



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

**Date:** Thursday 5 September 2013  
**Time:** 10.15 am  
**Meeting Room:** Tasman Council Chamber  
**Venue:** 189 Queen Street  
Richmond

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## Community Services Committee

### AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	Cr J L Edgar	
<b>Deputy Chairperson</b>	Cr E J Wilkins	
<b>Members</b>	Mayor R G Kempthorne	Cr S G Bryant
	Cr T B King	Cr Z S Mirfin
	Cr B W Ensor	Cr G A Glover
	Cr T E Norriss	Cr C M Maling
	Cr J L Inglis	Cr P F Sangster
	Cr B F Dowler	Cr M L Bouillir

(Quorum 2 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**

**THAT the minutes of the Community Services Committee meeting held on Thursday, 25 July 2013, be confirmed as a true and correct record of the meeting.**

### **7 REPORTS OF COMMITTEE**

#### **Recommendation**

**That the minutes of the Tasman Creative Communities Subcommittee held on 12 June 2013 be received by the Community Services Committee.**

### **8 PRESENTATIONS**

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### **9 REPORTS**

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9.5 Customer Services Manager's Report..... 45

9.6 Community Recreation Advisor's Report..... 49

9.7 Community Recreation Work-plan Report..... 57

9.8 Capital Budget Carryovers from 2012/2013 to 2013/2014 Report ..... 63

9.9 Action Sheet - Community Services 5 September 2013..... 79



## 8 PRESENTATIONS

### 8.1 SETTLING IN TASMAN

Information Only - No Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Tara Fifield, Executive Assistant  
**Report Number:**  
**File Reference:**

#### PRESENTATION

Claire Nichols from Refugee & Migrant Social Services will make a presentation to Councillors regarding the Settling in Tasman report. The report covers migrant statistics and research on migrants in the Tasman District and the challenges they face when moving here.

#### Appendices

Nil



## 9 REPORTS

### 9.1 CHAIR'S REPORT

Information Only - No Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Judene Edgar, Chairman, Community Services Committee  
**Report Number:** RCS13-09-01  
**File Reference:**

#### 1 Summary

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

#### 2 Draft Resolution

**That the Community Services Committee receives the Chair's Report RCS13-09-01.**

**3 Final Meeting of Triennium**

- 3.1 Welcome to the final Community Services meeting of the triennium, and indeed ever, as the next meeting will be of the new Community Development committee. I'd like to extend my appreciation to those Councillors who are not re-standing, Glenys Glover and Eileen Wilkins. Thanks to Glenys for her work with the Tasman Youth Council and commitment to the Waimea Estuary and the region's walkways and parks and reserves. And a special thanks to Eileen, deputy chairperson of Community Services, Chair of Grants & Community Facilities Rate subcommittee and member of the Creative Communities and Community Awards subcommittees. I have enjoyed working with you on a large number of projects because, for good or bad, you've managed to have me as a member on every subcommittee that you're a member of!
- 3.2 Thank you to all councillors for the efforts you have put in towards Community Services over the triennium and good luck with your election campaigns – with, of course, the exception of Councillors Ensor, King and Norriss, who are available for additional duties as required.

**4 Staffing**

- 4.1 It has been a difficult three years for Community Services with the long-term illness and subsequent resignation of Lloyd Kennedy. Lloyd drove the change in delivery of community facilities from old-fashioned traditional halls to multi-purpose community centres. However, we do get to end on a high note with the appointment of Susan Edwards as Community Development Manager. Susan has been with Council since 2008 as Strategic Development Manager and prior to this she worked at Local Government NZ as the Environment and Regulatory Manager. She has also worked for Wellington Regional Council as their Parks and Forests Manager and was in charge of recreation, reserves and capital works planning at Taupo District Council, and has worked for several central government agencies.
- 4.2 The restructuring within the Strategic Development and Community Services departments to form Community Development should be completed by the end of the year. The newly formed Community Development department will have a staff of 55 and an annual operating budget of \$15 million.
- 4.3 And on another high note, Tara Fifield gave birth to a baby girl, Isla Lee Fifield at 9.49 am Saturday 24 August weighing 6 lb 3 oz. Congratulations to Tara and Aaron. While Tara is on maternity leave we have Shailey McLean relieving in her role for 10 months.

**5 Sugar Drinks Policy**

- 5.1 At the last Community Services committee meeting Dr Robert Beaglehole, the principal dental officer with the Nelson Marlborough District Health Board, presented at the public forum asking the Council to instigate a policy that would ban sugary drinks from being sold at Council venues and events.



- 5.2 Sugar-sweetened drinks are sold at a number of council facilities including the Aquatic Centre and community centres and also sold at several events held on Council grounds or at council-run events. While there is convincing evidence that sugary drinks are associated with health risks, it is not a core Council role to reduce the uptake of such drinks. Further, the precedent this may set for alcohol and food could be quite significant.
- 5.3 Banning certain drinks from facilities does not stop their consumption, nor does it limit the consumption of other sugary substances; however what Council can do, in conjunction with our facility managers and event organisers, is provide a choice, predominantly by making water more accessible.
- 5.4 Brent Maru, Sport Tasman Facilities General Manager, is already in the process of securing an easy-access supply of cooled water for users to drink and to fill their water bottles. This would make the consumption of water more accessible and affordable than purchasing soft drinks from vending machines. Council staff will also talk to the operators of other Council-owned sports venues and event operators on Council grounds about having free water available if possible.

## **6 Mapua Hall Opening**

- 6.1 The Mapua Community Hall was officially re-opened on Friday 23 August 2013 after its \$1.18 million refurbishment. The former apple packing shed that was first opened in 1945, looks set to provide a fantastic community venue for another 70 years.
- 6.2 The now modern multi-use facility wraps around the structure of the old hall doubling the usable space and includes a new commercial kitchen, changing facilities and meeting rooms which open out on to Mapua Domain. The interface with the Domain was a key factor in Council's significant contribution towards the refurbishment; it has made a marked difference.
- 6.3 Congratulations to the Mapua Hall committee in particular, but also to the entire community for their efforts over the past five years. My thanks also to Community Services staff who have worked hard alongside the committee supporting them in this project.

## **7 Highlights**

- 7.1 **Parks and Reserves** – Preparing the new Waimea and Golden Bay Parks and Reserves Contracts for tender in February was a significant piece of work undertaken by the Parks and Reserves department, but the awarding of a new contract to Nelmac has resulted in savings of at least 10%. Nelmac took over the contract 1 July and in addition to the savings, we anticipate some performance measures will be enhanced.

- 7.2 **Libraries** – The Kotui shared library management system was installed in November 2011. The system gives customers access to much more information including books, DVDs, CDs plus online content from the comfort of their home, school, work or a smartphone, or of course, at the library. Kotui also allows staff them to build shared networks with other member libraries.
- 7.3 **Customer Services** – Significant work has gone into improving Council’s customer service request (CSR) system. A review has identified a number of areas of enhancement as well as the development of the NAX customer database, which will ultimately see a single record for all persons/businesses across all areas of Council.
- 7.4 **Property** – Four new pension cottages were built in Richmond in Aotea Place, off Hills Street in 2011. We now own a total of 101, predominantly one-bedroom community cottages to provide long-term affordable accommodation, generally for people over 65 years of age with limited financial assets. Council’s investment in pension housing is self-funding with rents covering all costs, including administration.
- 7.5 **Community Recreation** – Two major new facilities have opened at Saxton Field this triennium. The new \$2 million Saxton Field Hockey and Softball Pavilion opened in November 2010. The new two-storey facility includes a lounge and bar, two offices, two meeting rooms, changing facilities and toilets, viewing decks for softball, and a viewing window from the lounge and bar. The spectacular \$3.8 million cricket, athletics and football pavilion was opened November 2011. The new pavilion has viewing areas over the athletics track, soccer pitch and cricket oval. The development of the oval and pavilion has seen the successful bid to host three games in the 2015 ICC Cricket World Cup.
- 7.6 Other highlights for the triennium are in Attachment 1.

<b>8 Attachments</b>
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- 1. Community Services Highlights for the Triennium 11

## Community Services Highlights for the Triennium

### 1.1 Parks and Reserves

- Mapua Waterfront Park design and some development has been completed
- Motueka Inlet Walkway completed
- Decks Reserve historical information plaques were installed
- Significant work was undertaken to repair damage to parks, reserves, walkways, trees and pensioner cottages from the rainfall events in 2010,2011 and 2013
- The Parkcheck Survey was completed with positive results
- The three Parks and Reserves Maintenance Contracts were retendered and the transition to the new contractor was managed effectively
- Sportspark Motueka new toilets were constructed
- Successful prosecution of illegal tree felling at Stephen's Bay
- Supporting Volunteer groups with the clean-up of the Waimea Estuary margin, with planting of the cycle trail and with clean up after the rainfall events.
- Natural Burial areas were created in Motueka and Rototai Cemeteries
- New Roadway entrance was constructed to Saxton Field
- A Cricket Oval was built at Saxton Field
- Staff co-hosted the National Coastcare conference.

### 1.2 Libraries

- Tasman District Library became a member of the Kōtui consortium and migrated to a new Library Management System in November 2011
- Joined a consortium of South Island Libraries for the purchase and supply of downloadable e-books and e-audio
- Extended the range of online resources available to include e-books, e-audio, digital newspapers and streaming music
- Redeveloped the library website which was launched in August 2012

- Joined the AnyQuestions service which provides online homework help for school students
- Delivered over 1500 programmes, events and training courses attended by more than 32,000 people
- Recorded 1,553,360 visitors and issued 2,113,524 items to library users.

### 1.3 Customer Services

- Answered in excess of 250,000 phone calls
- Delivering improved service to customers by answering of library main phone
- Logged over 51,000 requests for service
- Handled over 10,000 items through info@tasman.govt.nz
- Processed over 1,400 Land Information Memorandum
- Processed over 202,000 transaction
- Put rotation of staff between offices in place
- Moved Richmond staff into the new part of the Council office building
- Moved Takaka service centre and staff to Junction Street
- Initiated a review of the Customer Service Request systems while rolling out enhanced reporting to staff
- NAX our customer database – stage one of matching data and getting administration staff using NAX almost complete

### 1.4 Property

- Built 4 new pensioner cottages in Richmond
- Construction of the Fitness Centre at the ASB Aquatic Centre
- Completion of the second stage of the Mapua Waterfront Park and new toilets
- Completed the Richmond Office building extensions
- Progressed the rebuild of the Moutere Hills Community Centre after the two fires, which destroyed a large amount of the centre

- Co-ordinated the Civil Defence Emergency Response to the rainfall events in December 2010, December 2011 and April 2013
- Worked with Nelson City Council on building a dedicated Emergency Management Office and Emergency Operations Centre in Richmond
- Purchase of land for reserve from the Alliance Company opposite the ASB Aquatic Centre

### **1.5 Community Recreation**

- Saxton Field developments - The new \$2 million Saxton Field Hockey and Softball Pavilion opened in November 2010 and the new cricket oval was developed
- Mapua Hall was redeveloped and opened in August 2013.
- Motueka Recreation Centre reopened after \$2.2 million upgrade, Council's investment supported by \$750,000 from Lotteries Grants Board and \$100,000 from Canterbury Community Trust
- Hosted the NZRA Thinking Recreation 2011 Conference at Saxton complex – high level of involvement in planning and delivery. 100% of evaluations agreed that the conference contained important content
- Rugby World Cup 2011 – Fan Zones Motueka Recreation Centre - two full houses of 550 attending, RWC Richmond Festival hosting the USA team – including a street parade and street party. The USA Ambassador attended
- Get Moving Active Communities project application to Sport NZ was successful in being granted \$300,000 over three years
- Presentation to New Zealand Walking Cycling Conference in Hastings on Get Moving project
- Record number of Community Grant applications received 158 applications requested a total of \$408,380.15
- Delivered a range of community events and staff were involved in supporting a further 40+. Total attendance was in excess of 35,000 individuals (520 average). The focus was on multiple small and mid-sized community events that reach communities across the district. These include Senior Expo, Tasman Skate Park Tour, In your Neighbourhood, Tasman's Got Talent, Family Fun Rides, Go By Bike Day, Outdoor Recreation Expo



**9.2 ACTING COMMUNITY SERVICES MANAGER****Decision Required**

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Susan Edwards, Strategic Development Manager  
**Report Number:** RCS13-09-02  
**File Reference:**

**Item 9.2****1 Summary**

1.1 The report provides information received from the ASB Aquatic and Fitness Centre.

1.2 The report also covers some areas of work I have been involved with since the last Committee meeting including:

- Mapua Community Hall opening;
- Saxton Field Working Party meeting;
- Motueka Library Redevelopment Working Party meeting;
- Council credit rating meeting;
- Growth Model review;
- Community Awards Ceremony;
- Rabbit Island Multisport Facility meeting;
- Community Recreation and Environmental Education work plans;
- Community Services and Strategic Development restructuring;
- Annual Report performance measures; and
- Update on Moutere Hills Community Centre.

**2 Draft Resolution**

**That the Community Services Committee:**

- 1. receives the Acting Community Services Manager Report RCS13-09-02; and**
- 2. agrees to an application being made to the Canterbury Community Trust for \$100,000 towards the completion of outstanding capital works at the Motueka Recreation Centre.**

**3 ASB Aquatic and Fitness Centre – July 2013 Report**

- 4.1 Attachment 1 contains the progress report for July 2013 from the Facility Manager.
- 4.2 Patronage figures for the Aquatic and Fitness Centre for July 2013 show an increase of 2,981 users from June 2013. The July 2013 patronage was lower than July 2013 due to a decrease in Swim School enrolment's for the term as well as the placement of the School Holiday's.
- 4.3 The report contains further details on marketing and promotion work that the facility is undertaking.

**4 Major activities over the last six weeks**

**Mapua Community Hall re-opening**

- 4.1 On 23 August Steve Richards and I attended the re-opening of the redeveloped Mapua Community Hall, along with several Councillors. The re-opening was extremely well attended by Mapua residents and others. The redeveloped Hall is testament to the hard work of the Mapua Hall Committee and many volunteers from the community. The design retains aspects of the buildings history, while providing a facility which will meet the needs of future generations. The building also has a very good connection with the Domain.

**Saxton Field Working Party**

- 4.2 On 14 August the Saxton Field Working Party met to discuss a range of matters relating to the complex. Key matters discussed were the repairs of damage caused by the April rainfall event, Cricket World Cup planning, the velodrome project, the Sport Tasman Service contract, the Masters Games, and future planning for the complex. It is anticipated that Saxton Stadium will be operational in time for the South Island Masters Games.

**Motueka Library Redevelopment Working Party meeting**

- 4.3 The Motueka Library Redevelopment Working Party met on 26 August. The Working Party discussed potential sites for a combined library and service centre and has asked staff to undertake further investigations on the site options.

**Council credit rating meeting**

- 4.4 Mark Tregurtha and I, assisted Mike Drummond and Russell Holden with the meeting they had with the assessors from Standard and Poor's on Council's credit rating assessment. Mark provided a background paper covering projected economic and population growth for the Tasman District and likely demographic changes. The assessors had asked for the information contained in Mark's paper.



### **Growth Model**

- 4.5 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.

### **Community Awards Ceremony**

- 4.6 The Community Awards Ceremony was held on 30 July. The Awards were very well attended and the recipients and their families and friends appeared to enjoy the ceremony.

### **Rabbit Island Multisport Facility**

- 4.7 Jim Frater and I are meeting with the proposers of the Rabbit Island Multisport Facility on 28 August. I can provide the Committee with an update on the project at the meeting.

### **Community Recreation and Environmental Education work-plans**

- 4.8 The Community Recreation and Environmental Education work-plans were discussed at a workshop on 29 August. The Community Recreation work-plan is the subject of a separate report from Mike Tasman-Jones on this agenda. The Environmental Education work-plan will be presented to the Environment and Planning Committee for consideration.

### **Community Services and Strategic Development Restructuring**

- 4.9 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 discussed with staff. The next step in the process is to refine the proposed structure and prepare job descriptions for the new third tier positions.

### **Annual Report performance measures**

- 4.10 Attachment 2 provides the Committee with a draft copy of the Community Services sections of the Annual Report 2012/2013, excluding the financial information. The attachment covers the Community Facilities and Parks and the Recreational and Cultural Services activities. It reports against the performance measures and major activities for the two activities, which were contained in the Long Term Plan for the 2012/2013 financial year.

### **Update on Moutere Hills Community Centre**

- 4.11 A building consent application has been lodged for the Moutere Hills Community Centre rebuild following the two devastating fires in the complex. Tender documents have also been sent out to selected tenderers to price the work.

**5 Canterbury Community Trust application**

- 5.1 Staff are seeking a resolution from the Community Services Committee for the Council to apply to the Canterbury Community Trust for \$100,000 towards the completion of outstanding capital works at the Motueka Recreation Centre (MRC).
- 5.2 Following the completion of the initial capital works at the MRC, a stage two development was approved where improved (compliant) access was to be installed to the first floor mezzanine floor at the Centre. The works were being overseen by project manager Abel Properties and following an estimate of the cost of the works Council purchased a lift as part of this upgrade. Subsequent to this the quantity surveyors costing was received and the projected project cost was in excess of expectations by approximately \$200,000. The lift is currently stored onsite at the MRC and \$103,000 exists in the Motueka Reserves Financial Contributions account for the next stage of the MRC redevelopment.
- 5.3 Access to the first floor has not met building code, due to gradient. This area is increasingly used as a venue for exercise for older adults some 80yrs plus, including the “Sit’n’be fit” class, however, safe access is a concern. For these reasons staff would like the Committee’s approval to apply for funding from the Canterbury Community Trust to supplement Council funding for the work. Sport Tasman will be preparing the funding application on Council’s behalf.

**6 Appendices**

- |    |  |    |
|----|--|----|
| 1. | ASB Aquatic and Fitness Centre Report - July 2013            | 19 |
| 2. | Draft Community Services Narrative for Annual Report 2012/13 | 25 |



## ASB AQUATIC & FITNESS CENTRE TASMAN MONTHLY REPORT

Report for: Tasman District Council.  
Attention: Susan Edwards  
Month: July 2013  
Prepared: 22<sup>nd</sup> August 2013  
Prepared by: Vaughan Hope (Facility Manager)

### Summary

This report outlines the progress of the ASB Aquatic & Fitness Centre for the month of July 2013. *At the time of writing a number if figures were unavailable – these will be sent thought individually when completed.*

#### Contents:

Commentary and Patronage	1.0
Marketing and Promotion	2.0

## ASB Aquatic and Fitness Centre Monthly Report July 2013

### 1.0 Commentary and Patronage:

July presented positive growth in comparison to June 2013, however numbers compared to July 2013 were slightly lower. Reasons behind this relate to a slight decrease in Swim School enrolment's for the term as well as the placement of the School Holiday's.

Key periods during July were the Swim Magic Under the Sea theme week and the Holiday Programme (both highlighted below) in addition to great casual swimming numbers during our "quitter" holiday period.



Our Holiday Programme in conjunction with Swimming every day spent time around the region including the following; The Ski Field, Rock Climbing, Pottery, Movies, Sports Day, Makos rugby day

The end of Term "theme week" was Under the Sea in which the facility was decorated with fishing nets, charters from Finding Nemo and even a couple of gold fish made the facility their home for a couple of weeks.



This months WaveRave theme night hosted over 280 children. The facility was set up for a WipeOut event and numerous challenges and obstacle courses including a Aqua Run.



## Patronage Numbers

User	Total July 2013	Total June 2013
Adult	1158	1107
Adult Concession	726	794
Adult/ Preschooler (x2)	1337	1394
Adult/ Preschooler Concession (x2)	156	230
Child	3434	1636
Child Concession	168	119
Community Service Card Holder	172	136
Community Service Card Holder Concession	229	200
Family (x4) Shark pass	688	424
Preschooler	276	207
Preschooler concession	20	14
Senior	161	122
Senior Concession	423	446
Visitor	553	97
Student Concession	79	72
Aquatic Memberships	268	413
Holiday Programme	240	0
After School Care	153	239
User Groups	498	702
Wave Rave	547	507
Promotional Visits	161	98
Child School Swim	187	90
Adult School Swim	5	0
Swim School	5195	5513
Shower	9	6
Supervised Child Care	0	0
Aqua Fitness concession	209	180
Aqua Fitness casual visits	100	116
Group fitness casual visits	73	117
Fitness Centre casual visits	79	45
Fitness Centre Concessions	48	72
Fitness Centre Memberships	6061	5336
<b>Total Patronage for July 2013</b>	<b>23413</b>	<b>20432</b>
Total Patronage for July 2012	24793	
Total Patronage for July 2011	18703	
Total Patronage for July 2010	14234	
Total Patronage for July 2009	13824	
<b>Patronage running total 2013 - 3014</b>	<b>23413</b>	

## 2.0 Marketing and Promotion

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



Work has begun on updating and redesigning the Facility brochures to include all departments and promote the facility as a whole.

Radio messages have been resigned to meet the season and upcoming events.

News paper full pages focusing on the Fitness Centre and also Birthday Parties were in the Waimea Weekly.

Kori the Penguin and the Team were at the last Giants home game – at which Kori had a dance competition with the Giant. Over 2000 flyers were also given out at the game.

Signage on the portable sign was updated for the month. This now has one side of the departments in the facility and the other dedicated to the fitness centre.

Further editorials have been published regarding the successes of the academy swimmers including those whom achieved success at nationals.

### 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 June 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.

**Item 9.2**

**Attachment 1**



## **Policy and Objective**

The objective of Community Services activities is to fund projects which are aimed at enhancing and enriching the education and cultural environment of the District, and enhance and enrich the recreational environment of the District,

## **Nature and Scope**

There are two significant areas under which this activity is performed by Council.

- a) Community Facilities and Parks**
- b) Recreational and Cultural Services**

## COMMUNITY FACILITIES AND PARKS

### What We Do

This group of activities includes the wide range of community facilities and amenities provided throughout the District for the public including:

- 595 hectares of Parks and Reserves
- 12 Cemeteries
- 41 Playgrounds
- 4 Libraries
- Funding for District and Shared Facilities such as the Saxton Field complex
- 24 Public Halls and Community Buildings
- 61 Public Toilets
- 101 Council Cottages
- The ASB Aquatic Centre

### Why We Do It

Council provides community and recreational facilities to promote community wellbeing and to meet community expectations.

Council recognises it plays a key role in creating the environment in which communities can prosper and enjoy improved health and wellbeing. The provision of open spaces and recreational facilities influences the way in which people can take part in the life of the community. Such facilities also enable people to be more active in a convenient, easy, safe and enjoyable manner.

Cemeteries are provided for public health purposes and to comply with the requirements of the Burial and Cremation Act 1964.

### Our Goal

We aim to provide parks, reserves and recreational facilities that promote the physical, psychological, environmental and social wellbeing of communities in Tasman District and to also provide amenities that meet the needs of residents and visitors.

### How this activity contributes to the Community Outcomes

- Protection of the natural environment and ecologically significant areas.
- Provision and enhancement of open space.
- Vegetation enhancement and awareness.
- Enhanced community involvement in conservation and restoration work.
- Protection and enhancement of coastal and riparian areas.
- Provision and enhancement of open space and an interconnected open space network.
- Provision of neighbourhood and community parks within walking distance of homes.
- Provision of open space and recreation facilities that cater for and promote active lifestyles. This includes casual activities such as walking and cycling, and organised sports and recreation activities.
- Reserves and facilities are designed and managed to ensure users safety and cater for the needs of the whole community.
- Provision of high quality open space, recreation and cultural facilities such as Libraries and Community Halls that provide a range of leisure, cultural and amenity services to the public.

**Our Level of Service**

- A network of multi-purpose community and recreation facilities in major centres supported by local halls, that provide reasonable access to indoor activities, libraries and recreation space
- Cemeteries that offer a range of burial options and adequate space for future burial demand.
- Swimming pools that meet the needs of users and provide opportunity for aquatic based recreation activities and learn to swim programmes.
- Public conveniences at appropriate locations that meet the needs of users and are pleasant to use and maintained to a high standard of cleanliness.
- Council cottages that help meet the needs of the elderly and people with disabilities.
- Access to information and leisure sources that satisfy the needs of the community, delivered within the libraries and through outreach programming.
- Access to a variety of information, leisure, social resources and services to support those with special needs through the libraries in Richmond, Motueka, Takaka and Murchison.

**How we measure progress**

Levels of Service (We provide)	We will know we are meeting the Level of	Current Performance																								
<p>1. A network of multi-purpose community and recreation facilities in major centres supported by local halls, that provide reasonable access to indoor activities, libraries and recreation space</p>	<p>Customer satisfaction with parks and reserves score above 80% - as measured by ParkCheck Visitor Measures. [Target: Satisfaction target above 85%]</p> <p>Residents rate their satisfaction with this activity as “fairly satisfied” or better in annual surveys. [Targets: Satisfaction target above 85% for parks and reserves]</p> <p>83% of Tasman residents are fairly or very satisfied with the public libraries</p>	<p>The Yardstick ParkCheck 2013/2014 Parks and Reserves Survey show an overall satisfaction level of 91% for Council against an average satisfaction level of 88% (40 local authorities participated in this survey. The Yardstick ParkCheck Parks and Reserves Survey is undertaken every three years. [2010 ParkCheck 89.9%]</p> <p>The Communitrak survey shows that 91% of residents overall are satisfied with the District’s recreational facilities - which includes playing fields and neighbourhood reserves. (2012: 93% satisfied).</p> <div data-bbox="786 1339 1353 1917" data-label="Figure"> <table border="1"> <caption>Recreational Facilities Satisfaction Data</caption> <thead> <tr> <th>Year</th> <th>Very/fairly satisfied (%)</th> <th>Not very satisfied (%)</th> </tr> </thead> <tbody> <tr> <td>2005</td> <td>78</td> <td>12</td> </tr> <tr> <td>2008</td> <td>76</td> <td>16</td> </tr> <tr> <td>2009*</td> <td>95</td> <td>3</td> </tr> <tr> <td>2010</td> <td>93</td> <td>4</td> </tr> <tr> <td>2011</td> <td>91</td> <td>5</td> </tr> <tr> <td>2012</td> <td>93</td> <td>4</td> </tr> <tr> <td>2013</td> <td>91</td> <td>5</td> </tr> </tbody> </table> </div> <p>The Communitrak survey shows that 83% of residents are satisfied with the District’s public libraries [2012: 86%], and that 93% of library users are satisfied with the libraries.</p>	Year	Very/fairly satisfied (%)	Not very satisfied (%)	2005	78	12	2008	76	16	2009*	95	3	2010	93	4	2011	91	5	2012	93	4	2013	91	5
Year	Very/fairly satisfied (%)	Not very satisfied (%)																								
2005	78	12																								
2008	76	16																								
2009*	95	3																								
2010	93	4																								
2011	91	5																								
2012	93	4																								
2013	91	5																								

Levels of Service (We provide)	We will know we are meeting the Level of	Current Performance																											
		<p>[2012: 94%]</p> <table border="1"> <caption>Public Libraries Satisfaction Data</caption> <thead> <tr> <th>Year</th> <th>Very/fairly satisfied (%)</th> <th>Not very satisfied (%)</th> </tr> </thead> <tbody> <tr><td>2002</td><td>86</td><td>5</td></tr> <tr><td>2005</td><td>82</td><td>4</td></tr> <tr><td>2008</td><td>82</td><td>4</td></tr> <tr><td>2009</td><td>84</td><td>1</td></tr> <tr><td>2010</td><td>84</td><td>3</td></tr> <tr><td>2011</td><td>82</td><td>5</td></tr> <tr><td>2012</td><td>86</td><td>3</td></tr> <tr><td>2013</td><td>83</td><td>4</td></tr> </tbody> </table>	Year	Very/fairly satisfied (%)	Not very satisfied (%)	2002	86	5	2005	82	4	2008	82	4	2009	84	1	2010	84	3	2011	82	5	2012	86	3	2013	83	4
Year	Very/fairly satisfied (%)	Not very satisfied (%)																											
2002	86	5																											
2005	82	4																											
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2009	84	1																											
2010	84	3																											
2011	82	5																											
2012	86	3																											
2013	83	4																											
	<p>Percentage of parks and reserves contract service standards met (based on exception reporting). [Target: 85%]</p>	<p>This measure is reliant upon the contractor updating the status of jobs in Council's Confirm Asset Management system. New contracts emphasise the requirement that Confirm is updated at the time of completion. The measure was undertaken for the first time this financial year with an 84% rating.</p>																											
	<p>A community building* is available within a 15-minute drive for 80% of the population. (20km radius catchment) [Target: 90%]</p>	<p>The measure was undertaken for the first time this financial year. A community building* is available within a 15-minute drive for 99.8% of the population.</p>																											
<p>2. Cemeteries that offer a range of burial options and adequate space for future burial demand.</p>	<p>Percentage of cemeteries contract service standards met (based on exception reporting) [Target: 90%]</p>	<p>This measure is reliant upon the contractor updating the status of jobs in Council's Confirm Asset Management system. New contracts emphasise the requirement that Confirm is updated at the time of completion. The measure was undertaken for the first time this financial year with a 93% rating.</p>																											
<p>3. Swimming pools that meet the needs of users and provide opportunity for aquatic based recreation activities and learn to swim programmes.</p>	<p>For the ASB Aquatic Centre, admissions per m2 of pool swimming per annum within 10% of average of peer group as measured by Yardstick. [Target: Admissions per m2 per annum above average of peer group as measured by Yardstick]</p>	<p>173 swims per m2 of swimming pool (4% lower than the peer group average) (Still to be confirmed)</p>																											
<p>4. Public Conveniences at appropriate locations that meet the needs of users and are pleasant to use and maintained to a high standard of</p>	<p>Our toilets are cleaned and maintained to 90% compliance with the appropriate contract specification as measured in the bi-monthly sample contract audit. [Target: 90%]</p>	<p>Our toilets are cleaned and maintained to 84% compliance with the appropriate contract specification as measured in the bi-monthly sample contract audit. All issues are rectified. [2012: non-compliance is recorded but not analysed.</p>																											

Levels of Service (We provide)	We will know we are meeting the Level of	Current Performance
cleanliness.		
5. Council cottages that help meet the needs of the elderly and people with disabilities.	Tenant satisfaction with standard, quality and management of cottages is 80% as measured through a biennial survey. [Target: 85%]	In November 2011, there were 95 surveys sent out, with 84 completed surveys returned. Of the completed surveys returned, 100% were satisfied with how their tenancy is managed. There were also an overall 91% satisfaction with the condition of the cottages, and 98% satisfaction with how their enquiries are dealt with when they contact Council.
6. 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 Library and Information Association New Zealand Aotearoa (LIANZA) standard for library book stocks. Stock numbers will be measured quarterly using information available for the Library Management System software. [Target: Book stocks achieve 82% of the LIANZA standard.]	Book stocks are currently at 85% of the LIANZA standard. [2012: 85%]
7. Access to a variety of information, leisure, social resources and services to support those with special needs through the libraries in Richmond, Motueka, Takaka and Murchison.	<p>Tasman District Council library buildings provide adequate spaces to enable the delivery of quality library services as measured against the LIANZA standard. [Targets: The Richmond, Takaka and Murchison libraries floor areas are maintained at the current size.</p> <p>Council will redevelop the Motueka Library to achieve 100% of the LIANZA standard. Work will commence in 2013.</p>	<p>The Richmond and Takaka libraries floor areas currently meet the LIANZA standard. The Murchison floor area is currently 75% of the LIANZA standard.</p> <p>The Motueka Library floor area is currently around 50% of the LIANZA standard. The library will need to increase by 617m<sup>2</sup> to allow for population growth through to 2031. Redevelopment of the Motueka Library to achieve 100% of the LIANZA standard was deferred to 2014/2015.</p>

**Major Activities**

Ongoing management, maintenance and renewal of Council’s parks and reserves, cemeteries, playgrounds, libraries, district and shared facilities, public toilets, Council cottages, and swimming pools.

	Budget \$	
Saxton Field developments (land purchases, walkways, roads)	452,160	The road entrance from Main Road Stoke has been completed. There has also been work undertaken at the complex to repair damage from the April 2013 rainfall event. There has been \$321,563 spent on this project for the year ended 30 June 2013.
Cycle Track – Saxton Field	204,400	The Saxton Velodrome Working Party met on 28 June. Progress is being made with Transpower on relocating the powerlines which cross the site. The powerlines are due to be removed by February 2014. The site investigation report from Tonkin and Taylor is complete; the site contamination report has been favourable with the site deemed good. The design phase is continuing. There has been \$28,180 spent on this project for the year ended 30 June 2013.
Hockey Turf – Saxton Field	306,600	Nelson City Council is currently evaluating tenders. Objective is to have project completed by the start of the winter season (Still to be confirmed). There has been \$Nil spent on this project for this year ended 30 June 2013.
Mapua Hall	827,820	Construction has commenced with an official opening scheduled for 23rd August 2013. By the end of June, Council had contributed \$750,000 towards the project and the Society \$62,000. The Society will contribute the remainder of the 20% it is required to contribute during July. Council will make its final payments during July and August, with the Society funding the remainder of the project.
Library Renewals	365,382	From July 2012-June 2013 15,139 new items were purchased for the libraries. Items held at 30 June 2013 totalled 146,585. This is 85% of the current recommended standard for New Zealand Libraries.  There has been \$327,500 spent on this project for the year ended 30 June 2013.
Purchase of new reserves land (Waimea)	155,700	Land has been purchased in Starveall Street for the Brightwater Village Green. There has been \$220,000 spent on this project for the year ended 30 June 2013. Council has approved a loan of \$110,000 as further funding.
Provision of new walkways throughout the District	145,320	This function is ongoing. Storm damage from the December 2011 and April 2013 rainfall events have taken priority and has resulted in a number of damaged walkways (like Dellside) being repaired.

(Note: the amounts in the table above are the Tasman District Council contributions, some projects may include contributions from users of the facilities and/or Nelson City Council).

## RECREATION AND CULTURAL SERVICES

### What We Do

These activities include provision and support of recreational and cultural needs of the communities of the Tasman District. This is done through provision of projects that support and develop the community engagement with recreation, sports, arts and heritage and publication of Council magazines, eg Mudcakes and Roses.

Council's services include the provision of resources for community initiatives and community organisations to enable them to achieve their objectives by way of grants. Grants are predominantly for 'not-for-profit' community and voluntary groups working for the benefit of Tasman District communities.

Funding from this group of activities also provides grants to the Suter Art Gallery and the Nelson Bays Heritage Trust, as well as support for District museums.

### Why We Do It

By providing Recreation and Cultural Services Council meets community expectations to promote the wellbeing of the communities in its District. This requires providing and informing communities of opportunities to participate in recreation and leisure activities and supporting cultural and heritage organisations.

The Recreation and Cultural Services group of activities is an important component of Council's business in terms of:

- How it relates to the communities.
- How it strengthens its communities.
- How it supports its communities.
- How it maintains an accurate picture of community opportunities and challenges.
- How it supports access to and protects the District's recreation culture and heritage values.

### Our Goal

Council's aim is to enhance the quality of life of the community by providing and supporting recreational, cultural and heritage services which enable participation in suitable, relevant and enjoyable activities and environments lifelong and to enable communities to lead initiatives to help themselves.

### How this activity contributes to the Community Outcomes

- Providing and supporting quality recreational services which enable participation in suitable relevant and enjoyable activities life long.
- Promotion and celebration of our history and diverse cultures. Support of organisations that preserve and display our regions heritage and culture.
- Promotion and delivery of recreational services that reflect the diversity of the Tasman District. Assists community-led facilities, projects and initiatives to deliver benefits across the broader community.

**Our Level of Service**

- Promotion and celebration of our history and cultures. Support of facilities and services that house our region's 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 wellbeing.

**How we measure progress**

Levels of Service (We provide)	We will know we are meeting the Level of Service if...	Current Performance
1. Promotion and celebration of our history and cultures. Support of facilities and services that house our regions stories, artefacts and arts.	Residents are satisfied with the information available in publications, as measured through the residents' survey undertaken at least three yearly. [Target: 90% of residents who have seen at least one of the recreation publications are fairly or very satisfied with them.]	95% of residents who have seen at least one of the recreation publications are fairly or very satisfied with them.
2. Promotion and delivery of events and recreational services that reflect the diversity of the District.	Residents attending a range of Council organised and supported activities and events are satisfied, as measured through user surveys. [Target: 90% of the community is very or fairly satisfied with Council activities or events.]	80% of the community is very or fairly satisfied with Council activities or events.
3. Community development is supported with staff advice and funding support.	Information to support communities is accessible and relevant, as measured through the residents' survey undertaken at least every three years.  Information about grants assistance is accessible and appropriate. The administration of funding is clear and transparent, as measured through the residents' survey undertaken at least every three years.  [Target: 70% of the community is very or fairly satisfied with the community assistance.]	70% of the community is very or fairly satisfied with the community assistance.
4. Provide grants to community groups to deliver services and facilities that enhance community well-being.	Grants are fully allocated to groups and individuals who meet our funding criteria. [Target: 100% of grant funding is allocated.]  Groups are delivering the services outlined in their applications and that they receive grant money to provide	100% of grant funding is allocated.  75% of accountability forms are returned completed.



Levels of Service (We provide)	We will know we are meeting the Level of Service if...	Current Performance
	services to the community. [Target: 90% of accountability forms are returned completed.]	

**Major Activities**

Support of community development through advice, grants and partnership arrangements.	The Community Recreation staff are actively involved in the provision of advice to individuals and community groups. This includes advice on funding, event management, project planning and implementation. There are also multiple project partnerships that council staff are involved, for example Get Moving walking cycling project, Safe and the Top - safer community project, Speak Out Nelson Tasman - reporting racism and Connections Mayors Taskforce for jobs - youth training and employment project
Allocation of contestable grants.	The Tasman District Council Community Grants were fully allocated in 2012/2013. There are 3 accountabilities from 2011/2012 outstanding, this less than 2%. Some funding has also been allocated to the Motueka Groyne shortfall.
Ongoing allocation of funding to cultural services, eg Museums and The Suter art gallery.	Annual Memoranda of Understandings have been received from the Museums and The Suter. The Suter art gallery annual funding of \$82,772 has been paid. Local museum funding allocated includes \$42,000 going to the Motueka District museum, and \$42,500 to Golden Bay museum.  Tasman Bay Heritage Trust has received cash funding of \$807,221 for the year ended 30 June 2013. In addition, Council provides the Trust with free use of a storage facility, which has cost the Council \$93,433 to provide.
Annual review of grants funding criteria and process.	The Grants and Community Facilities meet in October 2012. It was agreed that staff would begin work on an online application process and that the a workshop would be held August 2013 to review the grants criteria and process in light of changes to local government purpose.
Support of regional recreation programmes.	Council supports recreation programmes run out of council facilities with Memoranda of Understandings with Golden Bay Community Workers, Motueka Recreation Centre, Moutere Hills Community Centre, Richmond Town Hall, and Murchison Sport, Recreation and Cultural Centre.
Provision of community events and activities.	A range of community events are run by the Community Recreation team. The focus is on encouraging community participation utilizing councils infrastructure - this includes councils parks, halls, community centres and walk and bike paths. The 2012 Communitrak Survey reported 87% of residents are very or fairly satisfied with community events
Promotion of community events and activities through website, Mudcakes and Roses, Boredom Busters, JAM website, Newsline, Found Directory, Bike/Walk Tasman, Hummin in Tasman	The major promotion of events is via support for the "ItsOn" events database and production of the Hummin in Tasman Summer guide. All the publications cover events for their relevant target groups

**Item 9.2**

and other media.	
Facilitate the Youth Council with regional recreation coordinators.	Youth Council operates in Golden Bay, Motueka, Murchison and Richmond
Facilitate the Positive Ageing Forum.	Forum meets 4 times per year and is attended by 30 plus individuals.
Consider implementation of actions identified as priorities in the Nelson Tasman Regional Arts Strategy	Public art is included in publications for example walking cycling maps. Council facilities used to exhibit local artists including service centres, libraries and halls.
Develop final draft of Tasman Youth Strategy for consideration and adoption. Implement those actions identified as priorities.	Project currently on hold awaiting the availability of senior staff resources for final analysis and completion of the draft.

**Attachment 2**

### 9.3 RESERVES MANAGER'S REPORT

Information Only - No Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Beryl Wilkes, Reserves Manager  
**Report Number:** RCS13-09-03  
**File Reference:**

Item 9.3

#### 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 Services Committee receives the Reserves Manager's Report RCS13-09-03.**

<b>3 Discussion</b>
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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.

<b>4 Richmond Ward</b>		
<b>Site</b>	<b>Projects for 2013/14</b>	<b>Timeframe</b>
Dellside Reserve	Storm damage (Steve/Glenn) Reservoir Area	Planting of slips to be carried out. Working with the Engineering Department on new access for Reservoir area for bikers and walkers.
Fittal Street	Landscaping of car park (Steve)	Bollards have been installed and Keep Richmond Beautiful has carried out two plantings here.
Sandeman Reserve/ASB Pool	Estuary margin cleanup (Steve)	Work is continuing with Malcolm Saunders utilising community workers and some students from Waimea College.
Chelsea Ave Reserve	Playground upgrade (Glenn)	WIP
Maling Cottages	Flood damage (Francie)	Work completed and the tenants have returned to their flats.
Saxton Field	Velodrome (Glenn)	The site investigation report from Tonkin and Taylor is complete; the site contamination report has been favourable with the site deemed good. The design phase is continuing.
Hope Recreation Reserve	Tennis court landscaping and general development (Steve)	Discussions have been held with the Hope Tennis Club regarding some additional landscaping along the boundary of the new courts. Steve is also following up on some general landscaping and development of the reserve which is planned for later in the year.

<b>5 Moutere Waimea Ward</b>		
<b>Site</b>	<b>Projects for 2013/14</b>	<b>Timeframe</b>
Waimea River Park	Update on work (Beryl)	WIP
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)	Development (Beryl)	WIP
Mapua Recreation Reserve	Mapua Tennis Courts upgrade (Steve) Mapua Hall Deck & Landscaping (Steve) Tree removal (Kathy)	A quote has been accepted for the work from Fulton and Hogan. The deck has been built and Steve is liaising with the Hall Committee on landscaping of the area. One of the mature trees was removed from the reserve as it was found to be very dangerous. Kathy has had a report done on the remaining trees and further trees are recommended for removal. Kathy has presented the report to the Mapua & District Community Association and will work with the community regarding replanting etc.
Wai iti stream walkway Links Edward Baigent Reserve with the Wakefield Recreation Reserve.	Flood Damage (Glenn)	400 ton of rock has been placed along the river for protection.
Brightwater Village Green	Development of new area (Steve & Beryl)	A site visit was held with members of the Brightwater Community Association to discuss the development of the reserve.
Whitby Green	Redevelopment of green (Steve & Beryl)	A meeting has been held with the Focus on Wakefield Group concerning a proposed concept plan for the area. The community group is to carry out some consultation with the Wakefield community.
Upper Moutere Recreation Reserve (Moutere Hills Centre)	Development of community picnic space (Steve & Beryl)	A site meeting was held with members of the Centre to discuss the development of a community picnic area for the centre and the possible relocation of the playground.

<b>6 Motueka Ward</b>		
<b>Site</b>	<b>Projects for 2013/14</b>	<b>Timeframe</b>
Little Kaiteriteri/Stephens Bay	Landscaping/Tree work (Kathy, Steve)	Work is being carried out here with the local communities and plantings are planned for September.
Motueka Cemetery	Concept plan proposal (Steve)	The Motueka Community Board has approved the work plan for the cemetery.
Tokongawa Walkways	Storm damage (Kathy, Glenn)	WIP
Memorial Park	Playground (Glenn)	The playground equipment has been ordered.
Decks Reserve	Playground (Glenn)	A climbing net has been ordered for the reserve.
Motueka Museum/Parklands School	Working Group (Kathy)	WIP. Kathy will pass onto the group the information regarding the proposed pedestrian crossing change and the contact name for NZTA.

<b>7 Golden Bay Ward</b>		
<b>Site</b>	<b>Projects for 2013/14</b>	<b>Timeframe</b>
Parapara	New playground (Glenn)	WIP
Ruataniwha Reserve (Collingwood)	Reserve development (Kathy)	WIP
Collingwood Tennis Courts	Redevelopment (Steve)	Quotes have been collected for this project and are being evaluated by Steve and Rob Cant.
Ligar Bay Batch area	Landscaping (Kathy)	WIP
Cornwall Haven Reserve	Realign flood damaged path to lookout (Kathy)	Work on this project will commence shortly.
Takaka Memorial Reserve	Redevelopment (Glenn)	Janine Riley the Landscape Architect from Nelmac has been commissioned to assist with this project and has presented an initial concept to the Golden Bay Community Board. The Board has requested that a detailed plan and an estimate of costings are presented at its September meeting.

<b>8 Murchison Ward</b>		
<b>Site</b>	<b>Projects for 2013/14</b>	<b>Timeframe</b>
Riverview Scenic Reserve	Kahikatea Walkway extension (Kathy)	Work is continuing the community group have completed some of the pest plant removal Kathy will follow up with the group for replanting.

**9 Regional**

- 9.1 The new maintenance contract with Nelmac is going well and the company has now leased a new site in Motueka for the team over there.
- 9.2 The Hall Fire Evacuation procedure work is continuing with only Onekaka Hall to be completed. Francie is now working with the Committees and carrying out the six monthly trial evacuations.

**10 Attachments**

Nil





**9.4 LIBRARIES MANAGER'S REPORT****Information Only - No Decision Required**

<b>Report To:</b>	Community Services Committee
<b>Meeting Date:</b>	5 September 2013
<b>Report Author:</b>	Glennis Coote, Libraries Manager
<b>Report Number:</b>	RCS13-09-04
<b>File Reference:</b>	L407

**Item 9.4****1 Summary**

1.1 The purpose of this report is to provide a summary of library activities for July and August. This report covers:

- **Events, programmes and promotions** – The school holiday programme in July attracted good attendances across the district. Recent events and promotions also included the annual Takaka Winter Series and a celebration of Family History Month during August.
- **National Reading Initiatives Group** – The National Reading Initiatives Group was formed to encourage the development of a cohesive, library sector-led approach to supporting the creation of readers. The Group has recently undertaken a survey of libraries and other organisations with the intention of identifying particular areas of need, as well as opportunities for collaboration and co-ordination.
- **Reading Together Programme** – The Reading Together programme aims to lift the reading level of children who are underachieving as readers. The programme is delivered through primary and intermediate schools. A recent evaluation report on the programme notes that the involvement of local public libraries was considered a highlight by many of those participating in the programme.
- **Key Statistical Measures** – All library branches experienced an increase in use during the July school holidays with an extra 3000 visitors recorded during the two weeks of the holidays.

**2 Draft Resolution**

**That the Community Services Committee receives the Libraries Manager's Report RCS13-09-04.**

### 3 Events, Programmes and Promotions

- 3.1 The theme for the July school holiday storytime programme was “Trash to Treasure’. Stories read to the children focussed on recycling and environmental awareness. The craft activities were an opportunity to transform items normally considered as rubbish into artworks to take home. The programme was popular in all library branches with total attendance figures of 279 children plus caregivers.
- 3.2 Motueka Library hosted an evening talk by award winning writer Steve Braunias at the end of July. Steve talked about his latest book “Civilisation: 20 places at the edge of the world” which has been nominated for the New Zealand Post Book Awards 2013. Sixty people attended the event to hear Steve talk about his travels through small town New Zealand. He mentioned that Collingwood was a South Island highlight. The event was arranged in conjunction with the Motueka Arts Council.
- 3.3 Takaka Library celebrated Te Wiki o te Reo Māori (Māori Language week) in early July with two special events. An interactive session of conversation, pronunciation and waiata, led by Glyn Rogers was attended by 30 people. A special Māori language Saturday storytime attracted an audience of 18.
- 3.4 The fourth Takaka Winter Series began on July 26 and ran through to August 30. Talks were run every Friday lunchtime and as always there was a wide variety of subjects which included: Prehistoric Britain; the Christchurch earthquake – a photographic slideshow and Mandolin Café – a musical history tour from bluegrass to Mozart. The series continues to be as popular as in previous years with attendances averaging 35 per talk.
- 3.5 August was family history month and to celebrate Richmond Library offered a programme of events and displays. Training courses included: a beginner’s guide to researching family history; advanced family history research; using the National Library’s Paper’s Past digital archive of historical New Zealand Newspapers and scanning and repairing old family photographs. The special event for the month was a talk by Kevin Ryan on tracing Irish Ancestors. Kevin has been researching his Irish ancestors for some years and made a trip to Ireland last year. He talked about the pitfalls of researching Irish records, offered search tips and shared interesting tales from his Irish journey.

### 4 National Reading Initiatives Group

- 4.1 The National Reading Initiatives Group was formed to encourage the development of a cohesive, library sector-led approach to supporting the creation of readers. Led by the National Library, the Group includes representation from the Ministry for Culture and Heritage, the Library and Information Association of New Zealand, the Association of Public Library Managers and the New Zealand Book Council.
- 4.2 The group is working towards a number of outcomes which include:
- more New Zealanders read more;
  - evidence of impact on reading engagement;

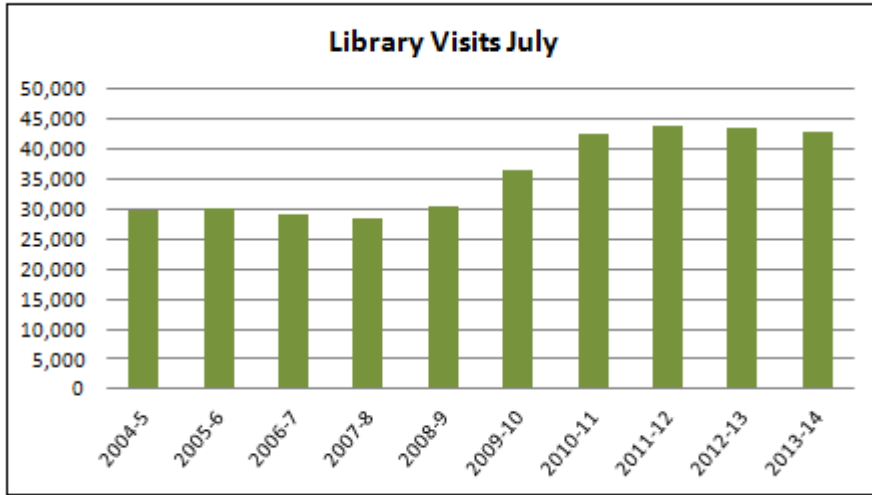
- improved cooperation and collaboration in reading engagement initiatives across the library sector;
  - enhanced awareness of the contribution libraries make to reading engagement.
- 4.3 The Group has recently undertaken a survey of libraries, the publishing industry, the education sector and community organisations in order to map current efforts to promote reading and identify gaps and opportunities. The intention of the survey was to map the range and spread of reading engagement initiatives in New Zealand, and to identify particular areas of need, as well as opportunities for collaboration and co-ordination. It is expected that findings from the survey will be available in September.

## 5 Reading Together Programme

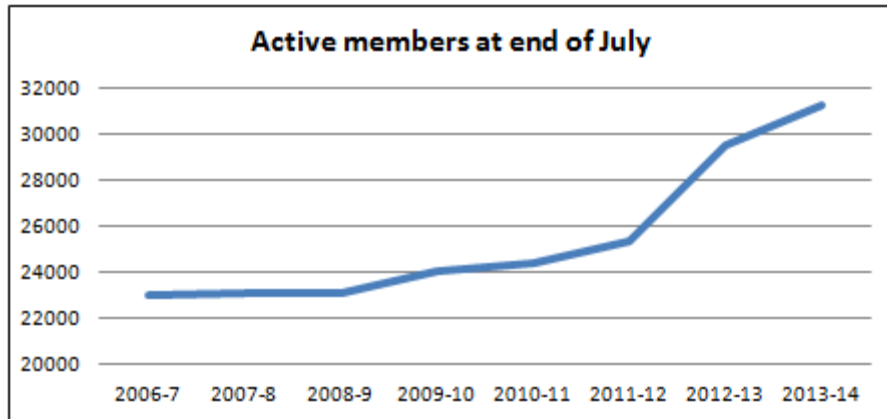
- 5.1 The Ministry of Education's Reading Together Programme is a programme for decile 1-3 Primary and Intermediate Schools which aims to lift the reading level of children who are underachieving as readers. The programme takes the form of a series of workshops for parents led by teachers with support from community librarians.
- 5.2 The main findings of a recent independent evaluation of feedback from 124 schools which participated in the programme during 2012 were:
- feedback from schools and participants records dramatic improvement in reading levels and enthusiasm for reading;
  - participants gained new strategies to facilitate learning ;
  - relationships within families improved;
  - participants gained confidence in themselves.
- 5.3 The evaluation report also found that the participation of staff from the local public library was a highlight of the workshops for many participants. In many families "visits to the library became a new found source of pleasure shared by both the caregiver and learner reader".
- 5.4 Staff from Motueka Library have been involved in supporting local schools to deliver the programme. Local schools taking part are Parklands, Ngatimoti and Motueka South schools. Our support of the programme will be ongoing but is dependent on local schools continuing to deliver the programme.

## 6 Key Statistical Measures

- 6.1 As is normally expected, use of all library branches increased during the July school holidays. The busiest day was the first day of the holidays when 2,133 visitors were counted. During the holidays the average daily visitor count rose by 250 to 1,731. This equates to an extra 3,000 visitors during the two weeks of the school holidays. Visitor numbers for July totalled 43,054 this was 621 or 1.4% lower than last year.



6.2 Active member numbers at the end of July totalled 31,280. A snapshot of use on July 31 showed that 7,266 people or 23.2% of active library members had items on loan on that day.



**7 Attachments**

Nil

## 9.5 CUSTOMER SERVICES MANAGER'S REPORT

Information Only - No Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Suzanne Westley, Customer Services Manager  
**Report Number:** RCS13-09-05  
**File Reference:**

### 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 2012/2013 year;
- (ii) Call Centre disruption;
- (iii) Takaka Office relocation.

### 2 Draft Resolution

**That the Community Services Committee receives the Customer Services Manager's Report RCS13-09-05.**

### **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. To put that into context from 1 July 2012 to 30 June 2013 I provide the following numbers.
- 3.2 Our Call Centre has answered in excess of 87,000 calls. Customer Service staff have lodged over 20,000 requests for service, issued over 550 Land Information Memorandums and assisted over 122,000 customers in our four Customer Service Centres with payments or information about properties or Council activities.

### **4 Call Centre Disruption**

- 4.1 Council's Call Centre operation experienced a software fault that extended over a period of days until the cause of the hitch was discovered and repaired. This caused some time delays for customers calling our 03 543 8400 number. Calls at times were rerouted to our afterhours service provider until an improved workaround was achieved.
- 4.2 The fault has been repaired and investigations are ongoing to prevent a similar situation occurring in the future.

### **5 Relocation of the Takaka Service Centre**

- 5.1 Due to the assessment of risk for earthquake-prone buildings, Takaka staff relocated from the Service Centre site in Commercial Street to 14 Junction Street on 13 August, opening for business on Tuesday 14 August.
- 5.2 Thanks to the Takaka staff who worked well to be organised for the move and become operational again so quickly.
- 5.3 The new site is not perfect, however it meets Council's needs in the interim until a decision is made on how we move forward with the Commercial Street site.
- 5.4 Attached is map showing the office sites.

### **6 Appendices**

1. Takaka Service Centre Site 47







## 9.6 COMMUNITY RECREATION ADVISOR'S REPORT

Information Only - No Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Mike Tasman-Jones, Community Recreation Advisor  
**Report Number:** RCS13-09-06  
**File Reference:** C550

Item 9.6

### 1 Summary

The report covers:

- 1.1 Grants and Funding rounds including the Community Grants from Rates update, the Tasman Creative Communities Scheme July round results, Sport NZ Rural Travel Fund reminder, update on the Canterbury Community Trust applications and the Lotteries Grants Board application for the Motueka Museum building strengthening.
- 1.2 The KBAR event report and the Tasman Youth Council survey of youth on the provision of services and facilities.
- 1.3 The Boredom Busters Survey results magazine.
- 1.4 The Trustpower Community Award results for 2013.

### 2 Draft Resolution

**That the Community Services Committee receives the Community Recreation Advisor's Report RCS13-09-06**

<b>3 Grants and Funding Rounds</b>
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**Community Grants from Rates**

- 3.1 The Annual Community Grants from Rate round closes on the 31 August. An update on the applications received will be provided to the Committee.

**Tasman Creative Communities Scheme**

- 3.2 The Tasman Creative Communities Scheme received 17 applications to the 10 July 2013 round. Applications totalled \$25,529.68 from an available pool of \$36,320.56 for the 2013/2014 year.

- 3.3 The Tasman Creative Communities Scheme Committee approved following allocations totalling \$12,056:

Dovedale Country Affair	\$ 750.00
The Golden Bay Pottery Club	\$ 746.00
Nelson Marlborough West Coast Brass Band Association	\$2,000.00
Rock da House Choir Festival Committee	\$1,000.00
Nelson Symphony Orchestra Inc	\$1,000.00
Doors – Unhinged	\$ 500.00
Golden Bay Community Workers Inc	\$ 750.00
Gary Davies	\$1,000.00
Top of the South Community Choirs Gathering	\$1,000.00
Nelson Morris Dancers	\$ 500.00
Motueka Arts Council	\$ 750.00
Golden Bay Community Arts Council	\$ 300.00
Young @ Art	\$1,000.00
Arts Council Nelson	\$ 760.00

- 3.4 The final round of the Tasman Creative Communities Scheme closes on 10 November.

**Sport NZ Rural Travel Fund**

- 3.5 Applications to the Sport NZ Rural Travel Fund are open to Rural Sports Clubs and Rural School Teams with young people aged between 5-19 years. Funding is to help with travel costs of participating in local sports competition. Sport NZ Rural Travel Fund scheme is open for applications, closing 31 October.

**Canterbury Community Trust Applications**

- 3.6 The application requesting support for Summer Festival events in 2013/2014 received \$11,000 from the Canterbury Community Trust.
- 3.7 An application to the Canterbury Community Trust requesting \$8,000 to support Boredom Busters and Children's events has been submitted to the round which closed 20 August.

**Lotteries Grants Board Application**

- 3.8 NZ Lottery Grants Board funding enabled the Conservation Plan and Condition Report for the Motueka Museum to be completed in March 2012.

- 3.9 Funding was then sought to enable the strengthening and restoration work, outlined in the Conservation Plan and Condition Report documents, to proceed. An application was submitted to the Lottery Grants Board, Environment and Heritage Committee on 15 November 2012. The total for the work was \$373,008 of which Tasman District Council has allocated \$25,000.
- 3.10 Lottery Grants Board has declined the application and notes in the decline letter that the pre-application funds secured did not meet the Committee's preferred level of at least one third of the total project cost. The Board stated that Council may wish to reapply once partnership funding at this level has been obtained.
- 3.11 Council will need to consider their response to the Motueka Museum building strengthening as part of the discussion and seismic assessment of the Council owned building stock.

#### **4 Recreation Programmes / Events**

##### **KBAR**

- 4.1 Tasman District Council entered into a sponsorship for the purpose of assisting with the establishment and marketing of the KBAR Multi discipline adventure sport event for the three years being February 2011, February 2012 and March 2013.
- 4.2 The third KBAR event and the final covered under the sponsorship was held in early March 2013. There were a total of 138 participants, mainly from around the South Island. Approximately half of the people were from the Tasman / Nelson regions.
- 4.3 Highlights were the elevation of the event to be given NZ Multisport Championship Race status and the introduction of a Kids event.
- 4.4 Ailsa Rollinson of Wanaka took the women's title after a close race with professional athlete Elina Ussher. Richard Ussher won the men's title but was pushed hard by local athlete Dan Busch.
- 4.5 The new Kids race, while only having 11 taking part, was a positive sign of growth given the scale of the challenge. It is wonderful the kids have an opportunity to take part in such a challenging event.
- 4.6 After three years the KBAR has started to establish itself locally and nationally. The Kaiteriteri location lends itself extremely well to adventure sport and the wide range of facilities make it an easy place for people to visit and enjoy.
- 4.7 Positive feedback on the event has been very high and the event is gaining traction and benefitting from growth. Despite this, the event ran at a loss and the future is reliant on funding.

##### **Tasman Youth Council**

- 4.8 The Waimea cluster of the Tasman Youth Council is currently canvassing the youth community on provision of services and facilities for young people in the region. The survey is to be conducted region wide.
- 4.9 Results will be presented to the Community Services Committee.

## Get Moving

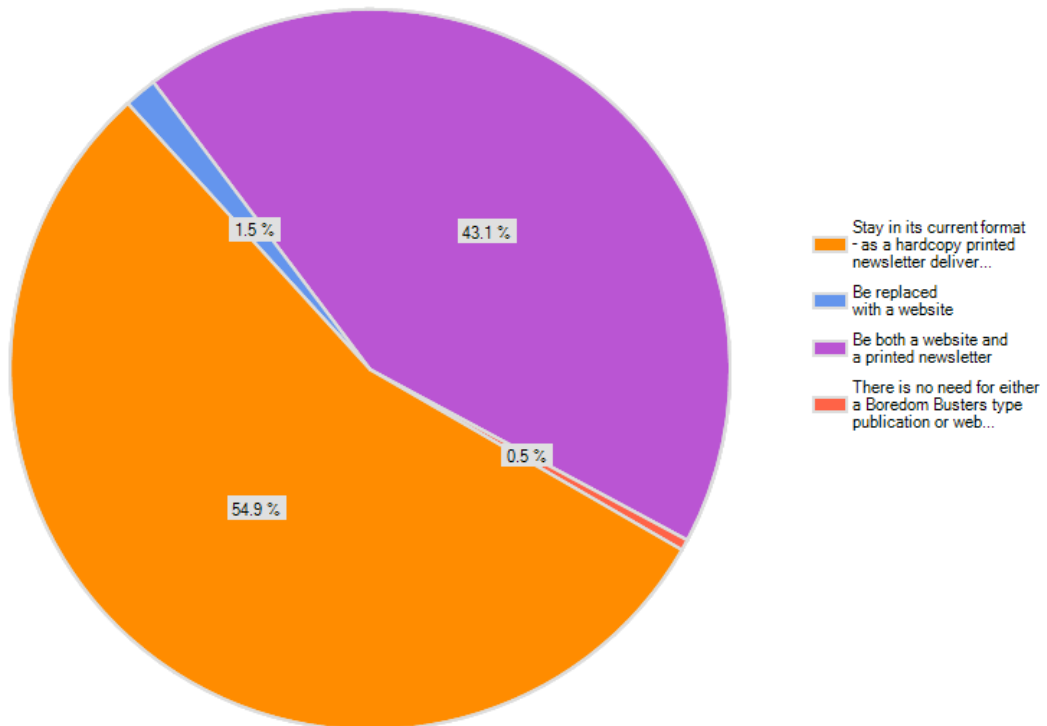
- 4.10 Get Moving, working with Sport Tasman, is creating opportunities for people to do social bike rides in small groups. This programme involves progressively setting groups up in Richmond, Motueka and Nelson north.
- 4.11 A family fun ride in is being planned for November on the Great Taste Trail.

<b>5 Recreation Promotion and Publications</b>
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## Boredom Busters Survey results

- 5.1 A survey was included in the Boredom Busters (BB) winter 2013 edition. The questionnaire is carried out to ascertain the perceived value of the magazine with parents and their children.
- 5.2 We received 217 completed responses (56% Tasman, 44% Nelson). Of those surveyed:
- 77.5% of children regularly bring home copies of BB.
  - 56% of parents/households regularly look at holiday program listings.
  - 39% regularly use the Holiday Program listings to make decisions about attending/enrolling their kids in holiday programs.
  - 96% of children enjoy the activities included in BB, such as colouring in, word finds, DIY crafts and recipes.
  - 55% agreed that BB should remain as a printed magazine, 43% agreed that it should be both a printed magazine and a website.
- 5.3 In general feedback was overwhelmingly positive. Common themes/comments depicted:
- The magazine is used as an educational resource that parents and children complete together, in their own time, in the comforts of their own home.
  - Competitions are still proving popular, especially the colouring in competition which regularly attracts 300+ entries each edition.
  - Parents utilises the 'events what's on guide' to plan holiday outings/activities for their children.
  - People want 'more'. Free 'stuff' (vouchers, discounts, 2 for 1's), competitions and activities where commonly referred to.
  - Some people indicated they wanted more content focused towards the older children (10-13 yrs) with reference to harder competitions and activities.
  - People enjoyed that the magazine had a 'local' feel to it, containing relevant info specific to the Nelson Tasman region, in reference to local events/programme listings, local kids profile, local kids caught on camera, top 5 local things).
  - The format of the magazine as a hard copy is strongly supported with 98% of those surveyed wanting it to remain as just hardcopy, or as hardcopy and website. (see graph)

**Format of Boredom Busters. In your opinion should Boredom Busters...**



**Mudcakes and Roses**

5.4 A survey will be included in the Mudcakes and Roses 2013 edition.

**6 Community Development**

**Nelson Tasman Positive Aging Forum**

- 6.1 The meeting of 26 August 2013 saw Chairperson Ruby Aberhart step down as chair. I want to acknowledge and commend the passion which Ruby has given to the forum since its inception in 2001. She has been central to the success of the forum and has worked tirelessly to bring about improvements in services and facilities to enable us all to age positively in Nelson Tasman.
- 6.2 The new Chairperson is Gail Collingwood, well known in her numerous roles including as a NCC Councillor, member of National Council of Women and the Fifehire Foundation.
- 6.3 Next meeting is Monday 25 November 1-3 pm at the Richmond Library.

**Nelson Tasman Trustpower Community Awards**

- 6.4 The Nelson Tasman Trustpower Community Awards 2013 received nominations for 113 Community Groups.
- 6.5 The awards ceremony took place at Seifried on Monday 29 July to acknowledge and celebrate all the nominated groups and to awards category winners.

- 6.6 The overall Supreme Winner went to Sport Fishing for Youth Charitable Trust. This group support youth with special needs and learning disabilities to have an outdoor fishing experience.
- 6.7 The Tasman District Winner went to Keep Richmond Beautiful for their restoration work responding to storm damaged parks and reserves.
- 6.8 Golden Bay volunteer groups featured well with the Golden Bay Community Arts Council sharing the top prize in the Arts n Culture section (with Men's Shed Waimea) and Golden Bay Community Health taking out the Health and Wellbeing category. Katie Talbot from Waimea College won the Youth Spirit award.
- 6.9 Full Results (Tasman Groups highlighted)

Heritage and Environment

Runner-Up: NZ Deerstalkers Association Golden Bay

Winner: Dramatix Theatre Development Trust

Health and Well Being

Commendation: Nelson Hospital Volunteers

Commendation: Nelson Community Patrol

Commendation: Richmond Fire Brigade

Commendation: Richmond Information Centre

Runner-Up: Nelson Women's Refugee Crisis line

Joint winner: Golden Bay Community Health

Joint Winner: Mens Shed Waimea

Arts and Culture

Runner-Up: Motueka Events Charitable Trust

Winner: Golden Bay Community Arts Council

Sport and Leisure

Runner- up: Table Tennis Nelson

Winner: Lioness Club of Nelson

Education and Child/Youth Development

Runner-Up: Big Brothers Big Sisters

Joint Winner: Adult learning Support Nelson

Joint Winner: Business Mentors Nelson

Nelson Winner

Kenbe La Foundation Charitable Trust

Tasman Winner

Keep Richmond Beautiful

Supreme Winner

Sport Fishing for Youth Charitable Trust

Youth Spirit

Winner: Katie Talbot

Finalist: Zak Gibbs

Finalist: Sophie Harrison

Finalist: Patrick Savill

Finalist: Charles Norton

Finalist: Zachery Penman

Finalist: Moorea Smithline

<b>7 Appendices</b>
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Nil





## 9.7 COMMUNITY RECREATION WORK-PLAN REPORT

Decision Required

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Mike Tasman-Jones, Community Recreation Advisor  
**Report Number:** RCS 13-09-07

### 1 Summary

- 1.1 The Community Recreation Activity area delivers frontline services to meet the social, recreational and cultural needs of the communities of Tasman District.
- 1.2 Council asked staff to present the Community Recreation work-plan with a ranking matrix to set out the priority for each project delivered.
- 1.3 Councillors discussed the Community Recreation work-plan at a Council workshop on 29 August 2013. The outcomes from the workshop will be tabled at the Committee meeting.

### 2 Draft Resolution

**That the Community Services Committee:**

1. **Receives the Community Recreation Work-plan Report RCS 13-09-07; and**
2. **Approves the 2013/2014 Community Recreation Work-plan as set out in the tabled document.**

### 3 Purpose of the Report

- 3.1 The purpose of this report is to present the Community Recreation work-plan for 2013/2014 for the Committee's approval. This report sets out the range of activities covered in the work-plan and the principles of the matrix approach to achieve the delivery of a well-considered programme of works based on an objective set of conditions.

### 4 Background and Discussion

- 4.1 At the Tasman District Council Annual Plan workshop in March 2013 it was requested that the Community Recreation Activity Area present a work-plan of its activities to Council's Community Services Committee for approval.
- 4.2 The Community Recreation Activity area delivers frontline services to meet the social, recreational and cultural needs of the communities of Tasman District.
- 4.3 The objective of the Community Recreation activity is to support community participation and engagement by identifying and evaluating the community's recreation and cultural needs and then promoting, supporting and implementing services to meet these.
- 4.4 A priority in the delivery of this service is ensuring that Council assets, including parks and reserves, libraries, community centres and halls, are used for Council events and programmes, as well as being promoted to and well used by the community.
- 4.5 The whole of the community is a focus for the Community Recreation activity, which includes targeted programmes for children, youth and older adults.
- 4.6 The 2013/2014 budget for this Community Recreation work-plan delivery is \$231,700. This budget is for the delivery of events, programmes and publications and does not include the following annual contract commitments which are in place:
- Community Recreation contracts with the Motueka Recreation Centre, Golden Bay Community Workers, Richmond Town Hall, Wakefield/Brightwater via (MCC), Murchison Sport Recreation and Cultural Centre and the Moutere Community Centre.
  - Community Recreation also contracts with the Nelson Provincial Museum, District Museums, Suter Gallery, the Mayors Taskforce for Jobs "Connections" project, the Community Arts Councils, ItsON events database, Nelson Arts Festival, Nelson Jazz Festival and Summer Outdoor Movies.
  - Community Recreation also administers grants - Tasman District Council Grants from Rates, Tasman \$200Ships, Community Consultation Fund, Pool Subsidies for Summer Swimming with Schools, Sport NZ Rural Travel /Active Communities and Creative NZ - Creative Communities.
- 4.7 Administration, accountability, reporting and management of these activities are a significant part of the job descriptions for the Community Recreation Advisor and Community Recreation Officer and are part of the proposed work-plan.

**5 Work-plan Matrix**

- 5.1 Staff used a ranking matrix with our views of the priority for each project. At the meeting we will table spreadsheets listing the projects in order of priority score based on our assessment for each of the Community Recreation activity areas.
- 5.2 Each spreadsheet identifies the staff hours involved, the target group of the activity and the budget of the activity split between allocation from Council and external funding.
- 5.3 Each activity is rated using the criteria suggested in the March 2013 Annual Plan workshops, these are;
- Council delivery fills gaps that other providers don't fill and Council's involvement is critical to the success of the activity
  - There is an established demand for the activity
  - Contract obligations already exist
  - The activity supports an existing Council policy or strategy or community outcome
  - Uses and or promotes an existing Council asset, facility or service.
- 5.4 Each activity was scored 1-5, 1 being strong connection, 3 medium connection and 5 weak connection.
- 5.5 Some activity areas are suggested to be reduced or to be removed, these are coded light orange for reduce or orange for remove.
- 5.6 Councillors discussed the Community Recreation Programme at a Council workshop on 29 August 2013. The views of Councillors on the Community Recreation Programme from that workshop will be tabled on at the Committee meeting.

**6 Work-plan Changes**

- 6.1 It needs to be noted that opportunities may arise that affect the Community Recreation work-plan. For example hosting the National Walk and Cycle Conference - October 2014 and hosting the Cricket World Cup - February 2015, are likely to involve allocation of staff time in 2013/2014 as well as in the 2014/2015 period, but there are not sufficient details to include these activities in the current plan.
- 6.2 Any changes to the work-plan will be taken to the Community Services Committee for approval.

**7 Options****Option 1 - Approve the work-plan**

- 7.1 Under this option the work-plan would be approved as presented. The work-plan provides a varied programme for the community which staff will deliver within the budget available.

7.2 Pros: Staff have developed a work-plan matrix based on the criteria provided by Council, the matrix produced provides an objective assessment to Council and the community for work to be undertaken. Adoption of the work-plan will enable staff to deliver a varied programme.

7.3 Cons: The matrix priority list of projects to proceed with may not reflect preferences of all councillors.

**Option 2 - Adjust the work-plan**

7.4 This option provides for the approval of an amended work-plan to re-prioritise the projects that the majority of councillors consider to be of higher value and removal of those they consider to be of lesser value.

7.5 Pros: Increase councillors personal input into the work-plan.

7.6 Cons: Stepping out of the matrix may be a less robust approach to setting the work programme by objective measures, it may be difficult to get consensus on projects.

**Option 3 - Request staff amend and resubmit the programme**

7.7 If councillors consider there are number of areas that need review, projects removed or projects added, staff could be requested to amend the work-plan and bring it back for adoption at a subsequent meeting.

7.8 Pros: Councillors would have a higher level of input into the work-plan.

7.9 Cons: As per option 2 this approach steps outside the matrix. The work-plan is for the 2013/2014 year, delays in proceeding with the work-plan may compromise the ability to deliver. Other organisations have committed funding and staff to several projects, delays or changes may affect these partnerships.

<b>8 Strategic Challenges / Risks</b>
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8.1 The matrix system is designed to set priorities for projects in an objective way. Significant changes could question the whole process and could lead to a more subjective decision making process.

8.2 Staff estimates are approximate and there is a risk that they could have been over or under estimated. Also any changes made to the work-plan could impact staff hours and create an unrealistic work-plan.

8.3 The Tasman District Council “Organisational Change” may change roles and job descriptions which could impact some aspects of the work-plan.

8.4 There may be concern expressed from the community and organisations impacted by changes.

<b>9 Policy / Legal Requirements / Plan</b>
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9.1 Staff see no legal or policy implications arising from this report.

**10 Consideration of Financial or Budgetary Implications**

10.1 The budget for the work-plan was confirmed as part of the Annual Plan for 2013/2014, so there are no financial implications from adopting the work-plan.

**11 Significance**

11.1 The information within this report has a low level of significance. It does not amend the budgets in the Annual Plan nor is it dealing with any strategic activities or assets. It will have some public interest, although this is considered to be relatively low.

**12 Consultation**

12.1 Staff consider that there is no requirement for consultation as the changes to the work-plan were signalled through the Annual Plan 2013/2014 process.

**13 Conclusion**

13.1 The 2013/2014 Community Recreation Programme will be table for approval at the meeting.

13.2 The projects have been prioritised in accordance with the approach approved by Council. The programme provides a range of projects to benefit different sections of the community and involves a wide range of project partners and funders.

**14 Next Steps / Timeline**

14.1 Once the work-plan is adopted it can then be implemented.

**15 Attachments**

Nil



**9.8 CAPITAL BUDGET CARRYOVERS FROM 2012/2013 TO 2013/2014 REPORT****Decision Required**

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Susan Edwards, Strategic Development Manager  
**Report Number:** RCS-13-09-08

**Item 9.8****1 Summary**

- 1.1 This report sets out details of Community Services funding allocated to the 2012/2013 financial year which was unspent and seeks approval to carryover some of these budgets for capital works projects to the 2013/2014 year. The carryovers being requested are \$77,820 for the Mapua Hall redevelopment and \$2,288,242 for reserves financial contributions projects.

**2 Draft Resolution**

**That the Community Services Committee:**

- 1. receives the Capital Budget Carryovers from 2012/2013 to 2013/2014 Report RCS-13-09-08; and**
- 2. approves the proposed 2012/2013 budget carryovers into the 2013/2014 financial year for the Mapua Hall redevelopment at a total of \$77,820 and for the reserves financial contributions projects listed in Attachment 1 at a total cost of \$2,288,242.**

### 3 Purpose of the Report

- 3.1 The purpose of this report is to seek approval from the Community Services Committee to carry over some of the 2013/2014 approved Community Services budget into the 2013/2014 financial year.

### 4 Background and Discussion

- 4.1 The budget areas that carryovers are being requested for are the Mapua Hall upgrade and reserve financial contributions projects.

#### 4.2 Mapua Hall Funding

- 4.2.1 During the preparation of the Long Term Plan in 2012, Council allocated funding of \$827,820 for the Mapua Hall upgrade project. The wording in the Long Term Plan (page 199) states:

#### **Mapua Public Hall**

An allowance of \$827,820 has been made in 2012/2013 towards the cost of a major upgrade of this community facility. The project will be loan funded. Council has previously provided funding to assist with preparing building plans to enable the work to go to tender. This hall is owned by the Mapua Public Hall Society Incorporated.

Funding for this project is a guide only and any final allocation of funds will be subject to Council approval of the project.

- 4.2.2 The funding was conditional on the Society raising at least 20 percent of the cost of the work from other sources.
- 4.2.3 Construction of the hall started at the beginning of 2013. The hall progressed well. By 30 June 2013 Council had paid \$750,000 towards the hall construction and the Society had paid the 20 percent it was required to contribute (in fact it had contributed much more than 20 percent). This meant that \$77,820 of the Council funding was not spent at the end of the 2012/2013 financial year. Staff are seeking retrospective approval from the Community Services Committee to carry over the remaining funding into the 2013/2014 financial year to fund work undertaken to complete the hall since June.
- 4.2.4 The hall construction continued into July and part way into August 2013. The re-opening ceremony for the hall was held on 23 August 2013. Payment of the remaining Council funding was made to the Society in August 2013 to cover the contract payments for the hall construction during July 2013.
- 4.2.5 The funding concerned is provided by way of a loan. Loan servicing costs are paid from the District Facilities Rate.
- #### 4.3 Reserve Financial Contributions
- 4.3.1 There have been a number of projects funded from the four reserve financial contributions accounts which have not been completed during the year. There are a number of reasons for the projects not being completed during the 2012/2013 financial



year, including community organisations not picking up or utilising the money allocated to them, projects being deferred, and staff not completing projects due to being redirected onto rainfall event and flood damage repairs.

4.3.2 The largest project in the reserves financial contributions for which staff are seeking to carryover the budget is the Motueka Recreation Centre upgrade. The request to carryover the 2012/2013 budget is to ensure that the upgrade work can still proceed. Sport Tasman is attempting to source additional finance through grants or donations to enable this work to be completed in the 2013/2014 year in conjunction with Council's remaining funds.

4.3.3 The spreadsheets in Attachments 1 to 5 outline the proposed reserves financial contributions budgets to be carried over. The tables also list the projects that the funding will go towards. Some of the projects have already been commenced and committed to, while others reflect commitments to community groups to provide them with funding assistance. Staff, therefore, recommend that the proposed carryovers are approved.

## **5 Options**

5.1 The Committee may either agree to the carryovers as proposed or amend them where expenditure has not already been committed.

## **6 Strategic Challenges / Risks**

6.1 The risks associated with making the decision to carryover the budgets are considered low. There would be a higher level of risk if Council decided not to carryover the budgets, as projects that have been committed would have to be funded from 2013/2014 budgets. This would mean that projects planned for 2013/2014 may not be able to be undertaken. There could also be concerns from the community that the projects they were expecting to be funded would no longer proceed.

## **7 Policy / Legal Requirements / Plan**

7.1 There are no policy or legal problems with making the decision to carryover the budgets.

## **8 Consideration of Financial or Budgetary Implications**

8.1 With several committed projects from last financial year underway, the carryover of funding is necessary to supplement the current year's budgets and ensure subsequent work programmes.

8.2 The proposed total carryover from the 2012/2013 approved budget is \$2,288,242. All of the carryovers are loan funded with interest and loan principle costs being met from the District

Facilities Rate (Mapua Hall) or funded from reserves financial contributions (projects listed in Attachment 1). Both the District Facilities Rate and reserves financial contributions operate as closed accounts.

- 8.3 The sums to be carried over have been checked by Corporate Services and have been confirmed as correct as at 22 August 2013.
- 8.4 In order to ensure that Council remains within its overall capital budget and agreed borrowing levels, the capital programme as a whole will be managed within the total set in the Annual Plan 2013/2014.

## **9 Significance**

- 9.1 I consider this decision is of low significance in terms of Council's Policy on Significance, as the funding has already been committed and the public have been consulted on the projects through the Long Term Plan 2012-2022. The decision to continue funding the projects will not affect levels of service or any strategic assets.

## **10 Consultation**

- 10.1 The projects and funding being carried over have been consulted on through the Long Term Plan 2012-2022, therefore, I consider that consultation is not necessary.

## **11 Conclusion**

- 11.1 The funding for the Mapua Hall upgrade and most of the reserve financial contributions projects has been committed to projects that are either underway or have recently been completed. The carryovers are needed to ensure the projects can be paid for.

## **12 Next Steps / Timeline**

- 12.1 Once the carry forwards have been approved, the 2012/2013 accounts can then be finalised and the projects completed.

**13 Attachments**

1.	RFC - District Wide	69
2.	RFC - Golden Bay	71
3.	RFC - Motueka	73
4.	RFC - Richmond	75
5.	RFC - Waimea	77



## Reserve Financial Contributions - District Wide

2013/14	Projects	C/fwd prev yrs	Budget 2013/14	Spent to date
<b>District Wide</b>				
3001252601	Management Plans	5,000	5,790	
30012535	Consultant fees		15,790	
	<b>Golden Bay Ward</b>			
3001240115	Halls and Reserves	13,000	26,626	
	<b>Motueka Ward</b>			
3001240116	Halls and Reserves		15,975	
	<b>Waimea/Lakes Ward</b>			
3001240117	Halls and Reserves	38,500	58,576	
	<b>Richmond Ward</b>			
3001240118	Halls and Reserves	7,000	10,650	
30012205	Valuation Costs		5,263	
30012522	Council overhead costs		107,130	
30012534	Library Funding - books		63,160	
30012001	Staff Costs		57,554	
3001670001	Loan Principle Repayments		34,217	
	<b>Total Expenditure</b>	<b>63,500</b>	<b>400,731</b>	<b>0</b>

30 June 2013 balance	-\$87,239
Less carryovers	-\$63,500
Less expenditure in 2013/14	-\$400,731
Plus est, income 2013/14	\$387,224
Plus ward transfers	\$120,650
<b>Est. closing balance June 2014</b>	<b><u>-37,596</u></b>



## Reserve Financial Contributions - Golden Bay Ward

2013/14	Projects	Carried Fwd Prev Yrs	Budget 2013/14	Spent to date
<b>Golden Bay</b>	<b>Walkways/cycleways</b>			
3031240105	General	66,155	37,276	
	Sportsfield			
3031610629L	Golden Bay Tennis crt		43,056	
3031610634	Golden Bay Rec Park		48,438	
	<b>Gardens</b>			
3031240148	Art Works	24,495	21,300	
3031610637	Golden Bay Artwork	16,392		
3031240801	General	98,444		
	<b>Cemeteries</b>			
3031240802	General		5,325	
	<b>Playgrounds</b>			
3031621216	General	60,000		
3031610638G	General	31,140		
	<b>Toilets</b>			
3031610618	General	23,000		
	<b>Coastcare</b>			
3031253423	General	3,000	18,421	
	<b>Miscellaneous</b>			
3031253437	Small Wharfs - Rebuilding	75,000		
3031240149	Interpretation Panels		10,650	
3031253412	East Takaka cycleway	8,500		
3031253439	Takaka Drama Society	40,000		
3031610304	Security Cameras	6,000		
3031240151	Ligar Bay Bach Devel	3,500		
	Collingwood Tennis	56,000		
30312544	Transfer to District Wide		1,473	
	<b>Total</b>	<b>511,626</b>	<b>185,939</b>	<b>0</b>

30 June 2013 balance	\$609,590
Less carryovers	-\$511,626
Less expenditure in 2013/14	-\$185,939
Plus est.income in 2013/14	\$69,565
<b>Est. closing balance June 2014</b>	<b>-\$18,410</b>





## Reserve Financial Contributions - Motueka Ward

2013/14	Projects	C/F Prev yrs	Budget 2013/14	Spent to date
<b>Motueka</b>	<b>Walkways/cycleways</b>			
3034610605G	General	56,500	53,821	
3034240185	Tapu/Stephens Bay	10,000		
	<b>Sports Fields</b>			
3034610672L	Sportsfields general		21,528	
3034253423	Riwaka Rugby (DSIR) Grounds	24,500		
3034610647	Goodman Rec Car Park	83,040		
3034610678G	Sportspark Motueka new field		53,821	
3034610671G	Sportsfields Memorial	20,760		
3034610669	Memorial Park Fence	40,000		
	<b>Picnic Areas</b>			
3034610665	Beach Reserves	20,000		
3034621302	Motueka Quay - Carparking	50,000		
303240186	Picnic General		21,300	
3034240185	Tapu/Stephens Bay	33,000		
3034610666	Tapu Bay	21,000		
	<b>Gardens</b>			
3034610673R	General	10,000		
3034240187	Goodman Ponds	5,000		
3034240188	Artwork	22,000		
	<b>Cemeteries</b>			
3034240171	Motueka Cemetery	44,660	21,300	
3034240190	Fletts Road Cemetery	4,000		
	<b>Playgrounds</b>			
3034610680	Decks Reserve	51,900		
3034610668G	General	61,500	10,764	
	<b>Toilets</b>			
3034610674G	Toilets Tapu Bay	31,000		
3034610650	Tapu Bay/General	20,000		
	<b>Coastcare</b>			
3034610632	Motueka Foreshore Protection	10,000		
3034253408	Motueka Quay		8,520	
3034240148	Motueka Coast Care	15,000		
	<b>Miscellaneous</b>			
30346106021	Motueka Rec Centre upgrade	103,800		
3034253409	Keep Motueka Beautiful - Project support		12,632	
3034253410	Motueka Clock Tower Trust - Loan		8,421	
3034220301	Future Planning/Consultants	10,000	11,579	
3034240192	Motueka Quay Wharf Repair	48,000		
3034240120	Motueka Museum weather proofing	24,000		
3034610304	Security Cameras	9,000		
3034240193	Library Ext Investigation		25,000	
30346105	New Reserve Land	245,000		
3034610664	Imagine Theatre/c	8,899		
30342544	Transfer to District Wide		107,026	
	<b>Total</b>	<b>1,082,559</b>	<b>355,712</b>	<b>0</b>

30 June 2013/2014 balance	\$1,416,069
Less carryovers	-\$1,082,559
Less expenditure in 2013/14	-\$355,712
Plus est. Income in 2013/14	469,000
<b>Est.closing balance June 2014</b>	<b>\$446,798</b>



## Reserve Financial Contributions - Richmond Ward

Richmond 2013/14	Projects	Carried FWD	Budget 2013/14	Spent to date
	<b>Walkways/cycleways</b>			
3035610620G	Estuary	61,000	37,674	
3035610602G	General	35,000	26,910	
3035240101	Dellside Tracks	51,000	53,251	
	<b>Sports Fields</b>			
3035610635L	Training Lights General		86,113	
	<b>Picnic Areas</b>			
3035610650G	Waimea River Park	38,000	21,528	
	<b>Gardens</b>			
3035240191	Gardens Artwork	16,392		
3035610652G	Fittal Street Landscaping		10,764	
30356103646	Library Landscaping/Art	13,000		
3035610647	Library Drivethrough Lands	11,000		
	<b>Playgrounds</b>			
3035610654G	Playground Easby Park/Hope		59,203	
3035610638	Chelsea Ave Play	25,000		
303561068	BMX Track	15,000		
	<b>Toilets</b>			
3035610641	Toilets Misc	21,303		
	<b>Misc</b>			
3035240192	Reservoir Creek Native Bush	27,000		
3035220301	Future Planning/Consultant		5,790	
3035610104	Security Cameras	33,500		
3035253414	A&P Historic Build Upgrade	2,500		
3035670010201112	Loan Cycle Trail 2012		16,667	
3035670003	Pri Loan ASB Aquatic Centre		93,631	
3035670008	Loan Sutton Land		7,385	
3035670012	Pri Loan Sutton Land		11,597	
3035670010	Pri Loan Avery Land Development		15,100	
30352544	Transfer to District wide		6,076	
	<b>Total</b>	<b>349,695</b>	<b>451,689</b>	<b>0</b>

30 June 2013 balance	\$801,830
Less carryovers	-\$349,695
Less expenditure in 2013/14	-\$451,689
Plus est. Income 2013/14	\$405,494
<b>Est. closing balance June 2014</b>	<b>\$405,940</b>



## Reserve Financial Contributions - Waimea Ward

2013/14	Projects	Carried Fwd Previous yrs	Budget 2013/14	Spent to date
<b>Waimea</b>	<b>Walkways/cycleways</b>			
3033610679G	Walkways miscellaneous	4,000	69,967	
3033610680G	Walkways Rural 3	25,000	26,910	
3033610681G	Walkways Waimea Inlet	20,760	10,764	
3032240128	Tapawera seal walkway bridge	5,000		
	<b>Sports Fields</b>			
3033610683R	Tennis Courts (Mapua)	13,772	64,585	
	<b>Picnic Areas</b>			
3033240170	General	10,080	10,650	
3033610676G	Waimea River Park	15,570	10,764	
3033240177	General	11,000	10,650	
	<b>Cemeteries</b>			
3033240178	Waimea Cemeteries General		10,650	
	<b>Toilets</b>			
3033610640G	Toilets on Reserves		43,056	
	<b>Tennis Courts</b>			
	<b>Playgrounds</b>			
3033610640R	Waimea Playground equip	54,000	10,000	
3032610603	Playgrounds General	33,000		
	<b>Coastcare</b>			
3033240179	General		10,650	
	<b>New Reserves</b>			
3033610504G	Land Purchase		53,821	
	<b>Miscellaneous</b>			
3033610668	BMX Tracks	2,439		
3033610670	Tasman BMX Tracks	0		
3033240162	Equestrian Park Development	20,660	21,300	
3033253438	Tapawera Gateways	927		
3033240181	Wetlands Dominion Flats	56,654		
30336106R	Halls General		5,382	
3032253415	Murchison Pony Club Shed	8,000		
3033670002	Pri Loan Brightwater Domain		28,333	
3033670030	Pri Loan ASB Aquatic Centre		31,389	
30336700201213	Mapua Waterfront Park		17,297	
30336700201112	Mapua Waterfront Park		15,961	
30336700201011	Waimea/Mout 2010 - 2011		14,303	
30336700200910	Waimea/Mout 2009-10		6,697	
3033670010201112	Loan Cycle Trail 2012		16,667	
3033670010201213	Loan 62 Ellis St Brightwater Village Green		5,500	
3032670001	Loan Murchison Toilet		22,071	
30332544	Transfer to District Wide		6,076	
	<b>Total</b>	<b>280,862</b>	<b>523,443</b>	<b>0</b>

30 June 2013 balance	\$445,343
Less carryovers	-\$280,862
Less expenditure in 2013/14	-\$523,443
Plus est. Income in 2013/14	\$475,000
<b>Est. closing balance June 2014</b>	<b>\$116,038</b>



**9.9 ACTION SHEET - COMMUNITY SERVICES 5 SEPTEMBER 2013**

**Information Only - No Decision Required**

**Report To:** Community Services Committee  
**Meeting Date:** 5 September 2013  
**Report Author:** Tara Fifield, Executive Assistant  
**Report Number:** RCS13-09-09  
**File Reference:**

**Item 9.9**

**1 Summary**

1.1 The Action Items are attached from previous Community Services Committee meetings.

**2 Draft Resolution**

**That the Community Services Committee receives the Action Sheet - Community Services 5 September 2013 RCS13-09-09.**

**3 Attachments**

1. Action Sheet 5-09-2013

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**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	Survey is completed, legalisation is underway.
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 will be coming to Full Council on 19 September.
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 was rescheduled to 5 September.
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	Working Party met on 26 August and will meet again at the end of October.

Item 9.9

Attachment 1

Item 9.9

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	This is in the Community Recreation work-plan going to the councillor workshop on 29 August.
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
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	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	The work-plan will be presented to the next Community Services meeting.
	Nil	Reserve Financial Contributions Review	Susan Edwards	The scope and Terms of Reference for the review are currently being developed.