Tots, Toys & Teddies Party (Richmond)
- 14 Dec** Brightwater Carols by Glo-lite (Waimea)
- 14 Dec** Golden Bay Santa Parade (Golden Bay)
- 22 Dec** Carols by Candlelight (Richmond)
- 24 Dec** Christmas Carols (Golden Bay)
- 30 Dec** Richmond Market Day (Richmond)
- 2 Jan** Jazz & Blues in Takaka (Golden Bay)
- 5 Jan** Jazz & Blues in Washbourn Gardens (Richmond)
- 5 - 26 Jan** Outdoor Movies, 7 venues across Tasman District
- 5 Jan** Tata TITANIC Cardboard Boat Race (Golden Bay)
- 8-25 Jan** Tasman Skatepark Tour, 6 skatepark venues across Tasman District
- 8 - 25 Jan** Big Bike Tune Ups, 4 venues across Tasman District
- 18-19 Jan** Festival Nelson Lakes (Lakes/Murchison)
- 26 Jan** New World Motueka Teddy Bears Picnic (Motueka)
- 2 Feb** Sarau Festival (Mapua/Moutere)
- 6 Feb** Waitangi Day Festival (Motueka)
- 8 Feb** Kaiteriteri Beach Fun Day (Motueka)
- 15 Feb** Murchison A&P Show (Lakes/Murchison)
- 15/16 Feb** NZ Antique and Classic Boat Show (Lakes/Murchison)
- 16 Feb** Get Moving Family Fun Ride (Motueka)
- 22 Feb** Sundial Summer Sounds (Richmond)
- 23 Feb** Family Bike Ride Day (Golden Bay)
- 2 Mar** Choice Children's Day Celebration/ Get Moving Family Fun Ride (Rabbit Island).

Way2Go

- 5.13 Way2Go Community Recreation has received a boost, courtesy of a \$24,000 Lotteries grant. The project focuses on delivering quality programmes and events to rural communities across Tasman, and includes equipping each of the Recreation Hubs with a 'wheelie bin' full of sporting gear to incorporate into their programs and activities.
- 5.14 A new coordinator, Bryony, has been appointed to the Wakefield Brightwater Way2Go Hub.

Tasman Summer Guide

- 5.15 Tasman District Council produces the Summer Guide, Hummin' in Tasman magazine. The publication is funded by Council with support from advertising revenue.
- 5.16 The annual publication is targeted at residents and visitors. It is a comprehensive guide to the region including Council services such as Libraries, Museums, Parks and Reserves, recycling, dog control, camping, water safety, events as well as listing visitor services and businesses. The publication aims to encourage both residents as well as visitors to holiday in the region.
- 5.17 The Hummin' in Tasman Summer Guide has been printed and will be distributed from mid November.

Boredom Busters

- 5.18 Tasman District Council produces the Boredom Busters magazine. The publication is funded by Council with support from sponsorship from Nelson City Council, Canterbury Community Trust and from advertising revenue.
- 5.19 The quarterly publication is targeted at 5-13 year olds. The aim is to encourage young people to be active and to enjoy what the Tasman District offers. The publication includes school holiday programmes, events, competitions and suggested games and activities.
- 5.20 The summer 2013/2014 edition is due for distribution on 4 December.

Mudcakes and Roses

- 5.21 Tasman District Council produces the Mudcakes and Roses magazine as an action under the Positive Aging Strategy. The publication is funded by Council with support from sponsorship from Nelson City Council, Age Concern, Nelson Marlborough District Health Board and from advertising revenue.
- 5.22 The bi-monthly publication is targeted at keeping older adults aware of and engaged in relevant opportunities, these include; Council services and programmes, events, volunteering, recreation activities and health services.
- 5.23 The final issue of Mudcakes and Roses for 2013 will be out on 2 December.
- 5.24 The readers' surveys from the October issue are coming back in good numbers and a report on the results will be brought to the Committee in 2014.

Nelson Tasman Positive Aging Forum

- 5.25 The next meeting of the Forum is Monday 25 November 1-3 pm at the Richmond Library.

Street Ambassadors

- 5.26 Youth workers from the YMCA's HYPE-GS are about to commence their Friday and Saturday evening summer street service in the Richmond and Motueka communities between the hours of 8.30 pm-2.30 am, starting on the 29 November 2013 and running through until the 15 February 2014.

6 Website Update

- 6.1 This section focuses on the major trends in website traffic from 1 August to 31 October 2013.
- 6.2 Key statistics relating to the Tasman District Council website are:
- Mobile devices 17% of visits
 - 43,236 unique visitors viewed 394,968 pages
 - Popular pages are consistently property / rates and cemeteries searches, as well as river flow as web cameras
 - The elections generated significant page views – approximately 27,000 over October 12, 13 and 14
 - Some highlights (all numbers are unique page views):
 - Progressive Election Results – 2, 763
 - Job vacancies – 2,715
 - Contact Us Page – 2,557
 - Local Body Elections – 1,599
 - Building & Alteration – 1,483
 - TRMP – 1,423
- 6.3 Library website performance:
- 6,372 unique visitors viewed 41,923 pages
 - The electronic resources (e-Library) are 4 of the top 10 pages
 - 2,620 visits from mobile or tablet devices - approx 17%
 - Note that this does not include use of the catalogue system
- 6.4 Jam Online
- More than 1600 page views since we started hosting the site – 616 page views for Tasman’s Got Talent and the Registration Form
 - 370 unique visitors viewed 1,674 pages
- 6.5 Social Media
- Tracking upwards slowly with 247 likes on Facebook and 494 followers on Twitter
 - We receive some customer interaction, mostly seeking further information
- 6.6 Projects
- Exploring Online Grants form – requires development of a table in a web form

- Further work integrating new version of Silent One document management system and the website content management system. Included in this work is a new file schema and access for councillors to confidential items
- Boat ramps – updating information in time for summer

7 Communications

- 7.1 The Communications section has, in line with the previous reporting structure, previously reported to the Communications Subcommittee on its actions, performance and expenditure.
- 7.2 It is proposed following discussion with the Chair of the Community Development Committee and the Communications Subcommittee to amend the Subcommittee's terms of reference to achieve a greater clarity of roles between the two committees with regard to communications and the reports they receive and decisions they are asked to make.
- 7.3 It is proposed the expenditure and activity reports with regards to communications be included in the yet to be established Community Relations Manager's report to the Community Development Committee. This would leave the Communications Subcommittee the exclusive purview of the Council's community engagement exercises and programme.
- 7.4 The proposed terms of reference will be tabled for discussion at the Communications Subcommittee meeting in December.
- 7.5 Over the last two months Communications activity has slowed down, partly due to the election period. However, the finalising of the Annual Report and other seasonal activity has ensured that overall activity levels have remained at a typical level.
- 7.6 The Annual Report Summary has been made available for public viewing in hard copy and online. The purpose of the summary is to encourage a wider audience, who would not typically read the full report, to get a better understanding of the activity the Council has undertaken over the last 12 months, and how that mirrors the activity proposed in the Annual Plan and Long Term Plan. It is designed to be engaging and easy to read, while still giving a relatively in-depth snapshot of the Council's performance. The information in the Summary was then distilled into a four page Newline summary.
- 7.7 Elections 2013 – a full summary of election results was included in the 25 October 2013 Newline.
- 7.8 The Boating Brochure, which is produced each year by the Harbourmaster, has been finalised and sent to print. The document contains all of the information anyone using a water craft in Tasman District will need to know to be safe on the water and to stay within the law. The publication is printed on synthetic paper that is waterproof and fade resistant and is distributed at boat ramps and boating related retailers throughout the District.
- 7.9 As noted in the Community Recreation section of this report, the survey of Mudcakes & Roses readers has been created and went live on 1 October 2013 to measure the publications effectiveness and highlight where improvements can be made. To date we have had 20 in-depth responses. Final results will be available by 1 December 2013.
- 7.10 The Hummin' in Tasman magazine has been produced and sent to print. 20,000 copies are produced and are distributed throughout November/December 2013 via the Council's

Service Centres, libraries, museums, i-SITEs, Richmond Mall and at all businesses listed in the publication.

- 7.11 November and December are typically very busy months for the Council's communications team as the organisation gears up for the holiday season. This lift in activity is usually followed by a quieter January.

8 My major activities over the last six weeks

Saxton Field Velodrome – consideration of submissions on easement

- 8.1 A key project proposed for Saxton Field is the new cycling velodrome. The project planning is well underway. This will be the first major project to be constructed on the Tasman District Council owned land within the Saxton Field complex.
- 8.2 Various site investigations have been undertaken to determine the suitability of the area for the velodrome. One difficulty with the site is that it has two sets of transmission lines crossing it, which will need relocating. We have reached agreement with Transpower, an adjacent landowner and Nelson City Council that the transmissions lines will be relocated so that the two lines are combined into one line and that the line is relocated to the north-east of the velodrome site. A cost share arrangement is occurring for the work.
- 8.3 The new location of the transmission lines will require an easement across part of the land owned by both Nelson City and Tasman District Councils within Saxton Field. Nelson City's land is recreation reserve under the Reserves Act 1977 and as such requires public notification of the proposal to grant an easement. Tasman District Council's land is held as a park under the Local Government Act 2002 and has not been declared a reserve under the Reserves Act. As such, Council is only required to consult on a proposal to sell or dispose of the land. "Dispose of" in this context includes leasing of the land or substantially interfering with the public's access to the park. Therefore, there is no legal requirement for Council to undertake public consultation on a easement proposal across its land. That being said, I consider that it would be prudent for Council to consider the views of the public before making a decision on whether to grant an easement for the transmission lines across Council's land.
- 8.4 Nelson City Council has publicly notified the easement proposal, as is required under the Reserves Act, with submissions closing late November. Staff at the City Council have indicated that they would be prepared to provide copies of the submissions they receive to our Council to avoid duplicating the public notification processes and creating the risk of confusing the public. The Nelson City Council's public notification covers the whole easement proposal, including our Council's land. The submissions would provide our Council with sufficient information to enable it to consider the public's views on the proposal when deciding whether to grant an easement across the Council's land within Saxton Field.
- 8.5 I therefore recommend that the Committee establishes a working group comprising the Committee Chair and two other Councillors to decide whether to grant an easement for the transmission lines across Tasman District Council's land within Saxton Field. When making the decision the working group could consider the public submissions on the proposal received by Nelson City Council in order to ensure it is aware of the views of the public and to avoid running a separate public consultation process.

LEH Baigent Memorial Reserve, Kina

- 8.6 As noted in the Chair's report, the opening of the LEH Baigent Memorial Reserve at Kina occurred on 20 October. The celebration was well attended by members of the community, which demonstrated the support for the purchase of the land within the local community. Parks and Reserves staff are now working with the Tasman community on the ongoing development and maintenance of the reserve.

Keep Richmond Beautiful Award

- 8.7 Like the Chair, I was also privileged to attend the presentation on 29 October of the Keep New Zealand Beautiful Fonterra Award 2013 to Keep Richmond Beautiful for the best national project by a "Keep ____ Beautiful" group. I also extend my congratulations to past-Chairman Colin Andrews and the entire Keep Richmond Beautiful Committee.
- 8.8 This project demonstrates the valuable contribution that volunteers make to our wonderful District. Without the hard work and dedication of people like the members of the Keep Richmond Beautiful Committee, Tasman District and indeed New Zealand would not be able to achieve many of the fabulous things that currently occur. It is important that we recognise the valuable contribution that these and other volunteers make to our communities.

Growth Model Review

- 8.9 A cross-departmental project team has commenced work on the review of the Tasman District Growth Strategy. The Growth Strategy review needs to be undertaken prior to the review of the Activity Management Plans, which will subsequently feed into the next Long Term Plan review in 2015.

Foxhill Hall

- 8.10 On 23 October, Francie Wafer and I met with representatives from the Foxhill Hall Committee to discuss the upgrade work planned for the Hall. The Committee is obtaining sponsorship and grants from various agencies to undertake the upgrade work. The Hall used to be the Foxhill School which was attended by Lord Ernest Rutherford when he was a school boy.

Ecofest Sponsors Evening

- 8.11 On 20 September I attended a function to thank the Ecofest sponsors for their contribution and support for the Ecofest event. Without the support of the sponsors it would be far more costly to Council for the event to be run.

Flood Protection Mandatory Performance Measures

- 8.12 The mandatory performance measures for five activities (roading, the three waters and flood protection) are required to be developed under the Local Government Act 2002 as a result of legislative changes that occurred in December 2011. The mandatory performance measures are required to be included in councils Long Term Plans in 2015. The Department of Internal Affairs has established working parties to develop the mandatory measures.
- 8.13 Over the last year I have been chairing the flood protection working party to develop the mandatory performance measures for that activity. I was appointed as a local government representative by the Society of Local Government Managers. Peter Thomson was appointed to the Roading working party by INGENIUM.

- 8.14 The flood protection working party has developed draft measures that were consulted on earlier in the year. We considered the feedback on the measures at a meeting on 17 September and made recommended changes to the Department as a result of the submissions received. We are now in the process of developing guidance material for the Department to assist with the implementation of the performance measure and will be meeting again in November to complete the guidance.

Community Services and Strategic Development Restructuring

- 8.15 Work is ongoing on the organisational restructuring to combine the Strategic Development and Community Services Departments into the new Community Development Department. A draft structure has been consulted on with staff. The next step in the process is to respond to the submissions from staff and to refine the proposed structure and to finalise job descriptions for the new third tier positions.

Update on Moutere Hills Community Centre

- 8.16 Building has commenced on the Moutere Hills Community Centre rebuild following the two devastating fires in the complex. Parts of the complex are planned to be available for use prior to Christmas.

Canterbury Community Trust donations function

- 8.17 On 21 October I attended a function organised by the Canterbury Community Trust for organisations in the Nelson Tasman area that receive funding from the Trust. The function included presentations from some of the organisations that received funding from the Trust outlining the work they were undertaking. The huge number of organisations present showed the importance of the Trust funding to the area. Several Council projects have received funding from the Trust, including projects undertaken by the library and by community recreation.

Elections

- 8.18 The elections have taken a significant amount of time for staff over the last few months, particularly Sandra Hartley, as the Electoral Officer and Mark Tregurtha, as the Deputy Electoral Officer. Francie Wafer and the customer services staff have also provided support on electoral matters. They have prepared information for candidates, the electoral roles, the voting papers and candidates' brochure which were distributed to all resident and ratepayer electors, taken over 200 special votes and dealt with a huge number of enquiries from candidates and electors. The staff have done an excellent job and I would like to extend my thanks to them for their hard work.

Golden Bay Community Health – Te Hauora o Mohua Trust funding agreement

- 8.19 I have prepared a draft funding agreement for the contribution Council is providing towards the Golden Bay Community Health – Te Hauora o Mohua Trust for the Integrated Health Centre. Minor details of the agreement are still being finalised with the Trust. The agreement is to protect the Council's interest in the funding it is providing to the Trust. The agreement is similar to the one entered into earlier in the year with the Mapua Hall Society for the funding Council contributed towards the redevelopment of the Mapua Hall.

| |
|----------------------|
| 9 Attachments |
|----------------------|

- | | | |
|----|---------------------------------------|----|
| 1. | ASB Aquatic and Fitness Centre Report | 47 |
| 2. | Enviroschools Report 2013 | 59 |



ASB AQUATIC & FITNESS CENTRE TASMAN MONTHLY REPORT

Report for: Tasman District Council.
Attention: Susan Edwards
Month: Septmeber 2013
Prepared: 30th October 2013
Prepared by: Vaughan Hope (Facility Manager)

Summary

This report outlines the progress with the ASB Aquatic and Fitness Centre over the month of September 2013.

Contents:

| | |
|-----------------------------------|-----|
| Commentary and Patronage | 1.0 |
| Financial Report | 2.0 |
| Marketing and Promotion | 3.0 |
| Pool Closure Report | 4.0 |
| Maintenance and Plant Room Report | 5.0 |
| Water Quality | 6.0 |
| Health and Safety Report | 7.0 |
| Repairs and Maintenance report | 8.0 |

ASB Aquatic and Fitness Centre Monthly Report September 2013

1.0 Commentary and Patronage:

Patronage for September shows positive growth in comparison to 2009-2012.

Fitness Centre membership base has continued with the growth trend seen in August and visit numbers (member visits) are still high. This is a good indicator of promoting high retention.

Aquafitness patronage continued to have new faces in the programme and the instructors have been right behind increasing their performances.

Swim School have been out in the community promoting water safety with Kori the Penguin at a number of schools in the region. It has been planned for these visits to increase from next month.

The 8 Week Weight Loss Solution started this month with 32 participants. This is great to see as the programme continues to produce outstanding results in terms of weight loss and increased fitness.

The facility also attended the Parent Child Expo at the Trafalgar Centre. We ended up being the main attraction due to the Giant Bouncy Castle. In addition we won "best site" which was outstanding.



Patronage

ASB Aquatic and Fitness Centre Patronage Numbers:

| User | Total September 2013 |
|--|----------------------|
| Adult | 1023 |
| Adult Concession | 925 |
| Adult/ Preschooler (x2) | 1248 |
| Adult/ Preschooler Concession (x2) | 158 |
| Child | 2349 |
| Child Concession | 163 |
| Community Service Card Holder | 100 |
| Community Service Card Holder Concession | 237 |
| Family (x4) Shark pass | 444 |
| Preschooler | 198 |
| Preschooler concession | 14 |
| Senior | 150 |
| Senior Concession | 476 |
| Visitor | 220 |
| Student Concession | 88 |
| Aquatic Memberships | 287 |
| Holiday Programme | 23 |
| After School Care | 250 |
| User Groups | 615 |
| Wave Rave | 571 |
| Promotional Visits | 231 |
| Child School Swim | 328 |
| Adult School Swim | 4 |
| Swim School | 8304 |
| Shower | 7 |
| Supervised Child Care | 0 |
| Aqua Fitness concession | 186 |
| Aqua Fitness casual visits | 112 |
| Group fitness casual visits | 66 |
| Fitness Centre casual visits | 122 |
| Fitness Centre Concessions | 71 |
| Fitness Centre Memberships | 6229 |
| Total Patronage for September 2013 | 25199 |
| | |
| | |
| Total Patronage for Sept 2012 | 24485 |
| Total Patronage for Sept 2011 | 21768 |
| Total Patronage for Sept 2010 | 18958 |
| Total Patronage for Sept 2009 | 16254 |
| | |
| Patronage running total 2013 - 2014 | 74768 |

2.0 Financial Report

| | <u>Sep 13</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------------|-------------------|-------------------|---------------------------|------------------------|
| Income | | | | |
| 1000 · Pool | | | | |
| 1015 · Pool Memberships | 4,064.72 | 945.00 | 3,119.72 | 430.13% |
| 1020 · Casual Admissions | 22,500.82 | 26,587.00 | -4,086.18 | 84.63% |
| 1030 · Pool Hire | 3,130.45 | 2,661.00 | 469.45 | 117.64% |
| 1035 · Concessions | 8,664.33 | 10,485.00 | -1,820.67 | 82.64% |
| 1050 · Pool Programmes | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 1000 · Pool | 38,360.32 | 40,678.00 | -2,317.68 | 94.3% |
| 1025 · Aqua Aerobics | 0.00 | | | |
| 1070 · Birthday Parties | 1,343.49 | 600.00 | 743.49 | 223.92% |
| 1095 · Wave Rave | 3,252.77 | 3,750.00 | -497.23 | 86.74% |
| 1100 · Swim School | | | | |
| 1130 · SS Holiday Lessons | 2,421.40 | 0.00 | 2,421.40 | 100.0% |
| 1140 · SS Private Lessons | 1,178.26 | 417.00 | 761.26 | 282.56% |
| 1150 · SS Programmes | 37,588.90 | 40,696.00 | -3,107.10 | 92.37% |
| 1100 · Swim School - Other | 47,019.91 | 0.00 | 47,019.91 | 100.0% |
| Total 1100 · Swim School | 88,208.47 | 41,113.00 | 47,095.47 | 214.55% |
| 1160 · Squads | 0.00 | 700.00 | -700.00 | 0.0% |
| 1180 · Magic Academy | 963.79 | 5,550.00 | -4,586.21 | 17.37% |
| 1300 · Shop | 8,783.43 | 8,002.00 | 781.43 | 109.77% |
| 1335 · Hire Goods | 797.38 | 893.00 | -95.62 | 89.29% |
| 1510 · Holiday Programme | 1,612.30 | 835.00 | 777.30 | 193.09% |
| 1555 · After School Care | 2,675.97 | 5,009.00 | -2,333.03 | 53.42% |
| 1556 · Before School | 0.00 | 435.00 | -435.00 | 0.0% |
| 1610 · Physio Room Hire | 0.00 | | | |
| 1660 · Commissions/Vending | 746.67 | 215.00 | 531.67 | 347.29% |
| 1665 · Commissions - Scuba | 0.00 | | | |
| 1700 · Cafe | 17,805.16 | 19,000.00 | -1,194.84 | 93.71% |
| 1800 · Council Subsidy | 23,324.70 | 18,733.00 | 4,591.70 | 124.51% |
| 1805 · Council Marketing Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 1830 · OSCAR Assisted Funding | 0.00 | 0.00 | 0.00 | 0.0% |
| 1850 · OSCAR Development Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 187,874.45 | 145,513.00 | 42,361.45 | 129.11% |
| Cost of Goods Sold | | | | |
| 2000 · Stock | | | | |
| 2100 · Opening Stock | 23,742.71 | | | |
| 2300 · Closing Stock | -24,586.55 | | | |
| Total 2000 · Stock | -843.84 | | | |
| 2200 · Purchases | 15,313.56 | 12,001.00 | 3,312.56 | 127.6% |
| Total COGS | 14,469.72 | 12,001.00 | 2,468.72 | 120.57% |
| Gross Profit | 173,404.73 | 133,512.00 | 39,892.73 | 129.88% |
| Expense | | | | |
| 3100 · Advertising Situations Vacant | 0.00 | 150.00 | -150.00 | 0.0% |
| 3120 · HP Expenses | 99.29 | 120.00 | -20.71 | 82.74% |
| 3130 · Assets under \$500 | 0.00 | 150.00 | -150.00 | 0.0% |
| 3140 · Birthday Party Expenses | 45.28 | 60.00 | -14.72 | 75.47% |
| 3165 · ASC Expenses | 908.72 | 200.00 | 708.72 | 454.36% |
| 3166 · Before School Expenses | 0.00 | 140.00 | -140.00 | 0.0% |
| 3180 · Cleaning Contracts | 29.60 | 200.00 | -170.40 | 14.8% |

| | | | | |
|------------------------------|-------------------|-------------------|------------------|----------------|
| 3200 · Cleaning Supplies | 526.34 | 715.00 | -188.66 | 73.61% |
| 3240 · Computer Expenses | 0.00 | 100.00 | -100.00 | 0.0% |
| 3280 · Equipment Hire/Rental | 594.50 | 1,374.00 | -779.50 | 43.27% |
| 3290 · Equipment Replacement | 230.54 | 601.00 | -370.46 | 38.36% |
| 3360 · First Aid Supplies | 0.00 | 30.00 | -30.00 | 0.0% |
| 3400 · General Expenses | 0.00 | 125.00 | -125.00 | 0.0% |
| 3450 · Marketing | 8,584.27 | 8,664.00 | -79.73 | 99.08% |
| 3455 · Membership Cards | 52.92 | 30.00 | 22.92 | 176.4% |
| 3460 · Office Supplies | 452.59 | 685.00 | -232.41 | 66.07% |
| 3480 · Pest Control | 127.50 | 0.00 | 127.50 | 100.0% |
| 3500 · Photocopying | 0.00 | 0.00 | 0.00 | 0.0% |
| 3520 · Pool Chemicals | 4,105.51 | 4,500.00 | -394.49 | 91.23% |
| 3530 · Pool Tests | 1,078.90 | 850.00 | 228.90 | 126.93% |
| 3540 · Postage | 0.00 | 125.00 | -125.00 | 0.0% |
| 3555 · Wave Rave Expenses | 292.22 | 160.00 | 132.22 | 182.64% |
| 3560 · Programme Expenses | 2,344.06 | 0.00 | 2,344.06 | 100.0% |
| 3565 · Kiwi Sport Funding | 0.00 | 1,827.00 | -1,827.00 | 0.0% |
| 3580 · Repairs & Maintenance | 12,473.60 | 3,692.00 | 8,781.60 | 337.86% |
| 3600 · Rubbish Removal | 239.89 | 225.00 | 14.89 | 106.62% |
| 3620 · Security | 99.55 | 50.00 | 49.55 | 199.1% |
| 3720 · Training | 3,330.79 | 745.00 | 2,585.79 | 447.09% |
| 3760 · Uniforms | 0.00 | 185.00 | -185.00 | 0.0% |
| 3800 · Wages | | | | |
| 3801 · Holiday Pay | 4,691.12 | | | |
| 3803 · Employer K/S | 1,872.72 | | | |
| 3800 · Wages - Other | 78,335.65 | 86,696.00 | -8,360.35 | 90.36% |
| Total 3800 · Wages | 84,899.49 | 86,696.00 | -1,796.51 | 97.93% |
| 3805 · Contractors Fees | 4,166.66 | 4,792.00 | -625.34 | 86.95% |
| 3810 · Inter Facility Wages | -376.16 | | | |
| 4050 · ACC Levy | 0.00 | 0.00 | 0.00 | 0.0% |
| 4100 · Accountancy | 1,400.00 | 1,400.00 | 0.00 | 100.0% |
| 4200 · Bank Charges | 726.89 | 850.00 | -123.31 | 85.49% |
| 4290 · Depreciation | 200.00 | 200.00 | 0.00 | 100.0% |
| 4300 · Electricity | 23,712.34 | 21,500.00 | 2,212.34 | 110.29% |
| 4325 · Fitness Centre Rental | 0.00 | 0.00 | 0.00 | 0.0% |
| 4350 · Insurance | 4,600.00 | 6,000.00 | -1,400.00 | 76.67% |
| 4380 · Interest Paid | -35.04 | 120.00 | -155.04 | -29.2% |
| 4420 · Licences | 316.52 | 350.00 | -33.48 | 90.43% |
| 4440 · Management Fee | 14,000.00 | 14,000.00 | 0.00 | 100.0% |
| 4460 · Meeting Expenses | 227.36 | 215.00 | 12.36 | 105.75% |
| 4500 · Transport Costs | 406.19 | 1,160.00 | -753.81 | 35.02% |
| 4550 · Printing | 1,065.10 | 650.00 | 415.10 | 163.86% |
| 4580 · IT Fee | 2,535.00 | 2,535.00 | 0.00 | 100.0% |
| 4640 · Staff Amenities | 326.84 | 240.00 | 86.84 | 136.18% |
| 4700 · Telecommunications | 612.72 | 1,000.00 | -387.28 | 61.27% |
| 4750 · Travel & Accomodation | 2,849.80 | 2,350.00 | 499.80 | 121.27% |
| Total Expense | 177,249.58 | 169,761.00 | 7,488.58 | 104.41% |
| | -3,844.85 | -36,249.00 | 32,404.15 | 10.61% |

3.0 Marketing and Promotion

A number of marketing mediums were utilised across the facility during September. These included; both radio networks and also features in the local news papers.

Emphasis in radio and print was put towards the facility as a whole and what was happening in the building – similar fashion to a calendar.

Kori the Penguin and the SwimMagic team performed 12 Kori Visits in the region to promote water safety. These visits are imperative to keep the “being safe around water” message active in the community and extremely well received by the children and teachers.

The facility passes distributed last month have begun to come through and are reflecting the repeat business that they were designed to attain. These were also in the local news papers.

Swim School and After School Care teamed up at the Parent Child Expo which was a very successful day.

The Shop started promotion of its new seasons swimwear mid September just after a end of seasons stock sell out.

Active and On-going:

Advertisements for the facility and each of its business units continued to air across all major radio stations in addition to weekly call ins from the facility to the radio. Each advertisement was updated to reflect the message of each business unit this month.

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

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

Overall the marketing for September 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.

4.0

**ASB AQUATIC & FITNESS CENTRE
AQUATIC REPORTS
POOL CLOSURE REPORT - SEPT 13**



For the Month of September there were 3 faecal and 3 vomit incidents.

| | | | | |
|----|-----------------------|---|---|-------|
| 1. | 10.09.13 - 4.10pm | Hydrotherapy Pool Pool closure of 1 hour | - | MINOR |
| 2. | 14.09.13 - 1.15pm | Family Spa Pool closure of 1.5 hours | - | VOMIT |
| 3. | 15.09.13 - 4.40pm | Family Spa Pool closure of 1 hour | - | VOMIT |
| 4. | 16.09.13 - 11.45am | Hydrotherapy Pool Pool closure of 1 hour | - | MINOR |
| 5. | 16.09.13 - 3.55pm | Toddlers Pool Pool closure of 1 hour | - | MINOR |
| 6. | 20.09.13 - 10.45 | Family Spa Pool closure of 1.5 hours | - | VOMIT |

Faecal incident management procedures have now been classified as MINOR, MAJOR or VOMIT. This is to ensure correct procedures are followed consistently to minimise the effect of a pool closure.

MINOR is defined as solid in nature and can be removed quickly from a pool or is semi-solid in nature but its quantity is small and can be removed by scooping.

MAJOR is defined as non-solid in nature and/or is not easily removed and/or that its deteriorating nature means it can not be removed easily.

Flow diagrams are used to ensure correct steps are taken to ensure standards are maintained.

5.0



**ASB AQUATIC & FITNESS CENTRE
MAINTENANCE AND PLANT ROOM REPORT – SEPT 13**

| Equipment | Cleaned - date | Maintained |
|-------------------------------------|-----------------------------|--|
| Competition Filter | Backwashed – 12, 20 | |
| Leisure/Competition Filter | Backwashed - 23 | |
| Leisure Filter 1 | Backwashed - 20, 28 | |
| Leisure Filter 2 | Backwashed – 13, 23 | |
| Tots Filter | Backwashed - 16, 28 | |
| Hydro Filter | Backwashed – 10 | |
| Adult Spa Filter – (Swirl 2) | Backwashed - 28 | |
| Family Spa Filter – (Swirl 1) | Backwashed – 14, 15, 18, 27 | Emptied 27 |
| LTS – Filter 1, 2 & 3 | Backwashed – 12 | |
| LTS – Lint Basket | Basket cleaned weekly | |
| Lazy River – Pump & Basket | Basket cleaned twice weekly | |
| Leisure Feature – Pump & Basket | Basket cleaned weekly | |
| Swirl 2 – Pump & Basket | Basket cleaned weekly | |
| Swirl 1 – Pump & Basket | Basket cleaned weekly | |
| Swirl 2 – Jet Pump & Basket | Basket cleaned twice weekly | |
| Swirl 1 – Jet Pump & Basket | N/A | Does not get used |
| Tots – Pump & Basket | Basket cleaned weekly | |
| Tots Feature – Pump & Basket | Basket cleaned twice weekly | |
| Hydro – Pump & Basket | Basket cleaned twice weekly | |
| Competition – Pump & Basket | Basket cleaned weekly | |
| Leisure/Competition – Pump & Basket | Basket cleaned twice weekly | |
| Leisure 1 – Pump & Basket | Basket cleaned twice weekly | |
| Leisure 2 – Pump & Basket | Basket cleaned twice weekly | |
| Wave Machine Equipment | | Included in monthly maintenance |
| Chlorine Machine | | |
| Chlorine & pH Probes | | CL probes new electrolytes Clean LTS pH probe |

6.0

**ASB AQUATIC & FITNESS CENTRE
WATER QUALITY – SEPT 13**
**Leisure Pool**

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|----------|--------------------|----------|----------------------------|---------|--------------------------|--------|
| 162 | 1.92-7.2 | 162 | 7.2-7.95 | 5 | 105-150 | 1 | 55 |

Competition Pool

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|---------|--------------------|---------|----------------------------|---------|--------------------------|--------|
| 162 | 2.7-4.6 | 162 | 7.4-8.0 | 6 | 105-255 | 1 | 70 |

Toddlers Pool

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|---------|--------------------|-----------|----------------------------|--------|--------------------------|--------|
| 162 | 2.2-5.5 | 162 | 7.25-7.75 | 6 | 40-120 | 1 | 61 |

Hydrotherapy Pool

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|----------|--------------------|---------|----------------------------|--------|--------------------------|--------|
| 162 | 1.62-4.0 | 162 | 7.2-7.9 | 6 | 45-150 | 1 | 48 |

Adult Spa

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|----------|--------------------|----------|----------------------------|---------|--------------------------|--------|
| 226 | 2.02-4.8 | 226 | 7.15-7.9 | 5 | 100-125 | 5 | 40-156 |

Family Spa

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|---------|--------------------|----------|----------------------------|--------|--------------------------|--------|
| 226 | 2.8-6.0 | 226 | 7.25-7.9 | 5 | 65-140 | 5 | 55-109 |

LTS Pool

| Number of FAC Tests | Ranges | Number of pH Tests | Ranges | Number of Alkalinity Tests | Ranges | Number of Hardness Tests | Ranges |
|---------------------|---------|--------------------|-----------|----------------------------|--------|--------------------------|--------|
| 60 | 2.2-3.3 | 66 | 7.45-8.05 | 4 | 65-120 | 2 | 37-56 |

FAC – (NZS5826:2010 = 1.5 – 7.0)

Any tests found outside the NZS5826:2010 were immediately actioned by staff. The LTS fell below the standard on one occasion due to the fault with the chlorine dosing pump. This was fixed this month when the parts arrived. The pool was manually dosed before the swimming lessons started to ensure the pool was within range.

pH – (NZS5826:2010 = 7.2 – 8.0)

Any tests found outside the NZS5826:2010 were immediately actioned by staff. The toddler's pool tested low one morning but with the addition of sodium bicarbonate was within range again before use.

Alkalinity – (NZS5826:2010 = 50 – 200)

Any tests found outside the NZS5826:2010 were immediately actioned by staff. The lane pool tested low on one occasion but on retesting was found to be a testing error.

Hardness – (NZS5826:2010 = 40 – 300)

Any tests found outside the NZS5826:2010 were immediately actioned by staff. All pools remained within range this month.

7.0

**ASB AQUATIC & FITNESS CENTRE
AQUATIC STANDARD FORM
MONTHLY HEALTH AND SAFETY OVERVIEW**



SEPT 13

| 1. IN WATER INCIDENTS | | |
|---|-------------------------|---|
| No. of Occurrences | Comments | |
| 0 | N/A | |
| 2(a). ACCIDENT REGISTER | | |
| No. of Non Serious Injuries | No. of Serious Injuries | Comment |
| 28 | 0 | A mixture of cuts (18) blood noses, bruises and a soft tissue injury occurred this month across the facility. The higher than normal 'cuts' may be due to forms being completed correctly as opposed to just handing out "band aids". Most are minor cuts with 3 being more serious (1 caused by a door, 1 in the lane pool and 1 in the wave pool) |
| 2(b). Daily/Monthly Fault Hazard ID | | |
| No. Faults | Comments | |
| 0 | N/A | |
| 3. TRESPASS NOTICES | | |
| No. of Trespass Notices | Comments | |
| 0 | N/A | |
| 4. WORK AREA HEALTH & SAFETY INSPECTION | | |
| General Comments: No new areas of concern this month. The facility H & S meetings ensure any areas of concern are addressed promptly. | | |
| 5. STAFF QUALIFICATIONS/TRAINING REVIEW | | |
| Standard First Aid Due Next Month | PLPC Due Next Month | Next Months Staff Training Content |
| 1 lifeguard 3 programmes | none | Swim test Aquatic rescues- deep water spinal Policy up-dates |
| 6. GENERAL OVERALL COMMENTS | | |
| The facility continues to maintain high standards through the weekly/monthly checks which help to identify any potential hazards, defects or other concerns that may arise. Additional signage has been put around the facility carpark to ensure people don't leave valuables in plane site in cars due to a number of break-ins that have occurred. | | |

8.0



**AQUATIC & FITNESS CENTRE
REPAIRS AND MAINTENANCE REPORT – SEPT 13**

| DATE STARTED | DESCRIPTION | DATE COMPLETE |
|--------------|--|---------------|
| 04.09.13 | Tufnell's – new anode rods in hot water cylinders | 04.09.13 |
| 04.09.13 | RCR – Fitness centre cross-trainer repairs | 05.09.13 |
| 04.09.13 | Wormald – fire alarm check | 08.08.13 |
| 05.09.13 | Tufnell's – Repair leaking valve upper plant | 05.09.13 |
| 05.09.13 | RCR – Light repairs & facility service | 05.09.13 |
| 12.09.13 | RCR – Light bulb replacement office area | 12.09.13 |
| 12.09.13 | Strawberry sound – Group fitness microphone | 12.09.13 |
| 13.09.13 | Tufnell's – Men's showers – mixer valve work | 13.09.13 |
| 17.09.13 | Pumps & Filters – Impeller resurfacing (leisure pump 2) | 16.08.13 |
| 18.09.13 | Tufnell's – men's & ladies toilet repairs (flush system) | 25.09.13 |
| 18.09.13 | RCR – family spa make-up float repairs | 18.09.13 |
| 27.09.13 | RCR – monthly PPMs | 27.09.13 |
| 27.09.13 | Strawberry sound – Fitness room sound/mic | 27.09.13 |

24

PARTICIPATING SCHOOLS AND EARLY CHILDHOOD CENTRES WITH OVER 3500 CHILDREN/ STUDENTS

9 EARLY CHILDHOOD CENTRES:

Greenwood Kindergarten (GreenGold); Pinegrove Kindergarten (Silver); Golden Bay Kindergarten (Bronze); Richmond Montessori Preschool (Bronze); Henley Kindergarten (Bronze); First Years Richmond; Golden Kids Early Learning Centre Inc; Haraakeke Preschool and Waverley Street Kindergarten

11 PRIMARY SCHOOLS:

Ngatimoti (GreenGold); Dovedale (Bronze); Mahana, Mapua, Tasman, Parklands, Motueka South, Lake Rotoiti, Central Takaka, Motupipi, Takaka Primary

1 AREA SCHOOL:

Collingwood Area (Bronze)

3 SECONDARY SCHOOLS:

Salisbury Girls (GreenGold); Motueka High (Bronze); Waimea College



Celebrations 2012/13 Congratulations!



- **Welcomed new enviroschools:** Mapua School and Henley Kindergarten
- **Milestones on the journey:** Pinegrove Kindergarten – Silver, Greenwood Kindergarten - GreenGold, Henley Kindergarten – Bronze, and very pleased and grateful that Salisbury School is staying open



Karakia kai at kindergarten



Sharing worm wee for home gardens

Tasman EnviroSchools Team 2012/13

- Regional Coordinator and Facilitator – Adie Leng
- Golden Bay Facilitator – Claire Webster



Claire at Regional Hui



Adie on right at Greenwood

Funding

- The Enviroschools Programme in Tasman is funded and coordinated by Tasman District Council, with support from The Enviroschools Foundation and events in 2012 from Mother Earth.



- Partnerships – the Tasman Enviroschools team works closely with educators from Nelson City Council, Nelson Tasman Kindergarten Association, the Department of Conservation, and the Marlborough District Council Enviroschools Coordinator. Each Tasman kindergarten and school is seen as a valuable partner in achieving a more sustainable Tasman District. Collaborative support is fostered in the TOTSEE (Top of the South Environmental Educators) group to ensure regional projects and events work best for students and teachers across the region.

Highlights

- Top of the South Enviroschools Teacher Hui at Rotoiti Lodge in 2012 held in partnership with Nelson City Council, Marlborough District Council, The Enviroschools Foundation and with funding from Mother Earth.

“Great to make connections to other schools and hear how they’re going too. Heidi’s talk about how the Enviroschools Foundation has evolved – FABULOUS.”

“Increased enthusiasm and increased motivation. Practical suggestions (++) from all facilitators. Clarity re resources/help available. Clarity around issues compared to symptoms and integrity of solutions.”

- Regional Youth Environmental Hui held at Whenua Iti Outdoors Centre to start 2013 in partnership with Nelson City Council and Nelson Environment Centre.

“The two girls who attended the Youth Hui were inspired by their experiences there to enter, in a group, a film storyboard in the “Kid Witness News” competition and have made it into the top 10 in the country.”

- South Island Facilitators Hui held in Christchurch July 2013 in partnership with all of the South Island regional Enviroschools teams.
- Supporting Kids Edible Garden programme trial in enviroschools with thanks to The Enviroschools Foundation for funding.

“I found the workshop very helpful and I have been re-inspired.”

- Ecofest 2013, which allowed students to express their creativity in Funky Fashion and UpCycling competitions.
- Wonderful range of activities happening in enviroschools in the District many of which are due to the success of their funding applications to Kids Restore NZ, WWF and NZ Glass Environmental Fund.



Stream monitoring



Waste minimisation resourcefulness



Freshwater biodiversity



Landscape design



Restoring native biodiversity

9.5 CUSTOMER SERVICES MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Suzanne Westley, Customer Services Manager
Report Number: RCD13-11-05

1 Summary

1.1 The purpose of this report is to provide an update to the Committee on the Customer Services (CS) Section. Customer Services includes Richmond, Motueka, Takaka and Murchison offices. Information on the following matters is included in the report:

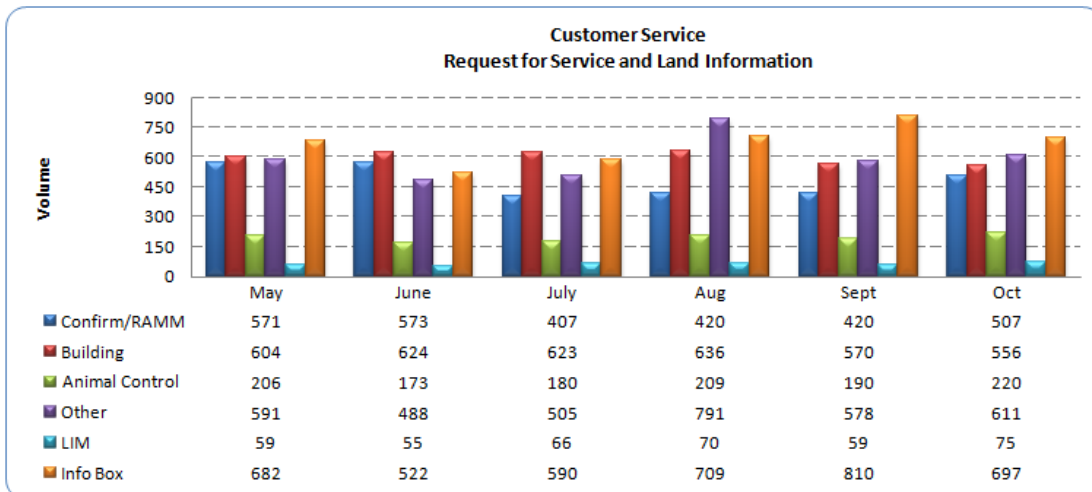
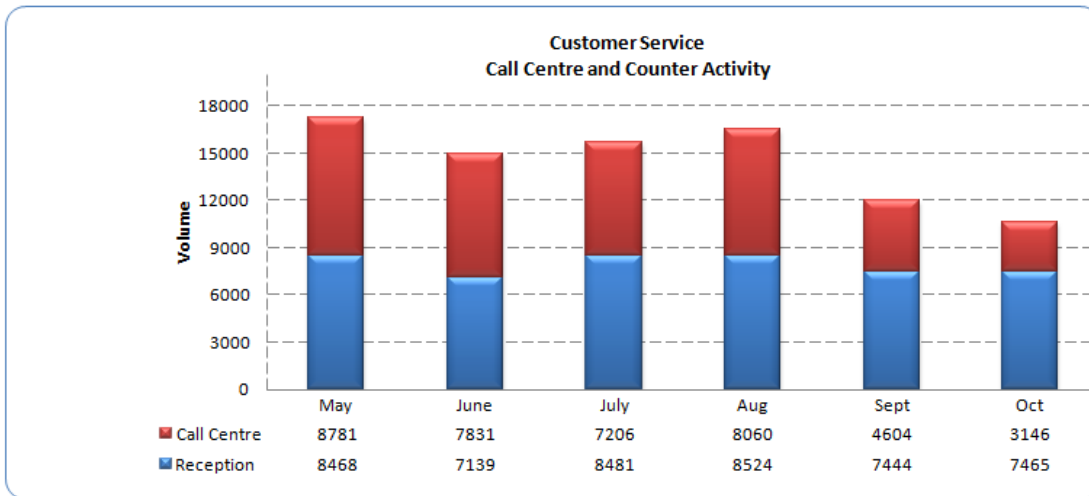
- (i) Call Centre and counter activities for the July to September period;
- (ii) Service Request Information;
- (iii) Service Request Review.

2 Draft Resolution

That the Community Development Committee receives the Customer Services Manager's Report RCD13-11-05;

3 Call Centre and Counter Activity in Customer Services Area

- 3.1 Customer Service activity via Call Centre and counter is reported to the Committee throughout the year.
- 3.2 From 1 July to 31 October 2013 our Call Centre has answered in excess of 31,000 calls. Customer Service staff have logged over 7,400 requests for service, issued 270 Land Information Memorandums and processed over 23,016 transactions in our four Customer Service Centres.
- 3.3 The following graphs show activity over the previous six month period.



4 Service Request Information

- 4.1 Council runs multiple Service Requests systems side by side.
- 4.2 The Confirm/RAMM system is for Asset based Service Requests for example relating to water, refuse, roads or parks. This system is used for managing contractor contracts, payments and asset valuations.
- 4.3 NCS Service Request system is used for non-asset based requests. For example Animal Control, Building or Duty Planner queries and noise complaints.
- 4.4 When a customer calls Council they often ask for example an Engineer. Customer Service staff ask questions to ascertain what information the Customer is asking for. If it is to report a water leak or a broken streetlight, Customer Service staff can take the information as a Service Request, advise the contractor and get the problem into the job cue for repair.
- 4.5 As Councillors you will often have Ratepayers who will report faults to you that they would like to see fixed. The most time effective way to get a fault fixed is to call the Customer Services team to have the fault logged and get it in the system.
- 4.6 Service Requests are able to be tracked once in the system and it provides for future queries on the fault to be followed up.
- 4.7 Alternatively if the Customer doesn't have time for a phone call, they can use the Contact Us form on Council's Website or email info@tasman.govt.nz. These are both defacto addresses for Customer Services. The incoming traffic is monitored and responded to through the working day or the following working day.
- 4.8 Service Requests are an increasingly important business tool. Come and see how our system works by meeting the Customer Service staff and spend time in our Call Centre.

5 Service Request Review Update

- 5.1 The Review of Service Requests systems and how we respond to them is continuing well with new reporting dashboards available to all staff.
- 5.2 Meetings with staff on changes to our Service Request system are almost complete. Community Development is the last Department for the Project Review Team to meet and discuss/agree on any changes to their Service Request work flow and service levels.
- 5.3 Now that the team meetings have been completed, the next stage of the project is "closing the loop" with our customers. The scope for this stage has been fleshed out by the project team.

Item 9.5

- 5.4 We are now working on automating and regular scheduling of reports for feedback. Additional to this is “scripting” of questions for surveying customers who have lodged a Service Request to achieve consistency in our collected data.
- 5.5 A further update on this work will be provided at the first meeting of Community Development Committee in 2014.

| |
|----------------------|
| 6 Attachments |
|----------------------|

Nil

9.6 RESERVES MANAGER'S REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Beryl Wilkes, Reserves Manager
Report Number: RCD13-11-06

1 Summary

- 1.1 The report covers highlights over the last six weeks in relation to Council's parks and reserves activities in each of the District's five wards.

2 Draft Resolution

That the Community Development Committee receives the Reserves Manager's Report RCD13-11-06;

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| 3 Discussion |
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- 3.1 The following tables contain the key projects and activities by ward that occurred in Council's parks and reserves since the last Community Services Committee meeting, in addition to the regular ongoing maintenance and development activities that are also undertaken.

| |
|------------------------|
| 4 Richmond Ward |
|------------------------|

| Site | Projects for 2013/14 | Timeframe |
|-------------------------|--|---|
| Dellside Reserve | Storm damage (Steve/Glenn) Reservoir Area | Working with the Engineering Department on new access for Reservoir area for bikers and walkers. Ongoing stormwater and land slips being followed up and repair work designed. |
| Fittal Street | Landscaping of car park (Steve) | The landscaping and development of this area is going well with the Keep Richmond Beautiful carrying out most of the planting. |
| Chelsea Ave Reserve | Playground upgrade (Glenn) | The installation of more equipment at this reserve is progressing with designs being finalised. |
| Saxton Field | Velodrome Power Line Relocation (Glenn) | The design phase is continuing. Design and tender preparation is underway and public notification of the proposed easement for this project is being carried out. |
| Hope Recreation Reserve | General development (Steve) | Steve is following up on some general landscaping and development of the reserve. |
| ASB Aquatic Centre | Stormwater issue (Steve) | The Nelmac team is providing a plan and costings to overcome the overland water causing issues for the building. |

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| 5 Moutere Waimea Ward |
|------------------------------|

| Site | Projects for 2013/14 | Timeframe |
|-----------------------------|------------------------------|--|
| Waimea River Park | Update on work (Steve) | Planning for next years winter planting is underway. |
| White Gates Reserve | Replacement toilet (Francie) | A new Norski longdrop has been ordered to replace the one that was burnt down. |
| Brightwater Railway Reserve | Walkway reseal (Glenn) | Quotes have been collected Glenn is liaising with the Great Taste Cycle Trust |

| | | |
|---|---|---|
| | | regarding costs, etc. |
| Dominion Flats (Mapua) | Planting Bee (Beryl) | Due to a surplus of plants Nelmac has offered, at no cost, plants to be used for planting the site. The Mapua Districts and Community Association has worked with us and a very successful planting bee was held on the 2 nd of November with around 5,000 plants going in and 90 very capable volunteers arriving to assist with the planting. Photos can be found in Attachment 1. |
| Mapua Recreation Reserve | Mapua Tennis Courts upgrade (Steve) | The tennis court upgrade has commenced with the upgrade of the apron area of the old courts with the other two courts having a synthetic surface laid. |
| | Tree removal (Kathy) | The removal of the damaged and dangerous trees has been carried out and replacement trees have been planted. |
| Upper Moutere Recreation Reserve (Moutere Hills Centre) | Development of community picnic space (Steve & Beryl) | A landscape plan is currently being prepared for this project. |
| Hoddy Estuary Memorial Reserve | New reserve | This reserve is now owned by Council and staff will be working with the Nelmac team to organise the ongoing maintenance. |
| LEH Baigent Memorial Reserve | New Reserve | This reserve is now owned by Council and staff will be working with the Nelmac team and Tasman Community to organise the ongoing maintenance of the area. |

| 6 Motueka Ward | | |
|-----------------------|-------------------------------|--|
| Site | Projects for 2013/14 | Timeframe |
| Motueka Cemetery | Concept plan proposal (Steve) | Following on from the public consultation with the Motueka Community Board, Motueka RSA, Greypower, Keep Motueka Beautiful and the wider community, this project has commenced with the upgrade of the car parking area being the top priority and several new trees have been ordered for planting. |
| Memorial Park | Playground (Glenn) | The new playground equipment will be installed during the first two weeks in November. |

| | | |
|---------------------------------|-----------------------|---|
| Decks Reserve | Playground (Glenn) | A climbing net has been ordered for the reserve. |
| Motueka Museum/Parklands School | Working Group (Kathy) | Kathy has attended meetings with representatives from Parkland School and Motueka Museum regarding the redevelopment of the school access beside the Museum leading to High Street. |
| Sportspark Motueka | Big game (Glenn) | Work has commenced to prepare the field for the preseason Super 15 game in February. |

| 7 Golden Bay Ward | | |
|----------------------------------|-----------------------------|---|
| Site | Projects for 2013/14 | Timeframe |
| Parapara | New playground (Glenn) | Dates for installation are being set with Nelmac it is anticipated that this will be installed during November. |
| Ruataniwha Reserve (Collingwood) | Reserve development (Kathy) | Kathy is working with local residents to commence the development of this reserve. |
| Collingwood Tennis Courts | Redevelopment (Steve) | Quotes have been received and discussions have been held with the Tennis Club about costs and a way forward. |
| Ligar Bay Batch area | Landscaping (Kathy) | This project is to redevelop the areas where the batches that were on the unformed legal road have been removed. It is anticipated that the area will become beachside picnic space similar to the existing unformed legal road areas. |
| Takaka Memorial Reserve | Redevelopment (Glenn) | Concept plans are being finalised. This project is on the reserve which had the old Takaka Memorial Library on it that was burnt down. Public consultation was carried out to ascertain how the community would like to see the area developed and what features they would like to see on the reserve. The Golden Bay RSA submitted that they would like the RSA plaques and memorials returned there from the new library and an area developed to allow for this. The RSA have applied to the WW100 Lottery fund for assistance with this project. |
| Pohara | 2011 Storm Event (Glenn) | The last of the storm repair work that Glenn |

| | | |
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| | | has been involved with is about to be completed. |
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| 8 Murchison Ward | | |
|--------------------------|-------------------------------------|--|
| Site | Projects for 2013/14 | Timeframe |
| Riverview Scenic Reserve | Kahikatea Walkway extension (Kathy) | The boardwalk is complete with the planting on hold until ground conditions improve. |

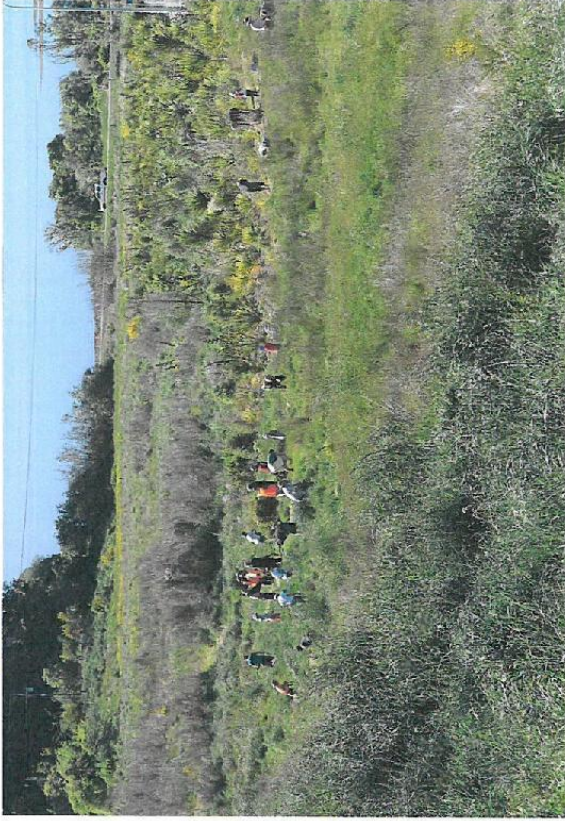
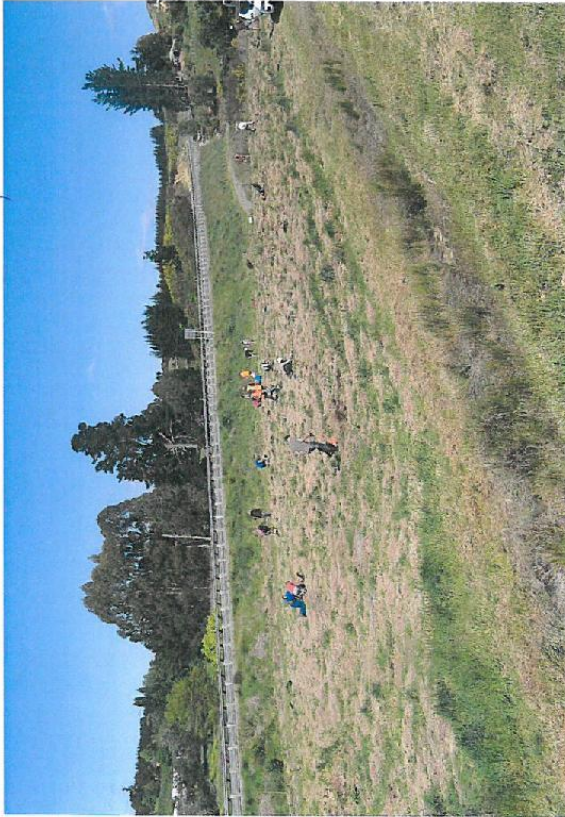
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| 9 Regional |
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9.1 Francie has commenced the annual maintenance inspections of the Council Cottages.

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| 10 Attachments |
|-----------------------|

- | | |
|-----------------------------------|----|
| 1. Dominion Flats Planting Photos | 71 |
| 2. Parks and Reserves Work-Plan | 73 |

Dominion Flats Planting 2 November 2013



Parks and Reserves RFC Project Workplan

| Project | Description | Target Audience | Staff Involved | Est Staff Hours | Admin Time | Start Date | Finish Date | Budget | Instigator | Consultation | Capital | Renewal | LOS/Growth |
|---|---|-----------------------|-----------------|-----------------|------------|------------|-------------|-------------|--|-------------------------------|---------|---------|------------|
| Playgrounds | | | | | | | | | | | | | |
| Miles Reserve Playground | Install new playground | Children <12 yrs | GT | | | | | | GBCB | √ | √ | | |
| Memorial Park | Remove dated playground replace | Children <12 yrs | GT | | | | | | MCB | | | √ | |
| Decks Reserve | Add major new item | Children >12 yrs | GT | | | | | | MCB | | √ | | |
| Tasman Memorial Recreation Reserve | Remove dated playground replace | Children <12 yrs | GT | | | | | | TACA/Staff | | | √ | |
| Chelsea Ave | Add new equipment | Children >12 yrs | GT | | | | | | Staff | | | √ | |
| Walkways/Cycleways | | | | | | | | | | | | | |
| Eginton Park | Install new path Moffit to Pethybridge Street | All users | SR/KT | | | | | | MCB | | √ | | √ |
| Michael Myers Street | Install new path Micheal Myers to Eginton Street | All users | SR | | | | | | Staff | √ | √ | | |
| Meadow Lane Walkway | Install boardwalking on low area | All users | GT | | | | | | Staff | | | | |
| St James Ave - Gladstone Road walkway | Form pathway and gravel | All users | GT | | | | | | Community request | | √ | | |
| Dellside Reserve - Mountain Bike Tracks | Install new tracks for uphill access | All users | SR | | | | | | Staff/Nelson Mountain Bike Club | | √ | | √ |
| Brightwater Railway Reserve | Seal surface widen for cycle trail | All users and the GTC | GT | | | | | | Staff | | | | |
| Waimea River Park | Carry out plantings and projects on River Berm land | All users | SR/BW | | | | | \$68,000.00 | Tasman Environmental Trust/TDC staff team | √ | √ | √ | √ |
| Sportsfields | | | | | | | | | | | | | |
| Collingwood Tennis Courts | Replace fence upgrade surface | All users | SR | | | | | | TDC Staff/Comm Group | | | √ | √ |
| Mapua Tennis Courts | Upgrade two courts astroturf two courts repair fence | All users | SR | | | 28/10/2013 | 30/11/2013 | \$78,000.00 | Mapua Tennis Group/Annual plan request for funds | √ | | √ | √ |
| Lord Rutherford Park Lights | New training lights | Sportsfield users | GT | | | | | | Sportsgroup/Staff | | √ | | |
| Parks and Gardens | | | | | | | | | | | | | |
| Dellside Reserve - Reservoir Creek | Pest plant control | All users | BW | | | | | | Staff/Community request | | | | √ |
| Tapu Bay/Stephens Bay/Anarewa Cres | Pest plant control, replanting, walkway formation | All users | SR | | | | | \$50,000.00 | Staff/Community request | | | | |
| Richmond Library | Driveway redevelopment/artwork | All users | SR | | | | | \$24,000.00 | Staff | | | | |
| Coast care | | | | | | | | | | | | | |
| Golden Bay | Various sites working with Community | All users | BW/SR/KT | | | | | | Staff/Community request/coastcare groups | | √ | √ | √ |
| Torrent Bay | Vegetating the sandspit and in front of properties | All users | SR | | | | | | Staff/Community request | | √ | √ | √ |
| Rabbit Island | Vegetating the front beach and rear dunes | All users | SR | | | | | | Staff/Community request/KRB | | √ | √ | √ |
| Toilets | | | | | | | | | | | | | |
| Halls | | | | | | | | | | | | | |
| Baiham Hall | Replace hot water cupboard | All users | FW - Manag Comm | | | | 30/06/2014 | \$2,700.00 | Management Committee | √ | | √ | |
| Rockville Hall | New pool cover and upgrade change rooms | All users | FW - Manag Comm | | | | 30/06/2014 | \$8,500.00 | Management Committee | √ | | √ | |
| Collingwood Hall | Polyurethane hall floor | All users | FW - Manag Comm | | | | 9/07/2013 | \$12,000.00 | Management Committee | √ | | √ | |
| Brightwater Recreation Reserve | Upgrade irrigation of sportsfield | All users | FW - Manag Comm | | | | 30/07/2103 | \$5,000.00 | Management Committee | √ | | √ | |
| Murchison Recreation Reserve | Axmens shed repairs | All users | FW - Manag Comm | | | | 30/07/2014 | \$8,000.00 | Management Committee | √ | | √ | |
| Cemeteries | | | | | | | | | | | | | |
| Motueka Cemetery - development | Carry out upgrades to driveway, entrance, landscaping etc | All users | SR - MCB | | | | 1/11/2013 | Ongoing | \$65,000.00 | Motueka Community Board/Staff | √ | | √ |
| Miscellaneous Community Groups | | | | | | | | | | | | | |
| Takaka Drama Society | Replace roof | Club users | Takaka Drama | | | | | | Annual Plan request for funds | √ | | √ | |
| Lake Rotoiti School Tennis Courts | Resurface courts | All users | FW/SR | | | | | \$10,000.00 | Lake Rotoiti Hall Management Committee A/P request | √ | | √ | |

9.7 LIBRARIES MANAGER'S REPORT

Information Only - No Decision Required

Item 9.7

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Glennis Coote, Libraries Manager
Report Number: RCD13-11-07

1 Summary

- 1.1 The purpose of this report is to provide a summary of library activities for September and October. This report covers:
- **Events, programmes and promotions** – Recent events and promotions have included the school holiday programme, a visit to Richmond library by children’s author Justin D’Ath and a book launch at Takaka library.
 - **Summer Reading Programme** – Registrations for the 12th annual Summer Reading Programme will open on December 2. Four hundred places are available for 5-12 year olds living in Tasman District. This year places will be allocated using an online ballot.
 - **Kete Tasman** – The World War One Roll of Honour held at the Richmond library is being digitised and added to the Kete Tasman Archive. The project will be completed in early 2014.
 - **Public Libraries of New Zealand Strategic Framework** – The Framework, released in 2012, identifies five key roles for public libraries now and in the future. The services, collections and facilities provided by Tasman District Libraries align with these key roles.
 - **Key Statistical Measures** – Visitor numbers for the year to date are 4% lower than last year but active membership numbers continue to rise and use of the library’s online resources has shown strong growth over the past two years.

2 Draft Resolution

That the Community Development Committee receives the Libraries Manager's Report RCD13-11-07;

3 Events, Programmes and Promotions

- 3.1 The theme for the October school holiday storytime programme was “Whanau/My family”. A total of nine storytime sessions were run in the Richmond, Motueka and Takaka libraries with total attendance of 186 children plus caregivers.
- 3.2 As well as holiday storytime sessions each library branch ran a scavenger hunt activity during the holidays where children had to find clues hidden around the library. The scavenger hunt was themed “Weirdest Animals” and was aimed at promoting our library resources and children’s features on the library website. It proved to be a popular activity, especially on rainy days, with a total of 245 children taking part.
- 3.3 Popular children’s author Justin D’Ath entertained a mixed-age audience of more than 40 people at Richmond library in early October. Justin is the author of more than thirty children’s books. The event was arranged in partnership with Paper Plus.
- 3.4 In September Takaka library hosted an evening talk and book launch for “Penguins: Their World, Their Ways”. It was a spectacular success with every chair in the library occupied. Over 72 people came along to watch the visual journey of the book written by Tui De Roy, Mark Jones and Julie Cornthwaite.
- 3.5 During September and October the libraries hosted a number of displays for community groups and events. These included the Kiwi Conservation Club; Diabetes Awareness; Tree Crops Association; World Oral Health Day; Conservation Week; the Rudolf Steiner School spring fair and the New Zealand Institute of Architects annual display to coincide with the regional architecture awards.

4 Summer Reading Programme

- 4.1 Online registrations for our 12th annual Summer Reading Programme will open on December 2. This popular programme for 5-12 year olds living in Tasman District promotes the enjoyment of reading. This year 400 children across the District will be able to register for the programme.
- 4.2 In previous years places on the programme have been allocated as registrations have been received. The programme has often been filled by the end of the first day of registrations and many children have missed out because their parents were unable to complete registration within that very short timeframe. This year, to better manage the high demand for places in the programme, we will use an online ballot system to allocate places. Registrations will be open for one week before the ballot is undertaken. This process will also help us to quantify the extent of interest in the programme; in previous years we have stopped accepting registrations once places were filled.
- 4.3 In order to complete the programme children are required to report-in to their nearest library at least three times during January. All children who successfully complete the required

number of report-ins will be presented with a medal and a certificate at a school assembly in February.

- 4.4 The aims of the Summer Reading Programme are to encourage children to use the library, to foster the love of reading and to maintain children's reading skills over the long school holiday break.

5 Kete Tasman

- 5.1 Kete Tasman is an online archive hosted by Aotearoa People's Network Kaharoa and maintained by Tasman District Libraries. The archive includes images and documents from Richmond Library's Waimea South Historical collection and Tasman District Council's photo archive.
- 5.2 During the past year library staff have been adding material from the World War One Roll of Honour which is held in Richmond Library's Local History collection. The Roll of Honour contains profiles of servicemen from the Nelson/Tasman area who died while serving during World War One. The profiles were researched by Cyd Daughtrey and Eileen Thawley, using names sourced from local war memorials.
- 5.3 Richmond Library holds the only copy of the Roll of Honour. By progressively digitising this material and adding it to Kete Tasman we're making the information accessible to people who are unable to visit the library. We have been receiving an increasing amount of email queries and feedback from people who have found the information on the Kete through an internet search.
- 5.4 In addition to adding the Roll of Honour to Kete Tasman we will be providing links to related records on the Cenotaph database and the New Zealand War Graves website.
- 5.5 The project will be completed in early 2014 in time for the start of the World War One commemorations. The library also holds the World War Two Roll of Honour which will be digitised and added to Kete Tasman during 2014.
- 5.6 Kete Tasman can be found at <http://ketetasman.peoplesnetworknz.info/>

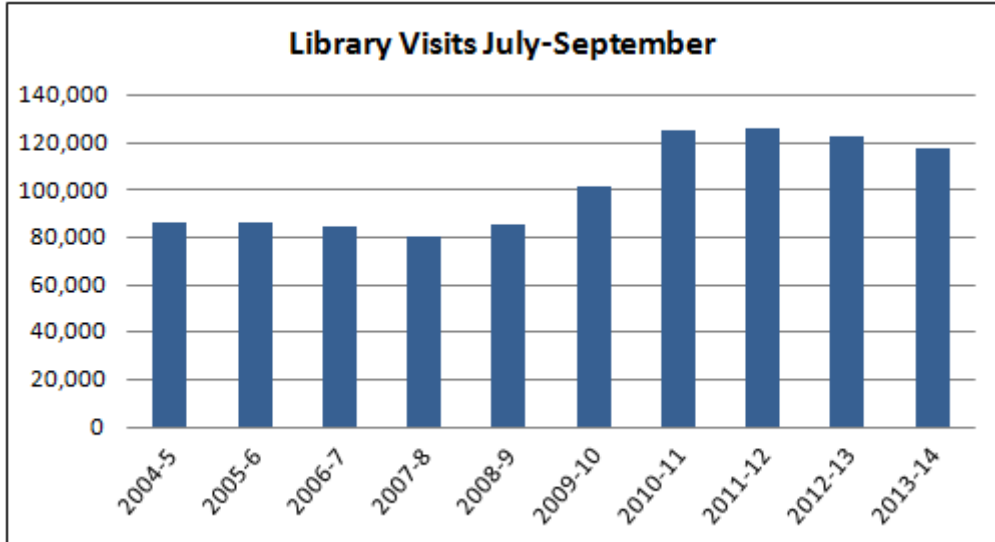
6 Public Libraries of New Zealand Strategic Framework

- 6.1 The Public Libraries of New Zealand Strategic Framework 2012-2017 was released in August 2012. The Framework identifies the rapidly changing nature of public libraries during recent years, the role libraries now play in society and delivers a vision for the path forward for libraries over the next five years.
- 6.2 The Framework has been formally endorsed by the National Council of Local Government New Zealand, Department of Internal Affairs through the National Library of New Zealand and the Association of Public Library Managers.

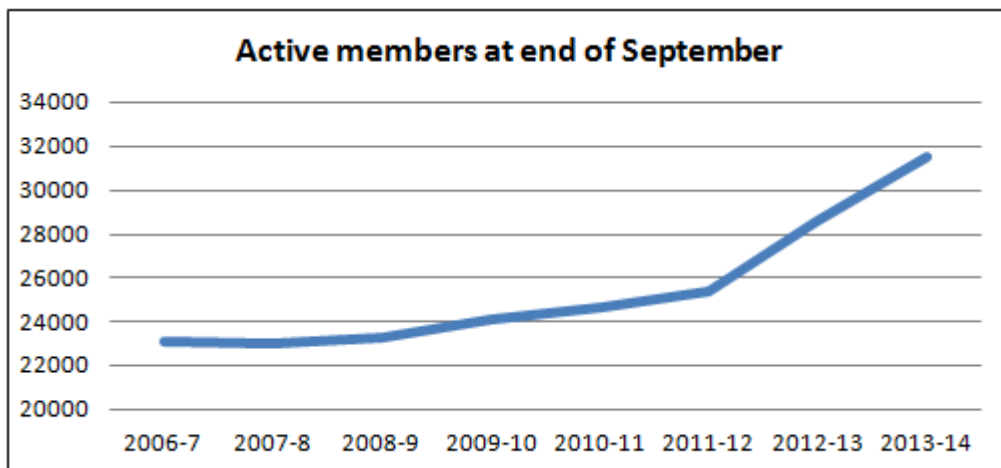
- 6.3 The Framework identifies five key roles for public libraries now and for the future. The services, collections and facilities provided by Tasman District Libraries align with these key roles:
- Collecting, curating and providing access to knowledge ideas and works of the imagination.
 - The continuing development of our collections, the provision of material in new formats and the provision of access to an increasing range of electronic resources align with this role.
 - Fostering the joy of reading and supporting the development of literacy in all its forms.
 - Our children’s reading programmes, book discussion groups and author events align with this role.
 - Enabling independent lifelong learning, research and innovation.
 - The resources available in our collections, our computer training programmes, our provision of public internet access and our reference services all align with this role.
 - Providing community-based services for all, in places that are at the heart of the community.
 - Our welcoming library spaces, our preschool and school outreach programmes and our housebound services align with this role.
 - Collecting, creating and making available local content and history.
 - Our local history collections, Kete Tasman, our contribution to The Prow local history website and the provision of recording and digitising facilities in Richmond library’s Imaginarium all align with this role.
- 6.4 The environment in which libraries operate has changed significantly in recent years. Global, national and local financial pressures; the growing income inequality in New Zealand society; changes to technology and the increasing use of technology for communication, leisure and information seeking have all had an impact on libraries. The challenge for Tasman District Libraries is to continue to fulfil the key roles within this changing environment. The vision, strategies and thinking contained in the Strategic Framework are useful tools to assist us in the continued development of library services for Tasman District. We are continually reviewing our services to ensure they are meeting the needs of our communities and that they remain current in today’s changing environment.

7 Key Statistical Measures

7.1 Visitor numbers for August and September totalled 74,603. The busiest day was the first day of the holidays on September 30 when 1,943 visitors were counted. Visitor numbers for the year to date are 4% below last year.

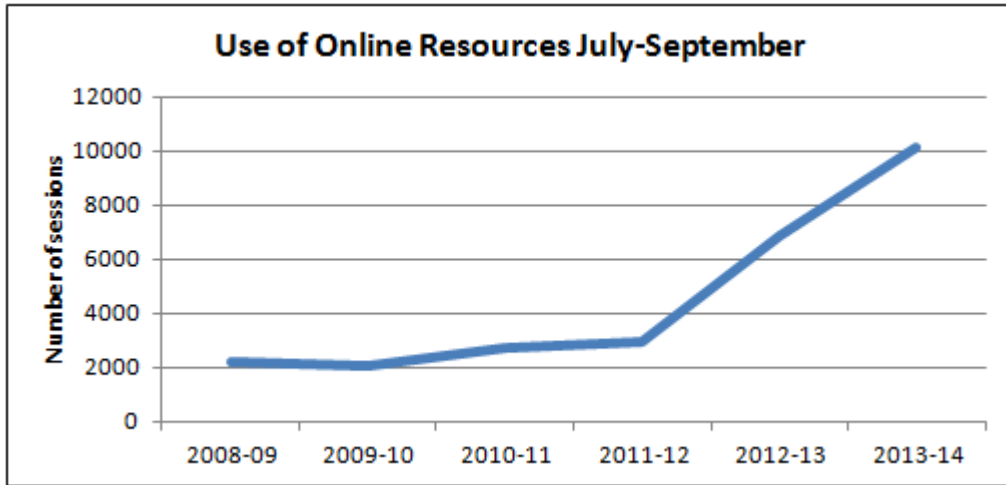


7.2 Active member numbers at the end of September totalled 31,566. A snapshot of use on September 30 showed that 6,957 people or 22% of active library members had items on loan on that day. Active membership numbers are based on those people who have used or renewed their library card within the last two years. This captures those who have borrowed resources from the libraries as well as those who have used our online resources.



7.3 Use of the library’s online resources continues to increase. A comparison with previous years shows that there has been strong growth in online use during the last two years.

Item 9.7



8 Attachments

Nil

9.8 ACTION SHEET - COMMUNITY DEVELOPMENT 14 NOVEMBER 2013 REPORT

Information Only - No Decision Required

Report To: Community Development Committee
Meeting Date: 14 November 2013
Report Author: Shailey McLean, Executive Assistant - Community
Report Number: RCD13-11-08

Item 9.8

1 Summary

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

2 Draft Resolution

That the Community Development Committee receives the Action Sheet - Community Development 14 November 2013 Report RCD13-11-08;

3 Attachments

1. Action Sheet - 14 November 2013

83

Action Sheet – Community Services Committee

| Item | Report Number/Title | Action Required | Responsibility | Status |
|-----------------------------------|---|--|-------------------|--|
| Meeting Date: 19 July 2012 | RCS12-07-05 Dominion Flats | See confidential minutes - land purchase at Dominion Flats | Jim Frater | Title is imminent. |
| Meeting Date: 15 November 2012 | RCS12-11-06 Reserves General Policies Report | Rescinds the recommendation CS12-08-8 part 4 to release the Tasman District Council Draft Reserves General Policies for public consultation in conjunction with the public consultation on the Reserve Management Plan review process for Council's Richmond Ward Reserves. Resolves to release the document for public consultation. | Beryl Wilkes | Hearings were held on 19 August. Recommendations from the panel were adopted by Full Council on 19 September. Complete. |
| Meeting Date: 21 March 2013 | RCS13-03-13 Chair | Community Grants from Rates Scheme needs to be reviewed. In particular by formalising the system and current criteria. Staff to review the criteria to fit with the new purpose of local government. | Mike Tasman-Jones | Workshop held. Complete |
| Meeting Date: 24 April 2013 | RCS13-04-03 Chair | Agrees that the Motueka Library Working Party commence work immediately, providing that there is no financial impact in the 2012/2013 financial year of any work undertaken by the Working Party | Jim Frater | Meetings have been held and a further meeting is to be scheduled for November. |

Item 9.8

Attachment 1

| Item | Report Number/Title | Action Required | Responsibility | Status |
|-------------------------------|---|--|-------------------|--|
| | RCS13-04-06 Community Recreation Advisor | Instructs staff to proceed with the development of the Community Facilities Operating Grant Policy based on the scope of the policy outlined in report RCS13-04-06 and to review the current policy for the management of halls, recreational reserves and other Council-owned Community facilities. | Mike Tasman-Jones | Policy scope is on this agenda. |
| Meeting Date: 13 June 2013 | RCS13-06-04 Portable Seating Update | Advise Nelson Cricket Association of the Committee's decision on 13 June 2013. Instructs staff to proceed with the development of a draft policy outlining the criteria for the use of Council's portable seating and that the policy should cover other matters including renewals, replacement and charging criteria. | Beryl Wilkes | Work in progress Additional parts have been ordered for the seating to ensure it can be used for the event. |
| Meeting Date: 25 July 2013 | RCS13-07-04 Reserves Manager's Report | Reserves Manager to consult with Mr Andrew Jones of NZTA regarding a pedestrian crossing in the vicinity of the Motueka Museum / Parklands School | Beryl Wilkes | Discussions have occurred between parks and reserves staff and NZTA on this matter. It is a work in progress. |
| | RCS13-07-04 Reserves Manager's Report | Provide information on how the district's reserves work was prioritized and if there is a full works programme available to Councillors | Beryl Wilkes | An in-progress work-plan has been included in the Reserves Manager's Report on this agenda. An update will continue to be included in future agendas. Complete. |

| Item | Report Number/Title | Action Required | Responsibility | Status |
|-----------------------------------|---|---|------------------------------------|--|
| | Nil | Reserve Financial Contributions Review | Susan Edwards | We are working through the budget changes as part of the Annual Plan preparation. A set of criteria for allocation of Reserve Financial Contributions is currently being prepared. |
| Meeting Date: 5 September 2013 | Chair's Report RCS13-09-01 | Council staff to talk to the operators of other Council-owned sports venues and event operators on Council grounds about having free water available if possible. | Beryl Wilkes and Mike Tasman-Jones | Some discussions have occurred. Further discussions are ongoing |
| | Acting Community Services Manager, Report RCS13-09-02 | Excessive chlorine in the ASB Aquatic and Fitness Centre - A report was requested on chlorine use at the Centre and on the alternative use of ozone treatment. | Jim Frater | We have received information and this will be reviewed and reported to Council next year. |
| | Acting Community Services Manager, Report RCS13-09-02 | The need for improved reporting on Council-owned community facilities including the following information was requested: <ul style="list-style-type: none"> • Level of use • Costs • Repairs and maintenance • Management costs The use of the Brent Maru report template was suggested - when it is available. | Mike Tasman-Jones | Reporting template will be developed as part of Community Facilities Operating Grant Policy. |
| 5 September 2013 continued... | | | | |

Item 9.8

Attachment 1

| Item | Report Number/Title | Action Required | Responsibility | Status |
|-------------------------------|--|---|----------------|--|
| 5 September 2013 continued... | Acting Community Services Manager, Report RCS13-09-02 | An application being made to the Canterbury Community Trust for \$100,000 towards the completion of outstanding capital works at the Motueka Recreation Centre. | Susan Edwards | Application sent 20 September. Complete. |
| | Reserves Manager's Report RCS13-09-03 | It was requested that Council reserves usage be included in the next Communitrak survey. | Susan Edwards | Staff are aware of this request and will include it in the survey next year. Complete. |
| | Reserves Manager's Report RCS13-09-03 | Collingwood Tennis Courts - The Chair requested that staff investigate the lease conditions including the right for the public to access the courts at no cost or for a reasonable charge | Rob Cant | Meeting undertaken with club officials onsite. Club does not want to grant any binding agreement. Meeting arranged with Susan, Jim and Judene to discuss how we respond. |
| | Community Recreation Advisor's Report RCS13-09-06 | That the Community Services Committee sends Mrs Aberhart a letter acknowledging and thanking her for all her work for the elderly and as Chair of the Positive Ageing Committee. | Susan Edwards | Card sent 19 September. Complete. |
| | Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS13-09-08 | Query on the Library Landscaping/Art - \$13,000 and Library Drivethrough Lands - \$11,000 (considered complete) projects to ensure there was not a double up here. | Beryl Wilkes | Both amounts required for the full development to be completed. Complete. |

| Item | Report Number/Title | Action Required | Responsibility | Status |
|------|--|---|----------------|---|
| | Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS13-09-08 | An update from the Reserves Manager, in a future report, on the following projects:- <ul style="list-style-type: none"> • Walkways Miscellaneous • Toilets on Reserves • Wetlands Dominion Flats • Mapua Tennis Courts • Murchison Pony Club Shed (considered complete). | Beryl Wilkes | To be discussed with Ward Councillors at meeting in November. |
| | Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS13-09-08 | Staff report back on the details of the proposed reserve financial contributions expenditure and proposed work streams. | Beryl Wilkes | To be discussed with Councillors and Community Board members in November. |

Item 9.8

Attachment 1

10 CONFIDENTIAL SESSION

10.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

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

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

10.1 Moutere Hills Community Centre Report

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

10.2 Land Purchase SportsPark Motueka Report

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