



Community Services Manager's Report – May 2005

Information Centre

Special Packs

Five potential residents' and five new residents' packs were given out in March.

Members

Two new businesses have started trading and joined the information centre. They are:

- a) Rivers South – professionally guided trout fishing
- b) Ngahere Game Ranch – trophy hunting & game bird preserve

Newsletter

Quarterly tourism newsletter produced and distributed.

Product Directory

We are working with Central South Island Tourism to update the regional product directory. This directory lists all business that deal with tourists and is indexed by location and by category. We plan to have the publication completed well before TRENZ which is early June.

Tourism Get-together

The tourism get-together held Wednesday 6th April at Dinga's was attended by 17 operators. The group enjoyed some social time during dinner then Lynda Ramsay spoke on the LTCCP and encouraged people in the tourism industry to make submissions.

Meetings & Training

- 1) Donette Fargher attended a 2 day familiarization tour of the Fiordland region and southern regional meeting for information centres in Te Anau.
- 2) Phillipa Anderson attended a 1 day customer services course in Dunedin run by Local Government NZ.
- 3) Attended Pro-Ject Waimate meeting 11 April.

Library Update

Staffing

Our head librarian Mavis Pirini has been off work since 7 March with a shoulder injury. Tony Morton is replacing Mavis with casual librarians Adrienne and Kathy sharing Tony's position.

Training

Tony Morton attended the 2005 South Island Children's Librarians Seminar held in Timaru on the 3rd & 4th March 2005.

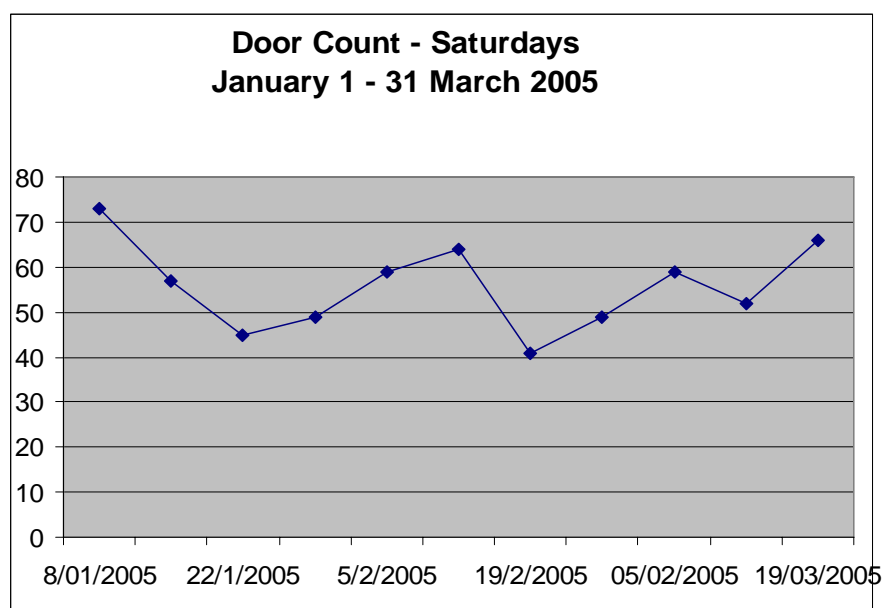
School Holidays

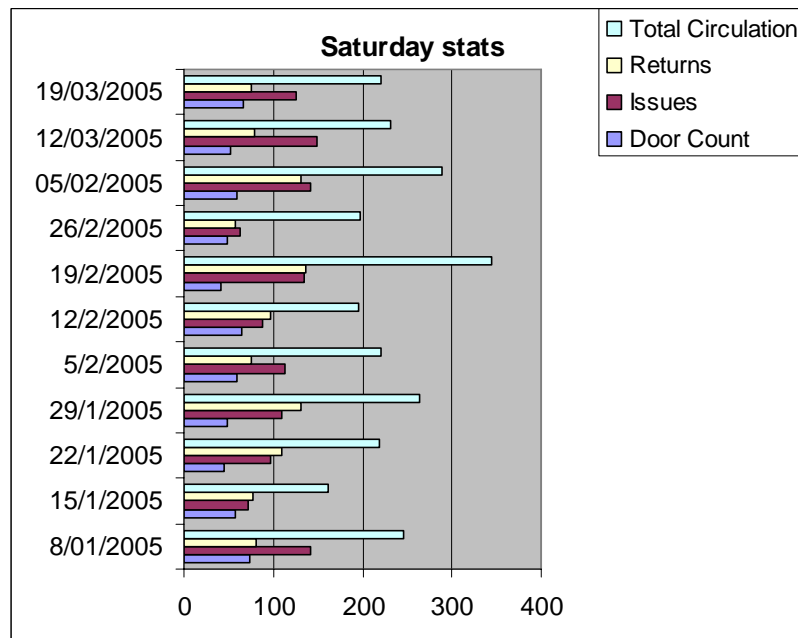
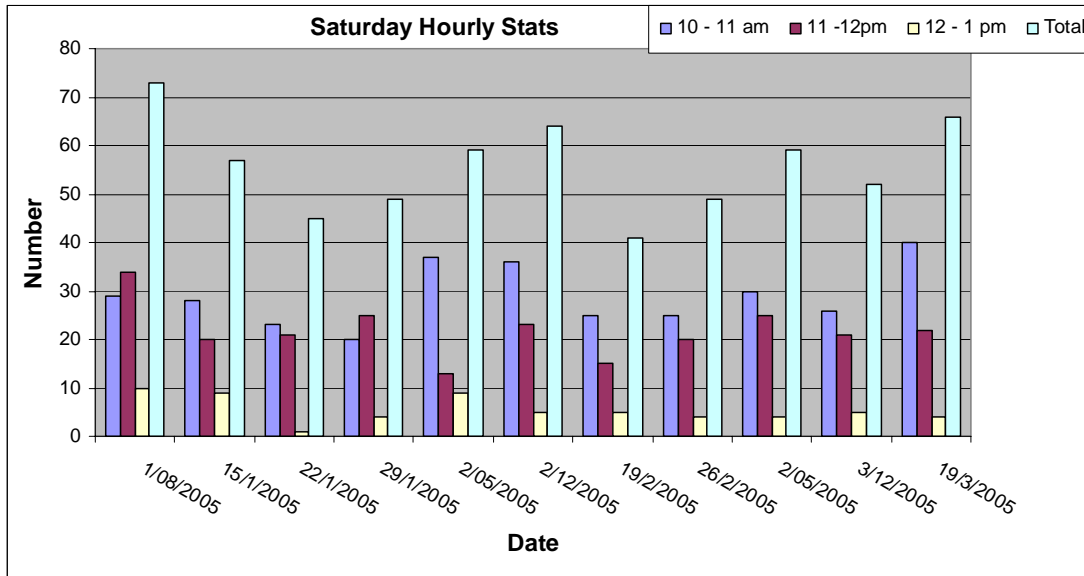
Over the April holidays there were activity sheets available for children to complete. Two special reading days were organised, one day with 25 children and the second day with 15 children attending.

Displays & Demonstrations

- Creative scrap-booking demonstration 5 February
- Patchwork group display 12 – 16 February
- Floral Art Society display 28 February – 4 March
- Pottery display 7 – 14 March
- Centre Care displayed a model of an "old time" village

Library Statistics





Library Seminar

Recently attended the "Getting Value from your Library Seminar" held in Wellington which was run by Local Government NZ and attended by head librarians, management, CEOs and Councillors.

A line up of extremely interesting speakers included:

- Penny Carnaby – National Librarian – launch of the digital strategy
- Sue Sutherland - Director of Policy & Information Democracy - Roles, trends, best practices
- Jill Best – Editor of the Public Library Standards

Attendees also were given the opportunity to take a guided tour of Wellington City Central Library.

Civil Defence Controllers Training

Attended two controller training sessions in Christchurch:

1. Controllers Initial Course – 31 March & 1 April (organised by the Ministry of Civil Defence and Emergency Management)

Course content included:

- Current legislative framework - implications and issues of the new legislation.
- Current frameworks - knowledge & understanding of key concepts
- Exercise “Storm” – group discussion on scenario, response consideration and response issues.
- Visit to Emergency Operations Centre
- Talk on the Lower North Island Flood
- Professional development & future directions

We were given the controllers manual to keep handy at all times.

2. Controller Forum – 13 March (organised by Canterbury Civil Defence Emergency Management Group)

This forum was attended by approximately 50 Controllers Canterbury wide. It was an opportunity to meet controllers in each district, share issues and ideas. Leigh Halstead the CEO of Rangitikei District Council spoke on his experience as local controller during the February floods.

It is extremely important that all people involved in Civil Defence undergo at least basic training as soon as practicable. There will be a Canterbury wide Civil Defence exercise “Pandora” taking place on Saturday 17th September 2005 which will be an opportunity for us all to put our training into practice.

Focus Groups

The Council's special focus groups will be made up of representatives of groups and organisations that have roles to play in each of the social, cultural, environmental and economic aspects of well-being.

The first of our four focus groups, the social group is set to meet in council chambers on Wednesday 11 May, 6.00pm. Items on the agenda include, sport and recreation plan, rural halls, Dawsons building. We are currently advertising for a part time administration assistant to liaise with group representatives, organise the meetings and record minutes.

Electronic Documentation

Council are about to commence recording all documents electronically using “Anuva” software. This will mean all incoming and outgoing papers (including emails) will be recorded and able to be retrieved easily.

The project team is learning the new system and currently working on stage one which is to have incoming mail functioning by the end of June. This involves writing and

testing procedures for incoming mail, training designated staff in each department to enable them to train the balance of staff.

To find out more talk to "Super User" Andie Patterson or myself (Project Manager).

Carolyn Johns
Community Services Manager – 26 April 2005