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**MINUTES**  
of the  
**COMMUNITY SERVICES COMMITTEE MEETING**  
held  
**9.30 am, Thursday, 25 July 2013**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillor J L Edgar (Chair), Mayor R G Kempthorne, Councillors E J Wilkins, T B King, M L Bouillir, S G Bryant, B F Dowler, B W Ensor, J L Inglis, Z S Mirfin, C M Maling, T E Norriss

**In Attendance:** Chief Executive Officer (L McKenzie)  
Acting Community Services Manager (S Edwards)  
Chairman, Motueka Community Board (D Ogilvie)  
Manager Property Services (J Frater)  
Reserves Manager (B Wilkes)  
Libraries Manager (G Coote)  
Customer Services Manager (S Westley)  
Administration Officer (G Woodgate)

**1 OPENING, WELCOME**

**2 APOLOGIES**

Moved Cr Maling/Mayor Kempthorne  
CS13-07-1

That the apologies from Crs G A Glover and P F Sangster for absence be accepted.  
**CARRIED**

**3 PUBLIC FORUM**

**3.1 Dr Robert Beaglehole, Principal Dental Officer, Nelson Marlborough District Health Board**

Dr Beaglehole requested the Tasman District Council adopt a policy on banning the sale of sugary drinks at all Council events and venues.

9.35 am: Cr Mirfin arrived.

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#### **4 DECLARATIONS OF INTEREST**

Nil.

#### **5 CONFIRMATION OF MINUTES**

**Moved Cr Norriss/Cr Bryant**

**CS13-07-2**

**That the minutes of the Community Services Committee meeting held on Thursday, 13 June 2013, be confirmed as a true and correct record of the meeting.**

**CARRIED**

#### **6 REPORTS OF COMMITTEE**

##### **6.1 Receipt of minutes of the Tasman Creative Communities Subcommittee held on 12 June 2013**

**Moved Cr Edgar/Cr Wilkins**

**CS13-07-3**

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

**CARRIED**

#### **7 REPORTS**

##### **7.1 Chair's Report, Report RCS13-07-01**

The Chair's report covered the Community Development Manager role, the Pre-election report and the Gambling (Gambling Harm Reduction) Amendment Bill.

**Moved Mayor Kempthorne/Cr Wilkins**

**CS13-07-4**

**That the Community Services Committee receives the Chair's Report RCS13-07-01.**

**CARRIED**

##### **7.2 Acting Community Services Manager, Report RCS13-07-02**

The Acting Community Services Manager, Susan Edwards, was in attendance to speak to her report contained within the agenda.

The report provided information received from the Principal Rural Fire Officer for the Waimea Rural Fire Committee, the ASB Aquatic and Fitness Centre, Motueka Recreation Centre and the Richmond Town Hall. The report also covered:

- Rototai cemetery visit with the Golden Bay Community Board
- Motueka Library Redevelopment Working Party
- Saxton Velodrome Working Party
- Mapua Public Hall Funding Agreement and
- Temporary replacement for Tara Fifield.

Committee members discussed:-

- TransPower Ltd to relocate power lines in February 2014 over the proposed Saxton Velodrome site at Saxton Field
- Other Saxton Velodrome issues.

**Moved Cr Ensor/Cr Mirfin  
CS13-07-5**

**That the Community Services Committee receives the Acting Community Services Manager's Report RCS13-07-02.  
CARRIED**

**7.3 Reserves Manager's Report RCS13-07-04**

Reserves Manager, Beryl Wilkes, was in attendance to speak to her report contained within the agenda.

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

9.45 am: Cr Bouillir arrived.

Committee members discussed:-

- Plantings and weed control at Dominion Flats, Mapua
- The Reserves Manager to consult with Mr Andrew Jones of NZTA regarding a pedestrian crossing in the vicinity of the Motueka Museum / Parklands School
- The old Library site in Golden Bay. Concept plans will be presented to the Golden Bay Community Board at its August meeting.
- How the district's reserves work was prioritized and if there was a full works programme available to Councillors? This matter is to be added to the Action List.

**Moved Cr Dowler/Cr Norriss  
CS13-07-6**

**That the Community Services Committee receives the Reserves Manager's Report  
RCS13-07-04.  
CARRIED**

**7.4 Libraries Manager's Report RCS13-07-05**

Libraries Manager, Glennis Coote, was in attendance to speak to her report contained within the agenda.

The purpose of the report was to provide an annual summary of library activities for the year ending 30 June 2013 and covered:

- Events, Programmes and Promotions
- Community Engagement and Community Partnership
- Customer Services
- Digital Services
- Shared Services and
- Key Statistical Measures.

Committee members discussed:-

- Charges of rooms for hire in Tasman District Libraries

- eBooks
- The potential effects of free WiFi on the Richmond Library
- The future of Libraries in general.

**Moved Cr Mirfin/Cr Bouillir**

**CS13-07-7**

**That the Community Services Committee receives the Libraries Manager's Report**

**RCS13-07-05.**

**CARRIED**

**7.5 Action Sheet - Community Services 25 July 2013, Report RCS13-07-07**

Committee members discussed the Action Sheet. The Chair requested that the Reserve Financial Contributions Review be added to the Action Sheet.

**Moved Cr Bryant/Cr Maling**

**CS13-07-8**

**That the Community Services Committee receives the Action Sheet - Community Services 25 July 2013 Report RCS13-07-07.**

**CARRIED**

**7.6 Manager Property Services Report RCS13-07-03**

The Manager Property Services, Jim Frater, was in attendance to speak to his report contained within the agenda.

The report covered:

- Brightwater Recreation Reserve

**Moved Mayor Kempthorne/Cr Wilkins**

**CS13-07-9**

**That the Community Services Committee delegates the hearing of submissions and objections to the intention to grant a lease of part of the Brightwater Recreation Reserve to the Tasman Volleyball Association and Wanderer's Sports Club to a Subcommittee comprising of the Chairman, Deputy Chairman and Cr Norriss.**

**CARRIED**

- Takaka Service Centre
- Moutere Hills Community Centre
- Saxton Field
- Motueka Library
- Civil Defence
- Minister of Conservation – Further Delegations to Local Authorities
- Building Seismic Assessments.

Committee members discussed:-

- The reason for a minimum period two year lease of 14 Junction Street, Takaka for the Takaka Service Centre
- The requirement to hire a room to hold meetings of the Golden Bay Community Board for the next two years
- The Department of Conservation have informed Council staff of their intention to charge for their advice regarding further delegations to Local Authorities pursuant to the Reserves Act 1977

- Costs to the Tasman District Council of the new emergency operations centre building.

**Moved Cr Bouillir/Cr Ensor**

**CS13-07-10**

**That the Community Services Committee receives the Manager Property Services Report RCS13-07-03.**

**CARRIED**

The Chairman introduced the following Nelmac Limited staff to Committee members and invited them to morning tea:-

1. Mr Lloyd Tibble, Contracts Manager(Tasman)
2. Mr David Phillips, Greenspaces Operations Manager
3. Mr Theo Budal, Team Leader Asset Management.

10.25 – 10.55 am: Morning tea.

**7.7 Customer Services Manager's Report RCS13-07-06**

Customer Services Manager, Suzanne Westley, was in attendance to speak to her report contained within the agenda.

The purpose of the report was to provide an update on the Customer Services Section. Customer Services includes Richmond, Motueka, Takaka and Murchison offices. Information on the following matters was included in the report:

- Call Centre and counter activities
- Council's Customer Database (NAX – Name Address Xreference) and
- Changes to Council's Service Request System.

Committee members discussed:-

- Animal control – a breakdown of the number of urban versus rural animal complaints received was requested by Cr Norriss
- The work in progress of On-line dog registrations
- Council's answer phone message advising that calls may be recorded for training purposes was described as not being particularly user friendly.

The Customer Services Manager then gave an overhead presentation on improvements to Council's Customer Database.

11.10 am: Cr King arrived.

Discussions on the Customer Database included:-

- The timeframe for a media release on the upgraded system
- Multiple property owners having one Customer Number
- Building Consent applications on the system having timeframes included for customer access (not achievable within the next twelve months).

**Moved Cr Edgar/Cr Bouillir**

**CS13-07-11**

**That the Community Services Committee receives the Customer Services Manager's Report RCS13-07-06 and acknowledges and thanks staff for the work on the improvements to the Customer Request system.**

**CARRIED**

## **8 PRESENTATION**

### **8.1 Sport Tasman Update**

Mr Brent Maru, General Manager – Facilities, from Sport Tasman, updated the Committee on the facilities managed by Sport Tasman as well as on Saxton Stadium.

Mr Maru tabled and read from a report entitled 'More than just Sport – Engaging and connecting with communities through facility management'.

Mr Maru also tabled a draft one page Sport Tasman Facility Report.

Committee members discussed:-

- Saxton Stadium update
- The annual fall in usage of facilities during the December/January period
- At Risk Youth
- The Richmond Town Hall facility
- The lack of holiday programmes for the 14 – 17 age group.

## **9 REPORTS Cont**

### **9.1 Pre Election Report RCS13-07-08**

Chief Executive Officer, Lindsay McKenzie, was in attendance to speak to his Pre Election Report attached under separate cover.

The Local Government Act 2002 was amended in 2011 as part of the TAFM reforms (transparency, accountability and fiscal management) to require the Chief Executive of a local authority to prepare a pre-election report. The Act also specifies the contents of the report. The purpose of the pre-election report is to provide information to promote public discussion about the issues facing the local authority.

The report was presented to the Committee for members information.

**Moved Cr Edgar/Mayor Kempthorne  
CS13-07-12**

**That the Community Services Committee receives the Pre Election Report RCS13-07-08.  
CARRIED**

## **10 CONFIDENTIAL SESSION**

### **10.1 Procedural motion to exclude the public**

**Moved Cr Maling/Cr Ensor  
CS13-07-13**

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

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or**

relevant part of the proceedings of the meeting in public, as follows:

### 10.2 Confidential Minutes Community Services Committee 13 June 2013

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

### 10.3 Report of Confidential Tasman Creative Communities Subcommittee meeting held on 12 June 2013

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

**CARRIED**

### RESUMPTION OF OPEN SESSION

**Moved Mayor Kempthorne/Cr Maling  
CS13-07-17**

**That the open meeting be resumed.**

**CARRIED**

The meeting concluded at 12.27 pm.

Date Confirmed:

Chair: