

Report No:	RCS11-10-07
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Date:	12 October 2011
Information Only – no decision required	

REPORT SUMMARY

Report to: Community Services Committee
Meeting Date: 20 October 2011
Subject: Activity Management Plans
Report Author: Lloyd Kennedy, Community Services Manager

EXECUTIVE SUMMARY

Council is in the process of preparing the Draft 2012 Long Term Plan (LTP). As part of this work, Activity Management Plans are prepared for each activity or sub-activity. Endorsement of the strategic direction and levels of service for these plans are sought now with the plans updated once Council has approved the draft LTP for public consultation.

RECOMMENDATION/S

That the report be received.

DRAFT RESOLUTION

That the Community Services Committee:

- 1 **Receives the Activity Management Plans Report RCS11-10-07; and**
- 2 **Endorses the draft Parks and Reserves, Community Facilities, Community and Recreation and Libraries Activity Management Plans attached as Appendix 1, 2, 3 and 4 to report RCS11-10-07.**

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1. PURPOSE

- 1.1 Attached as Appendix 1, 2, 3 and 4 are summaries of the proposed Activity Management Plans (AMP) for the Parks and Reserves, Community Facilities, Community and Recreation and Libraries activity areas. Copies of the full AMPs are available in the Councillors' Lounge.
- 1.2 An AMP is meant to describe the functions carried out under each activity, why we do what we do, and what are the issues and options around performing the functions. The AMP also covers funding sources, organisational risk, and importantly establishes expected levels of service and performance measures.
- 1.3 There are still some sections to finalise - for instance the Appendix summarising the 10 year budget and that will be inserted after Council agrees with the budgets (first workshop planned 2 November). However the structure is set subject to Council feedback.

2. OUTLINE OF LIBRARIES ACTIVITY MANAGEMENT PLAN

2.1 Levels of Service

- Access to information and leisure sources that satisfy the needs of the community, delivered within the libraries and through outreach programming.
 - Tasman District Council collections compare favourably when measured against the LIANZA standard for library book stocks. By year three book stocks will achieve 85% of the LIANZA standard and will be maintained at this level.
 - Tasman District residents are fairly or very satisfied with the public libraries, as measured through the annual residents' survey. By year three 85% of Tasman residents are satisfied with the public libraries.

- Access to a variety of information, leisure, social resources and services to support those with special needs via the libraries in Richmond, Motueka, Takaka and Murchison.
 - Tasman District Council library buildings provide adequate spaces to enable the delivery of quality library services as measured against the LIANZA standard.

2.2 Key Changes for Libraries Activity

- Redevelopment of the Motueka Library building. The building will need to increase by 617m² to allow for population growth through to 2031. It is proposed to commence this work in 2013.
- Phased introduction of Radio Frequency Identification technology (RFID). RFID will increase staff productivity and customer self-service, improve stock security and stock-management. It is proposed to commence this work in 2013 and the project would be completed by 2015.

2.3 Key Assumptions

- There is a growing number of library users. Use of the library is expected to increase further as the population increases.
- Trends in technology for library and information services indicate an increase in the scope and range of digital services that will be provided by libraries in the short to medium term.
- Radio Frequency Identification (RFID) technology has become a feasible option for libraries of our size. Installing RFID technology will increase staff productivity and customer self-service.

2.4 Risks

There are no significant negative effects from the activities. A risk management plan for libraries was completed in 2011 and no significant risks were identified.

3. OUTLINE OF COMMUNITY FACILITIES ACTIVITY MANAGEMENT PLAN

3.1 Level of Service

Halls and other buildings provided at a local community level that provide reasonable access to indoor activities and recreation space and a central focal facility for all significant communities.

Some levels of service are not currently measured however there are plans to collate information as a starting base by the end of June 2012.

3.2 Major Activities

First three years

- To complete the investigation and construction of a community facility at Golden Bay (13/14)
- To complete a Community Halls Strategy
- To implement the Building Maintenance Plan
- To undertake a needs assessment of the development and upgrade of indoor facilities in Wakefield and/or Brightwater (15/16 and 19/20)
- Mapua Hall major upgrade (grant)
- Motueka Museum.

3.3 Key assumptions and uncertainties

All current community buildings continue to be operated with no significant changes. Continued current operation of the public halls by volunteer committees.

3.4 Risk mitigation

Risks associated with this activity are mitigated through compliance with Building Act including maintenance of Building Warrant of Fitness, emergency evacuation systems and procedures and regular inspections.

3.5 Staff

The improvement plan tasks are considered to be the most important to improve the management of the assets, the main drivers are to establish long term strategic planning for the community facilities and ensure building maintenance plant are in place and being implemented.

A new staff member has been requested to do this work, put together the policies, strategies recommended in the improvement plan and carry out the review of the Parks & Reserves Management Plans

If this staff member is not allowed for in the Community Services Budget then for this work to be completed the consultant expenses budget would need to

be increased or the improvements deleted. The request for staff will be considered by Council as part of the LTP process.

4. OUTLINE OF PARKS AND RESERVES ACTIVITY MANAGEMENT PLAN

4.1 Level of Service

Provision of interconnected open space network and recreation facilities that provide a range of leisure opportunities and meet the needs of users and the community.

Some levels of service are not currently measured however there are plans to collate information as a starting base by the end of June 2012.

4.2 Major Activities

First three years

- Undertake capital works programme - significant projects include Saxton Field Developments \$2.7 million (ex inflation).
- Prepare Parks and Reserve strategy.
- Review reserve management plans that are 10 years old and have not had an interim review e.g. Rabbit Island Recreation Reserve Management Plan and Richmond Ward Reserves Management Plan.
- Review and re-tender parks and reserves grounds maintenance contract with commencement of new contract in July 2013.

Following seven years

- Undertake capital works programme
- Implement reserve management plans; continue to review plans coming up to the 10 year review period.

4.3 Key assumptions and uncertainties

The reserve operating cost projections provide for an average annual growth increase of 0.8% per annum over the 10 year planning period.

Ongoing capital development programme is based on funding from reserve financial contributions as anticipated.

The growth assumptions underpin our capital works programme. If the projected growth does not occur there could be implications for our income

streams will impact on our ability to deliver the capital expenditure programme.

4.4 Risk mitigation

Risks associated with users of the parks and reserves are mitigated through compliance with standards and regular inspections and assessment.

4.5 Staff

The improvement plan tasks are considered to be the most important to improve the management of the assets, the main drivers are to establish long term strategic planning for the community facilities and ensure building maintenance plant are in place and being implemented.

A new staff member has been requested to do this work, put together the policies, strategies recommended in the improvement plan and carry out the review of the Parks & Reserves Management Plans

If this staff member is not allowed for in the Community Services Budget then for this work to be completed the consultant expenses budget would need to be increased or the improvements deleted. The request for staff will be considered by Council as part of the LTP process.

5. COMMUNITY AND RECREATION

5.1 Levels of Service

- Providing and supporting quality recreational services which enable participation in suitable, relevant, and enjoyable activities and environments lifelong.
- Promotion and celebration of our history and cultures.
- Support of facilities and services that house our regions stories, artefacts and arts.
- Promotion and delivery of events and recreational services that reflect the diversity of the District.
- Community development is supported with staff advice and funding support.
- Provide grants to community groups to deliver services and facilities that enhance community well-being.

5.2 Key Changes

Trends in Community Expectations

In the Community Satisfaction surveys there has been no indication by the Community for a change in the Council's role in the Community Recreation services.

Technological Change

Technology change has the ability to impact on the scope of service and the manner of delivery but there are no predicted technological changes that will have a significant effect on the activity in the medium term.

Changes in Legislation and Policies

Changes to Community Recreation Services may be driven internally through change of emphasis on increasing service or externally by other organisations including the Government.

5.3 Key assumptions and uncertainties

Council will continue to deliver current activities and programmes and to receive contestable funding for these activities from external organisations.

5.4 Risks

The Risk analysis of this analysis of this activity was completed in 2011. Health and Safety for public and staff was identified as the highest risk that requires management. To manage this Risk Management Plans are prepared for all events. A sample of these plans will be peer reviewed in 2012/2013.

6. RECOMMENDATION/S

That the report be received.

7. DRAFT RESOLUTION

That the Community Services Committee:

- 1 Receives the Activity Management Plans Report RCS11-10-07; and**

- 2 Endorses the draft Parks and Reserves, Community Facilities, Community and Recreation and Libraries Activity Management Plans attached as Appendix 1, 2, 3 and 4 to report RCS11-10-07.**

L L Kennedy
Community Services Manager

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