WAIMAKARIRI
DISTRICT COUNCIL

Agenda

Community and Recreation Committee

TUESDAY

16 AUGUST 2016

1.00PM

Members

Cr Wendy Doody (Chairperson)
Cr Peter Allen
Cr Robbie Brine
Cr Caroline Faass
Cr John Meyer
Mayor David Ayers *(ex officio)*

The Chairman and Members
WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **COMMUNITY AND RECREATION COMMITTEE** will be held in the **COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA** on **TUESDAY 16 AUGUST 2016** at **1.00PM.**

Adrienne Smith
COMMITTEE ADVISOR

Recommendations in reports are not to be construed as Council policy until adopted by the Council

BUSINESS

Page No

1. APOLOGIES

2. CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3. CONFIRMATION OF MINUTES

3.1. Minutes of a meeting of the Community and Recreation Committee held on Tuesday 21 June 2016 6 - 14

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Confirms** as a true and correct record the minutes of a meeting of the Community and Recreation Committee held on Tuesday 21 June 2016.

4. MATTERS ARISING

5. PRESENTATION / DELEGATION

6. REPORTS

6.1. Contract 11/54 Street, Reserve and Cemetery Trees Maintenance Contract Extension – Grant Reburn (Parks and Recreation Operations Team Leader)

15 - 16

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160804076070.

(b) **Notes** that Council's current tree budget for 2016/17, excluding the allowance for Pegasus, is $412,650.

(c) **Approves** the extension of the Street, Reserve and Cemetery Tree Maintenance Contract 11/54 with Treetech Specialist Treecare Ltd at a cost of $195,637.05 for a 12 month period until 30 September 2017.

(d) **Notes** that Council in August approved the tendering of this contract prior to its expiry in September 2017.

6.2. Rangiora Croquet Loan Deferral of Repayments – Craig Sargison (Manager Community and Recreation)

17 - 26

RECOMMENDATION

THAT the Community and Recreation Committee recommends

THAT the Council:

(a) **Receives** report No. 160808077520

(b) **Approves** staff entering into a community loan agreement with the Rangiora Croquet and Rangiora Table Bowls Club for $84,000 with loan repayments to be subject to a 7% interest rate over a ten year period for the construction of a 230m2 building at Millton Memorial Reserve.

(c) **Approves** the loan payments being deferred for the first two years with repayments starting in April 2018.

(d) **Notes** that terms and conditions of a loan agreement will be the subject of a further report to the Community and Recreation Committee and this report will also include details of the legal responsibilities of the Rangiora Croquet and Rangiora Table Bowls Club.

(e) **Notes** that other options in relation to financial assistance for the construction of a 230m2 building at Millton Memorial Reserve, to be used by the Rangiora Croquet and Rangiora Table Bowls Club, have been previously discussed by the Community and Recreation Committee and are included in the attached report.

Community Facilities, Aquatic Centres, Libraries and Museums

6.3. Aquatic Facilities Update - Stewart Milne (Aquatic Facilities Manager) 27 - 32

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** Report No. 160804076390.

(b) **Notes** the Aquatic Facilities year to date achievement against key performance indicators.

(c) **Notes** the 2015/16 financial year customer service initiatives/improvements implemented during the July to June period.

(d) **Circulates** this report to the Boards for their information.

6.4. Library Update – Phillippa Ashbey (Libraries Manager) 33 - 40

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160805076756

(b) **Notes** the achievements of the Waimakariri Libraries in the 2015/2016 year.

(c) **Notes** the high level of customer satisfaction with the Waimakariri Libraries as assessed by the annual Customer Satisfaction Survey undertaken in June 2016.

(d) **Circulates** the report to the Boards for their information

Community Development

6.5. Community Team Update – Tessa Sturley (Community Team Leader) 41 - 118

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No 160803075729

(b) **Approves** staff applying to the Rata Foundation for $63,108 to fund salary and operational costs for the Safe Community Project Facilitator Crime Prevention role for the 2018 calendar year.

(c) **Notes** that Ministry of Social Development have granted $18,800 for Project-related costs for Family Violence Prevention. The is being held by Aviva; however the initiatives will be delivered by our Safe Community Project Facilitator

7. REPORT FOR INFORMATION FROM KAIAPOI COMMUNITY BOARD MEETING 15 AUGUST 2016

7.1. Riverbanks update and Tuhoe Wharf Demolition – Craig Sargison (Manager Community and Recreation)

119 - 128

RECOMMENDATION

THAT the information in Item 7.1 be received

8. PORTFOLIO UPDATES

8.1. Greenspace (Parks Reserves and Sports Grounds) – Cr Robbie Brine

8.2. Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Cr Wendy Doody

8.3. Community Development – Cr Peter Allen

9. QUESTIONS

10. URGENT GENERAL BUSINESS

BRIEFING

At the conclusion of the meeting, Craig Sargison will conduct a briefing to discuss Community Facilities allocation and use.

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY 21 JUNE 2016 AT 1.00PM

PRESENT

Councillor W Doody (Chairperson), Councillors P Allen, C Faass, J Meyer and Mayor D Ayers (ex officio).

IN ATTENDANCE

Deputy Mayor K Felstead, Councillors N Atkinson (from item 6 onwards), K Barnett, and J Gerard.
Messrs J Palmer (Chief Executive), C Brown (Community Green Space Manager), S Milne (Aquatic Facilities Manager), Mrs P Ashbey (Libraries Manager), Mrs T Sturley (Community Team Leader), Ms M Burdon (Community Development Advisor), Ms D Wiggins (Community Development Facilitator) and Mrs L Courtney (Governance Secretary).

1. APOLOGIES

Moved Councillor Meyer seconded Mayor Ayers

An apology was received and sustained from Councillor Brine for absence.

CARRIED

2. CONFLICTS OF INTEREST

There were no conflicts of interest.

3. CONFIRMATION OF MINUTES

3.1. Minutes of a meeting of the Community and Recreation Committee held on Tuesday 19 April 2016

Moved Councillor Allen seconded Mayor Ayers

(a) **Confirms** as a true and correct record the minutes of a meeting of the Community and Recreation Committee held on Tuesday 19 April 2016.

CARRIED

4. MATTERS ARISING

There were no matters arising.

Unconfirmed

5. PRESENTATION / DELEGATION

5.1. Report from N Atkinson on Tagbusters, Kaiapoi.

N Atkinson highlighted that he was reporting in his capacity as a representative of Tagbusters, and not as a councillor of the Waimakariri District Council. He tabled a report (Trim No. 160623060198) with statistics and trends of last three years.

When Tagbusters were awarded the contract six years ago, there few incidents of graffiti in the town centres, they were mainly found in the outer parts of the towns. There was a drop in graffiti in 2015 but it may have been due to Tagbusters having a proactive approach and being more aware and better prepared in dealing with incidents of graffiti. The increase in population has also seen an increase, although minor, of tagging in the central business districts and on new buildings. N Atkinson noted that in 2013, Tagbusters only canvassed town centres.

Rangiora has seen a significant growth in incidents of graffiti compared to previous years and Kaiapoi used to have high incidents of tagging, possibly because of the number of bridges in the town which are popular places for graffiti. Toilets are still the top area for incidents of graffiti, in particular, the inside of the toilets which are out of view of cameras. The internal of some toilets in the district are completely painted one to two times per week due to amounts of graffiti found there. Council parks also have high incidents of graffiti with most being out of view of security cameras.

It has been noted the top ten taggers remain the same for approximately a year, before there is a change taggers who then stay on the top list for that year. It has been surmised it could be age related. There are times when the taggers resurface elsewhere.

The scratching and etching of doors and windows used to be an issue, especially in schools, which cost a lot to repair and replace; the number of incidents have now dropped to almost nothing. Scratchings in paint still occur but that is easier to remedy.

Taggers are more mobile, referencing a tagger whose trail was followed from Oxford to Papanui. It is almost certain that the tagger has a vehicle and a group with him. The fact that taggers can be followed has meant Tagbusters have been able to assist Police, advising where incidents start and finish, which enables the Police to identify the culprits through city and business security cameras.

Prosecutions have been few and far between and Tagbusters have had some difficulty in dealing with the Police due to staffing changes. The information provided by Tagbusters provides GPS positioning and photographs of the tags. However, access to the system used by Tagbusters to track and plot incidents of graffiti, is not permitted by the Police, which has made information difficult to share. Tagbusters are considering dropping the system as it is not required for the purpose intended; information sharing with the Police.

N Atkinson commented that school holidays no longer the busiest times for cleaning tagging, with Friday to Sunday nights, and sometimes Monday nights now the busiest times for graffiti to occur. He added that Tagbusters now do private work. They require private contracts to supply the paint which Tagbusters will use to paint over the graffiti.

unconfirmed

N Atkinson commented on the Council's service request application 'Snap, Send, Solve' will require further investigation as to its effect on Tagbusters' work. The proactive approach Tagbusters have to their work means that some graffiti are removed before they are seen/reported by the public.

Councillor Doody queried incidents of graffiti in other parts of the Waimakariri District. N Atkinson replied that Waikuku and Pegasus have seen an increase in graffiti, especially in the last few weeks.

Regarding the 'Snap, Send, Solve' application: Mayor Ayers queried if it was used to report graffiti on private property. Mr Brown replied that all incidents of vandalism are forwarded to the contractor, in this case Tagbusters, to follow up.

Mayor Ayers queried whether Tagbusters move along a street and clean up graffiti as they go. N Atkinson replied Tagbusters use this method but it was not possible to get to all graffiti as some businesses have their own arrangements to clean it up on their buildings. However, private arrangements take time which has reflected negatively on Tagbusters as a perceived lack of action.

Mayor Ayers to Mr Brown, queried how the Customer Service team distribute service requests. Mr Brown believed that all incidents if graffiti come to the Green Space team but would need to confirm it. It was favourable for staff for any incidents to be dealt with in a timely manner. It may be more efficient for the incidents of graffiti to go directly to the contractor, Tagbusters.

Councillor Barnett queried the area covered by the Tagbusters. N Atkinson replied they manage the Waimakariri district.

Councillor Barnett referenced Hastings District Council (HDC), where a levy was introduced so that all graffiti was dealt with immediately, and queried whether it would work in the Waimakariri. N Atkinson did not believe it would, arguing it would be a charge for something that is not required or not needed. He was aware of the HDC's levy and had discussed the matter with contractors in Hastings. There had been issues with graffiti being painted over with mismatched paint making the area look just as unsightly, highlighting the reason Tagbusters ask private citizens/businesses to provide the paint to cover the graffiti.

Councillor Barnett queried the capacity of Tagbusters to carry out the work required of them, in particular access to graffiti in high places and suggestions on how to encourage private businesses to utilities their service. N Atkinson replied accessing high areas is an issue and usually take longer to clean up because of it. Private business cannot be made to remove the graffiti and Tagbusters have no power over private property owners.

Councillor Barnett queried how best to follow up a complaint on graffiti or the time taken to remove it. J Palmer replied it would be best to use the council's service request system. Mr Brown added that timeframes for removing graffiti are in the contract with Tagbusters depending on the type of graffiti. Tagbusters advise if the timeframes cannot be met and the reasons why; the reasons are generally reasonable and accepted by staff. Information on the work carried out by Tagbusters can be produced by staff for Councillors' information. N Atkinson added that most of work Tagbusters carry out is through their own proactive practise rather than from service requests.

Unconfirmed

6. REPORTS

Community Development

6.1. Community Development Update – Tessa Sturley (Community Team Leader)

Mrs Tessa Sturley, introduced Ms Madeleine Burdon and Ms Denise Wiggins, commenting the PowerPoint presentation would outline three initiatives referred to in her report.

The first project was in relation to 7400 Upgrade, a Rangiora Community Board initiative that has worked on various projects around the Rangiora community to connect and empower local people. This included the 'Smile Project', Buskers, street art, engagement with Christchurch Stands Tall project, ANZAC Day commemorations, decorating of construction fences, Christmas hampers, and guerrilla knitting. Regarding the guerrilla knitting, wool was donated from across the community and offers to knit from the local community. There were also had offers of help when the knitting was put up on posts in the Rangiora town centre. 7400 Upgrade have had positive engagement with the community.

Councillor Barnett commented that she had received complaints about the guerrilla knitting on the town's unique poles and that businesses were not consulted about the project. Mrs Sturley confirmed the group have reported mixed feedback on the guerrilla knitting and acknowledged it could have been consulted better.

The second project was in relation to supporting the district's newcomers and migrants (N&M). Staff are trying to get tangible data on N&M including where they live in the district. Staff have requested of Statistics New Zealand, a breakdown of Asian resident statistics; the currently generic statistics do not identify specific ethnicities. Staff were fortunate to have put in contact with local Philipino, Bob Bolanos, who has been pivotal approaching the Philipino community in a culturally sensitive manner. Ms Wiggins referred to the Philipino night held in Rangiora which was a success. Staff are also looking at refugee and migrant organisations in Christchurch that could assist with their work including providing interpreters. The long term objective is for the groups to become self-sustaining. Also, based on information gathered, targeted events for specific ethnicities can be organised; the next event being a Migrant Night in Oxford. Staff are developing a N&M Facebook page and will look at having a presence at the Council's Citizenship ceremonies. Staff would also like to address the Council's diverse workforce and have been in discussions with the Council's human resource team about employees sharing their stories. Conversational English is another area that needs developing, in particular, those isolated by their lack of English, in a working/schooling family.

Regarding different migrant groups: Councillor Faass queried whether there was a concentration of ethnic groups in a particular area. Ms Wiggins replied there was an increasing number of Pacific Islanders moving into Rangiora and Kaiapoi as a result of employment at Hellers, Kaiapoi. Local schools have identified a number of Tongans living in Kaiapoi camping grounds also. Staff will seek advice on how to best approach these families with an event suggested in Kaiapoi.

Councillor Gerard queried how far staff go with help and assistance. Ms Wiggins replied staff help newcomers and migrants where they can but do direct them to the appropriate organisations for specialist advice on matters such as work permits.

The third project was the Welcome Ambassadors initiative in Pegasus. Ms Burdon commented that all the groups approached in the launch of the

Unconfirmed

initiative were positive and that it created accessible and affordable activities for the local community. A short movie clip was presented highlighting the positive activities and connections in the community.

Councillor Faass queried the next area for a similar initiative. Ms Burdon replied that it was dependent on the relationships the area noting interest from Silverstream. Mrs Sturley added that the groundwork has been done with the Beachgrove and Silverstream communities highlighting it needs to be a community led initiative in order to be successful and self-sustaining.

Councillor Faass asked how communities are made aware of such an initiative. Ms Burdon replied that other communities are aware and have approached staff for assistance in getting something similar started.

K Barnett queried whether consideration had been given to the use of former BNZ site which is currently a vacant space. Mrs Sturley replied there had been discussions about utilising the site but other issues prevented any progress.

Councillor Atkinson questioned whether a life span on projects had been considered, so they do not become eye sores. Mrs Sturley replied staff have had discussions regarding the life spans of projects. The guerrilla knitting pieces will be combined into blankets for those in need once they are removed from the town centre poles. She added the 7400 Upgrade group has committed to a mural as a final project.

Moved Councillor Allen seconded Councillor Faass

THAT the Community and Recreation Committee:

(a) **Receives** report No 160613055059.

(b) **Notes** that, in line with long term objectives, the 'You Me We Us' Kaiapoi Community Development project will transition to the community as an independent incorporated society.

(c) **Notes** that the Waimakariri Health Advisory Group sent a letter to Council regarding Smoke Free alfresco dining and that a response has been sent. This is included in this report as an attachment.

CARRIED

Councillor Allen thanked staff for their presentation. The report highlights the importance the Community Team play in connecting with a variety of communities in the district, so they can become confident and functioning members of the community. He commended the events that have embraced the diversity of the community. He noted the closing of Earthquake Recovery Hub in Kaiapoi and community consultation to be carried out regarding smoke free town centres.

Community Facilities, Aquatic Centres, Libraries and Museums

6.2. Aquatic Facilities Update - Stewart Milne (Aquatic Facilities Manager)

Mr Stewart Milne spoke to the report, noting survey returns were low; staff were looking at ways to increase returns for the next survey. The skylight replacement at the Dudley Aquatic Centre was progressing slow but well, as there was some initial difficulty with getting machinery in place. He noted advertising the closure of Dudley Pool was successful with few people turning up for activities unaware.

unconfirmed

Councillor Allen queried how it was possible to break a hand basin, as noted in the report. Mr Milne replied the basin possibly had an existing crack which would have weakened it but had not information on how it was broken.

Councillor Allen raised issues regarding a change table for disabled adults at Dudley Aquatic Centre and an inoperative hoist. It had been suggested that the table be located in a bay by the pool which was not appropriate as there was only a curtain for privacy and was used for storage of other pool equipment. Mr Milne replied staff were awaiting the final design elements. The hoist required the hydraulics to be replaced and would soon be operational again. Mr Milne was happy to liaise with Access regarding the location of the change table.

Moved Councillor Doody seconded Councillor Meyer

THAT the Community and Recreation Committee:

(a) **Receives** Report No. 160608053949.

(b) **Notes** the Aquatic Facilities year to date achievement against key performance indicators.

(c) **Notes** the 2015/16 financial year customer service initiatives/improvements implemented during the July to April period.

(d) **Circulates** this report to the Boards for their information.

CARRIED

W Doody thanked staff for their report.

6.3. Library Update – Phillippa Ashbey (Libraries Manager)

Mrs Ashbey spoke to the report highlighting a current focus on customer service. She advised that the Ruataniwha Kaiapoi Civic Centre won best in category in the Special Purpose award at the Property Industry Awards on Sunday 19 June.

Customer service improvements include the development of library newsletters for specific genres that members can subscribe to. Mrs Ashbey promoted the link to New Zealand Geographic on the Waimakariri Library website, which is followed up with regular email updates. Curriculum vitae (CV) writing courses have run in the Kaiapoi Library. Hagley Writers' Institute tutors have provided the assistant and have been engaged for another workshop. The initiative is aimed at job seekers who would otherwise struggle to prepare their own CV.

Learning Connections Coordinator, Jason Clements, recently returned from trip to Bulgaria representing New Zealand at a Haiku festival in Bulgaria. Collection Service Coordinator, Richard Shepherd, won a scholarship to attend the upcoming Australian Library and Information Association conference in Adelaide.

Mrs Ashbey commented on the puppet theatre built by the Kaiapoi MenzShed which special needs adults also attend the performances

The Libraries use a range of social media to promote library activities including Twitter, Instagram and Facebook referring to the running man video library staff made in their own time.

unconfirmed

The Libraries Customer Service Survey will soon be conducted and results will be reported back at the next Community and Recreation Committee meeting.

W Doody asked how the CV writing course is being paid for. Mrs Ashbey replied that the Hagley Writers' Institute have access to funding for adult literacy which covers the initiative.

Moved Councillor Allen seconded Councillor Meyer

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160614055456.

(b) **Notes** that customer service improvements include the:
- (i) development of regular library newsletters
- (ii) introduction of a new online resource containing articles and videos from the New Zealand Geographic
- (iii) CV Writing courses for job seekers
- (iv) a puppet theatre for use at the Kaiapoi Library's Toddler Times sessions
- (v) effective promotion of the Libraries' activities and services via social media

(c) **Circulates** the report to the Boards for their information.

CARRIED

Councillor Allen commended staff on their work with particular reference to the newsletters of which he is a subscriber.

J Meyer also commented on the positive work by staff.

6.4. Surf Lifesaving Statistics 2015/16 – Chris Brown (Community Green Space Manager)

Mr Brown spoke to the report, noting two rescues and eight administrations of First Aid, however, there were a number of preventative actions which will require further investigation into how they can be mitigated in future. Surf Lifesaving New Zealand (SLNZ) presented a plan to staff that works with the budgeting available and was therefore able to be approved and adopted.

Mayor Ayers queried whether SLNZ were receiving a grant or whether they were being contracted. Mr Palmer replied that traditionally they received a grant but now it was more of a contract for service.

Councillor Gerard questioned whether the Council were now liable under the new Health and Safety Act. Mr Brown replied that Surf Lifesaving New Zealand have provided their Health and Safety plans which comply with the new legislation.

Moved Councillor Doody seconded Mayor Ayers

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160613054896.

(b) **Notes** that there is $77,050 allocated for surf lifesaving services for the 2016/2017 season.

unconfirmed

(c) **Notes** that the level of service for lifesaving services for the 2016/2017 season is the same as the 2015/2016 season.

CARRIED

7. MINUTES/REPORT FOR INFORMATION

7.1. Minutes of the Indoor Court Facilities Steering Group meeting of 15 April 2016

7.2. Gladstone Park Master Plan – G Stephens (Green Space Community Engagement Officer)

(copy of report no. 160322025220 to the Woodend-Ashley Community Board meeting of 11 April circulated separately)

Moved Mayor Ayers seconded Councillor Faass

(a) **THAT** Items 7.1 – 7.2 be received for information.

CARRIED

8. PORTFOLIO UPDATES

8.1. Greenspace (Parks Reserves and Sports Grounds) – Cr Robbie Brine

Mr Brown provided an update on the Rangiora Hockey Turf. He held a meeting with Canterbury Hockey and the North Canterbury Sports and Recreation Trust to make sure the turf meets their requirements. The design and build contract has been awarded. There were issues raised regarding the car park which is currently shingle. The worry was that shingle would be brought onto the turf. Staff believe the use of chip seal will be a good solution. The matter of a scoreboard was raised as a necessity to have one, not just for scoring but for timekeeping purposes; Canterbury hockey are investigating funding for it. A TV area will be required, not for televised games but for live feeds to the coaches box which aides with team management during a game. A grandstand was request but will not be progressed, however staff have suggested creating a bund which would act as an informal stand. An awning shelter was also raised, and staff are investigating the feasibility of moving one on site.

Councillor Felstead asked whether a warm up area was discussed. Mr Brown replied that it was discussed and will be the most expensive part of the development.

Councillor Atkinson queried the use of chip seal, as it could be argued that stones could still be moved on the turf. Mr Brown replied that it would be easier to remove stones from shoes on a chip seal and the use of asphalt is more expensive. There was an issue that the use of the car park area could change. It would not be sensible to invest in asphalt if there was a possibility it would be dug up again. He added that contractors would be required to engage sweep and roll process to mitigate stones.

8.2. Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Cr Wendy Doody

- The staff guided walk around Silverstream was informative and worthwhile.
- Movies in the Oxford Town Hall have recommenced.

Unconfirmed

- Migrants Night in Oxford planned for Saturday 2 July 2016.

8.3. Community Development – Cr Peter Allen

- A working party has been set up to progress the establishment of a Community House/Centre.
- Canterbury Clinical Network will be running clinic in Oxford next week.
- There has been a change of leadership at Social Services Waimakariri.
- The Youth Council are revising their terms of reference.

9. QUESTIONS

There were no questions.

10. URGENT GENERAL BUSINESS

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 3.01PM.

CONFIRMED

_____
Chairperson

_____
Date

unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV 01-04 /160804076070

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 16 August 2016

FROM: Grant Reburn Parks and Recreation Operations Team Leader

SUBJECT: Contract 11/54 Street, Reserve and Cemetery Trees Maintenance Contract Extension

SIGNED BY:
(for Reports to Council or Committees)

Department Manager

Chief Executive

1. SUMMARY

1.1. The purpose of this report is to seek the Committee's approval to a one year extension of the Street, Reserve and Cemetery Trees Maintenance Contract from 1 October 2016 to 30 September 2017.

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160804076070.

(b) **Notes** that Council's current tree budget for 2016/17, excluding the allowance for Pegasus, is $412,650.

(c) **Approves** the extension of the Street, Reserve and Cemetery Tree Maintenance Contract 11/54 with Treetech Specialist Treecare Ltd at a cost of $195,637.05 for a 12 month period until 30 September 2017.

(d) **Notes** that Council in August approved the tendering of this contract prior to its expiry in September 2017.

3. ISSUES AND OPTIONS

3.1. The Street, Reserve and Cemetery Tree Maintenance contract first extension expires on 30 September 2016. The second and final contract extension commences 1 October 2016 and expires 30 September 2017.

3.2. Treetech consistently rate over 99% in the monthly audit undertaken by Council. By providing maintenance on a programmed basis there has been a significant drop in the number of service requests received for tree issues.

3.3. As Treetech has met its obligations under the contract staff are requesting that the Committee approve under section 2.2 of the contract a final one year contract extension until 30 September 2017.

3.4. The current 2016-17 budget for Tree maintenance excluding Pegasus trees is $412,650. This money will be allocated to Treetech for programmed and reactive works based on the rates contained within the contract but will be provisional.

3.5. The Council, in August, approved staff publically tendering this contract in 2017 as the current contract does not have any further rights of renewal.

3.6. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. It has not been necessary to consult the community regarding this final contract extension.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The contract extension for a one year period comes to a total cost of $195,637.05 (the original contract tender price)

5.2. Council's total tree budget for 2016/17 is $412,650. This excludes the budget for Pegasus trees of $125,000 as these have not yet been handed over to Council for maintenance. It is expected that the difference of $217,012 will be fully utilised undertaking both programmed and reactive tree work.

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council's Significance Policy.

6.2. Legislation

There are no legislative requirements associated with this decision.

6.3. Community Outcomes

The maintenance of Street, Reserve and Cemetery Trees contributes to the following outcome;

Public spaces and facilities are plentiful, accessible and high quality

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	CPR-04-19-37, GOV 01-04 /160808077520
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	16 August 2016
FROM:	Craig Sargison, Manager Community and Recreation
SUBJECT:	Rangiora Croquet Loan Deferral of Repayments
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to seek a deferral for the commencement of loan repayments for Rangiora Croquet Club.

1.2. In April 2014 the Council approved a loan of $42,000 to Rangiora Croquet Club to enable them to get a building on the Millton Reserve site in a joint development with Table Bowls Club.

1.3. A condition of the original loan was that loan repayments would commence in April 2016.

1.4. Representatives from the Croquet Club have met with Staff and subsequently written to the Council outlining the work that the Club has undertaken and the Club is now seeking a deferral of the commencement of loan repayments.

Attachments:

i. Rangiora Croquet Club Letter (Trim 160712066788)
ii. Report to Community and Recreation Committee April 2014 (Trim 140403034299)

2. RECOMMENDATION

THAT the Committee recommends to Council :

(a) **Receives** report No. 160808077520

(b) **Approves** staff entering into a community loan agreement with the Rangiora Croquet and Rangiora Table Bowls Club for $84,000 with loan repayments to be subject to a 7% interest rate over a ten year period for the construction of a 230m2 building at Millton Memorial Reserve.

(c) **Approves** the loan payments being deferred for the first two years with repayments starting in April 2018.

(d) **Notes** that terms and conditions of a loan agreement will be the subject of a further report to the Community and Recreation Committee and this report will also include

details of the legal responsibilities of the Rangiora Croquet and Rangiora Table Bowls Club.

(e) **Notes** that other options in relation to financial assistance for the construction of a 230m2 building at Millton Memorial Reserve, to be used by the Rangiora Croquet and Rangiora Table Bowls Club, have been previously discussed by the Community and Recreation Committee and are included in the attached report.

3. ISSUES AND OPTIONS

3.1. In 2014 Council passed a resolution to approve two loans; each of $42,000 for the Rangiora Table Bowls Club and the Rangiora Croquet Club. The purpose of the loan was to cover the shortfall in purchasing a building to be used jointly by Table Bowls and the Croquet Club.

3.2. Table Bowls has completed its side of the building and has commenced its loan repayments to the Council.

3.3. The Rangiora Croquet Club concentrated on getting its greens developed so that the Club could actually function again. Over the last two years the Croquet Club has worked very hard to complete the greens to a competition level and to fundraise for equipment needed to maintain the greens.

3.4. The attached letter from the Club outlines the work that the Club has undertaken and it is interesting to note the corresponding increase in membership which will contribute to the clubs viability.

3.5. The Club when requesting a deferral of the commencement of the loan repayment to Council has not specified how long they would like but considering the work that the Club has yet to complete on the fit out of the building a deferral of repayments for a further 2 years should be sufficient.

3.6. Council has provided community loans to other sports clubs in the past. Some of these loans have been successfully paid back to the Council while others have not.

3.7. The Management Team have reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. Community views have not been sought on this report but the Rangiora Croquet Club is continuing to attract new members and we have received several anecdotal comments on how good it is to see Millton Reserve being used.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The cost of interest on the loan is currently met from the Recreation account and the repayments are approximately $2,000 per annum so deferring repayments for the Croquet Club for a further 2 year period would be a total cost of approximately $4,000.

5.2. It is noted that the agreement does have a review clause after a three year period which will provide the Council with the opportunity to alter the repayment terms.

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council's Significance Policy.

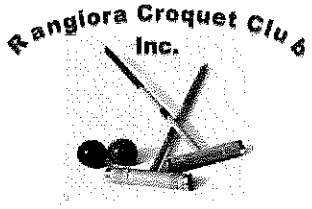
6.2. Legislation

Reserves Act 1977

Resource Management Act

6.3. Community Outcomes

Public Spaces and facilities are plentiful, accessible and high quality



Secretary: Leone Woodward
C/o 19 King Street
Rangiora, 7400

8 July, 2016

The Mayor and Councillors
Waimakariri District Council
Private Bag 1004
Rangiora 7440

Dear Mayor David and Councillors,

Re: RANGIORA CROQUET CLUB BUILDING LOAN

Further to a meeting with Mayor David Ayers and a subsequent meeting with Manager: Community and Recreation Craig Sargison and Green Space Manager: Chris Brown the Rangiora Croquet Club is writing to the Council explaining its current position.

The issue
After losing our grounds in 2004 the Rangiora Croquet Club finally reopened again in November 2015. This was made possible when the Waimakariri District Council gave us permission to develop lawns, and access to a facility to be shared with the Rangiora Table Bowls Club on Millton Memorial Reserve. Within a few weeks we gained over 20 enthusiastic new members and expect more next season. However, we still have a lot of work and expense ahead of us completing our part of the clubroom, building sheds and shelters and purchasing equipment. This is on top of the normal club outgoings and the ongoing cost and work of maintaining the lawns. Because of this we are requesting the Council to defer our monthly repayments of the April 2014 loan until we are in a position to meet them.

The Loan
A loan of $84 000 was made by the Council to the combined clubs to enable a shared clubroom to be completed immediately. While Croquet's first priority was to have lawns built so play was possible and new members attracted, Bowls needed a building as soon as possible. Originally, we had planned to build a clubroom after the club was up and running by doing work ourselves and paying for it through grants and fundraising. We asked to postpone building our part of the clubroom until we could raise the money but were told this was not possible so a loan became necessary.

Our Contribution
In response to our submission to the 2010/11 Annual Plan, the Council in May 2010 allocated $100,000 for *"croquet club grounds, Rangiora"*, but after the shared facility was

approved we were told that half of this would now have to go towards the cost of the carpark, fencing, drainage and the building. To make this possible we chose to build the lawns ourselves. It took two years and over 1600 hours of hard physical work from our members. (See separate schedule of work done.) The finished cost was $47 642.62 around half the estimated cost of having the lawns done for us. The $52 000 we saved is our main contribution towards the cost of the project.

Membership
When the Council gave the go-ahead for the establishment of the croquet facilities in Rangiora in 2012 the membership consisted of 6 who had been active when the Club went into recess in 2004, plus a further 11 who had played croquet elsewhere. Since opening in November 2015 26 people "new to croquet" have become members, and the membership at present is 43.

Income
The Canterbury Croquet Association only allows new members to be charged $50 as their initial membership subscription. Members were advised on joining that it was likely the subscription for the next year would be considerably more. Because of the higher subscription we expect to lose some members, however we are also expecting to gain more members as the club becomes more prominent. The subscription was set at the AGM in May and is $200 for the 2016-17 season.

Assuming a membership of 40 plus 10 new members: Projected annual Income for 2016/17

From Subscriptions	$ 8,500.00
Fund Raising: Quiz evening	$ 1,200.00
Sausage sizzle	$ 750.00
Fun Tournament	$ 500.00
Total	$10,950.00

In the last two years we have raised over $6 000 through quiz evenings and sausage sizzles with $2972.00 raised in the 2015-16 financial year, and have received grants of $10,300.00 involving $10 000.00 from Southern Trust for a second hand mower and $300.00 from Rangiora Community Board for Quadway hoops.

Projected annual expenses for 2016/17

Canterbury and NZ affiliation fee	$2000.00
Lawn maintenance	$4000.00
Insurance	$1000.00
Plus electricity and incidentals	

Projected up-coming development expenditure

Quoted costs to complete clubroom	$39 000.00
Shelters, equipment shed and hoops	$10 000.00

Note: this does not include floor coverings, furnishings (tables and chairs) or a dishwasher.

Summary

- Unfortunately we cannot apply for grants to help with the cost of the clubroom building itself as it is already built. It will need to be done by fundraising.
- The club house needs to be fitted out and we plan to do this through grants and doing as much of the work, as possible, ourselves as we did when we built the lawns, concrete paths and fencing.
- The membership has grown more quickly than anticipated and we expect to have five teams entered in the Canterbury Association Interclub Competition this coming season.
- To cope with interclub games which are scheduled on a home and away basis we need to provide basic facilities as soon as possible: i.e toilet, water, electricity and player shelters.
- When the membership reaches 50 players we will need to be seriously considering developing the land between the present lawns and the Dog Park into two more lawns to accommodate all these players.

Yours sincerely

Leone Woodward
Secretary
Rangiora Croquet Club Inc.

Schedule of work done by Rangoira Croquet Club members

Work done prior to the opening of the Club on 21 November 2016

Design

- All design work for the greens, irrigation system and clubhouse layout
- Prepared specifications and work schedules for the different stages of construction
- Obtained prices and quotes for materials, heavy earth moving and post driving

Site work

- Cleared the site of rubbish and hay
- Sprayed the vegetation prior to scraping and leveling
- Provided temporary access through the fences for contractor's machinery
- Surveyed and pegged out the site
- Mapped elevations to determine final levels and set up profile boards
- Worked with the contractor laser leveling and driving machinery for the initial scrape and level
- Pegged and laser leveled in 230 m of timber edging around the greens
- Installed approx. 400 m of underground pipe plus fittings for the irrigation system.
- Planned and marked out the fencing, worked with the contractor driving the posts and completed the fences hung the gates and attached windbreak cloth
- Worked with the contractor screening and placing 380 cubic metres of topsoil.
- Laser leveling, raking, screeding and driving machinery
- Final topdressing of greens, preparing seedbed and assisting with sowing
- Installed stormwater drains around building
- Pegged and boxed path and patio prior to concreting
- Concrete spread and levelled

Total time spent by members to opening day = 1,610 hours

Work done since the opening of the Club on 21 November 2016

- Pegged and boxed path and floor slabs for mower and equipment sheds
- Concrete spread and levelled for path and floor slabs
- Erected mower shed.
- Stacked MDF board in clubhouse
- Raked grass clippings from the periphery of the lawn
- With members of Keep Rangiora Beautiful planted landscaping plants in ground adjacent to the carpark shared with Table Bowls and users of the Dog Park enclosure

Total time spent by members since opening day = 770 hours

Total time spent by members between December 2013 and July 2016 = 2380 hours

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	CPR-04-19-37, GOV 01-04 / 140403034299
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	15 April 2014
FROM:	Chris Brown, Community Green Space Manager
SUBJECT:	Rangiora Croquet Club and Rangiora Table Bowls Club, Loan Agreement Terms and Conditions.

SIGNED BY:
(for Reports to Council or Committees)

Department Manager

Chief Executive

1. SUMMARY

1.1. The purpose of this report is to inform the Committee of the terms and conditions associated with the loan for the Rangiora Table Bowls and the sRangiora Croquet Club.

Attachments:

i. Draft Loan Agreement
ii. Letter from the Rangiora Croquet Club confirming acceptance of the loan (TRIM 140331032249)

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No. 140403034299.

(b) **Approves** the terms and conditions of the proposed loan which included:

i. Each club has an individual loan agreement of $42,000.

ii. The interest on the loan is seven percent.

iii. That the loan repayments do not start until April of 2016.

iv. The default rate will be 0%. There will be no percentage default penalty for non-payment.

v. The borrower may repay the balance of the loan outstanding at any time, together with interest, to the date of repayment with no penalty.

vi. The building must be insured by the clubs at the clubs expense.

(c) **Notes** the Rangiora Croquet Club and the Rangiora Table Bowls Club have both confirmed that they accept the terms and conditions associated with the proposed loan agreements.

(d) **Circulates** this report to Rangiora Community Board

3. ISSUES AND OPTIONS

3.1. At the January 2014 Council meeting a resolution was passed to approve two loans; each of $42,000 for the Rangiora Table Bowls Club and the Rangiora Croquet Club. The report recommended that staff prepare loan agreements and then come back to the Community and Recreation Committee with the terms and condition of the loans.

3.2. Staff contracted Corcoran and French to prepare the loan agreements. Staff have presented the loan agreements in their draft form to each of the clubs. The clubs accept the terms and conditions.

3.3. The purpose of the loan is to cover the current shortfall in the purchase of a building for the clubs. If the recommendations in this report are approved staff will contact Total Span and order the building. Staff will be project managing the installation of the building on behalf of the clubs. This will ensure there is no scope creep and that the building is positioned appropriately onsite etc. Staff believe they have more expertise than the clubs to undertake the project management.

3.4. The Management Team/CEO has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. There has been significant consultation regarding the installation of club rooms for the Rangiora Croquet Club and the Rangiora Table Bowls Club. This has included a notified resource consent.

4.2. The Rangiora Croquet Club did have initial concerns regarding individual liability. Staff held a meeting with club representatives to discuss this concern. The loan is for the Rangiora Croquet Club which is an incorporated society. All liability associated with the loan is with the club and not any individual club member.

4.3. Staff have now received confirmation from both the croquet club and table bowls that they accept the terms and conditions of the loan, and are willing to sign once Council has approved the loan document.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. This report identifies the terms and conditions associated with two equal $42,000 loans. The loan agreements have been drawn up by Corcoran and French and the clubs have reviewed these and accept the terms and conditions.

5.2. There is a risk to Council that the loans will not be paid back if either of the clubs are unable to raise sufficient money. To try and minimise this risk a two year grace period has been allowed for in the loan with repayments not starting until 2016. So effectively the loan period is for 12 years.

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council's Significance Policy.

6.2. Legislation

Millton Memorial Reserve is Council administered land that has underlying DoC ownership.

Section 54(2b) of the Reserves Act 1977 allows a lease to be granted by the administering body without the presence of a reserve management plan following the granting of a resource consent under the Resource Management Act 1991, where the application for the resource consent was notified in accordance with section 93 of that Act.

The Rangiora Croquet Club and Rangiora Table Bowls development, including the installation of the club room building, was publically notified during the resource consent process in accordance with Section 93 of the Resource Management Act 1991.

6.3. Community Outcomes

Public spaces and facilities are plentiful, accessible and high quality.

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	GOV-01-04 / 160804076390
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	16 August 2016
FROM:	Stewart Milne, Aquatics Facilities Manager
SUBJECT:	Aquatic Facilities Update Report
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to provide the Community and Recreation Committee with a summary of the Aquatic Facilities year to date performance against the units most significant Key Performance Indicators. This includes a summary of Aquatic Facilities attendances and budget results for the 2015/16 financial year.

1.2. In addition this report also illustrates other key or important issues, activities and customer improvement initiatives of the Aquatic Facilities for the 2015/16 financial year.

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** Report No. 160804076390.

(b) **Notes** the Aquatic Facilities year to date achievement against key performance indicators.

(c) **Notes** the 2015/16 financial year customer service initiatives/improvements implemented during the July to June period.

(d) **Circulates** this report to the Boards for their information.

3. ISSUES AND OPTIONS

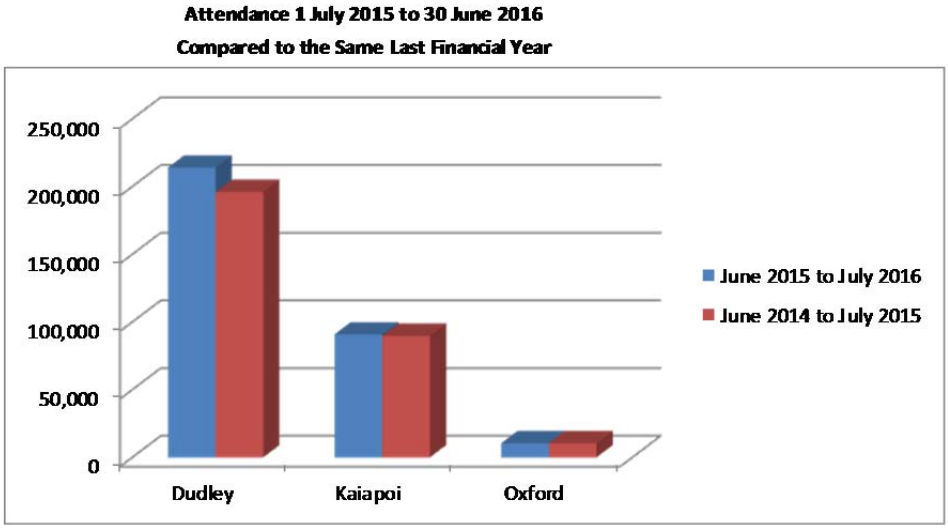
3.1. 2015/16 Aquatic Facilities Attendances

3.1.1. The tables below provides a summary of the Aquatic Facilities attendances for the 2015/16 financial year. These figures exclude non-paying spectators or visitors to the facilities. The two categories include:

Recreation Attendance – This incorporates casual Adult, Child, and Senior/Community Card holder visits. It also includes Parent & Pre-schooler, Family attendances, all Concession Card and Membership holders.

Programme Attendance - Learn to Swim, Aquarobics and Schools programmes are all examples of programmes included in this category

3.1.2. The graphs below illustrate how actual total attendance is tracking per month this year compared to last year.



For the financial year ending 30 June 2016 overall attendances across all Aquatic facilities (Rangiora, Kaiapoi and Oxford) increased by 19,259 against the same period last year. This represents an overall total for all the Aquatic facilities of 315,485 attendances for the 2015/2016 financial year.

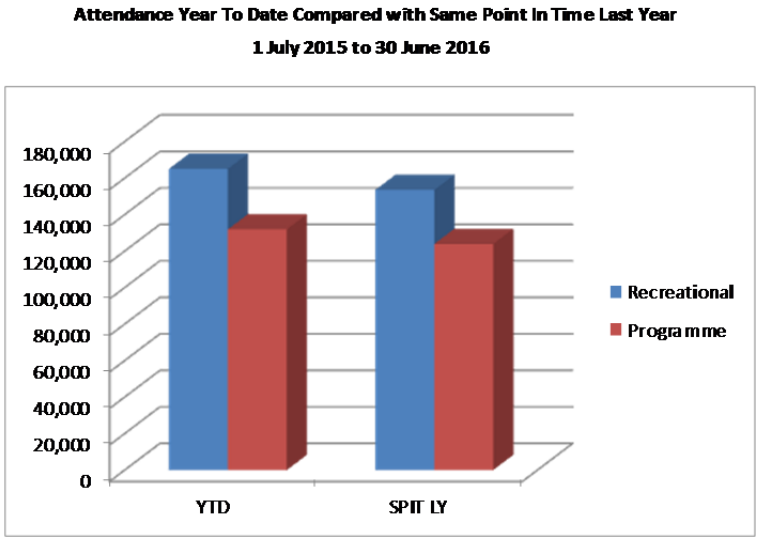
3.1.4 Dudley Park Aquatic Centre experienced the greatest increase in attendances for the financial year (June 2015 to July 2016) with an overall increase of 18,013 attendances, an 8.42% increase. The largest increase was in casual attendances, where parent/caregiver and preschool age child attendances increased by 5,100 attendances compared with the same period last year. This could be a direct reflection of the changes in our community with more young families in the region starting families.

WaiSwim Learn to Swim programme continues to show the benefits to the community with a total of 49,698 attendances in the programme for the financial year (June 2015 to July 2016) at Dudley Park Aquatic Centre. This is an increase of 2,152 attendances compared with the same time last year. The school's Learn to Swim programme also increase this financial year by 1,616 attendances (compared with the same time last year) to a total of 29,046 attendances.

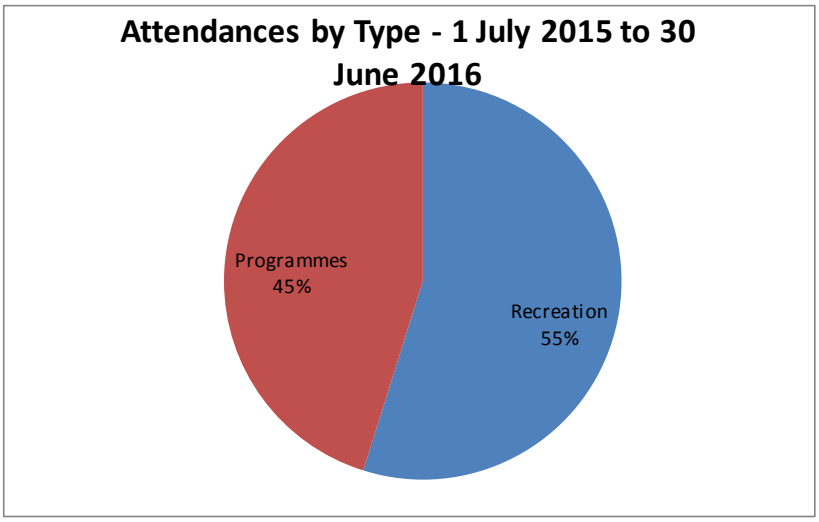
3.1.5 Kaiapoi Aquatic Centre also had an increase in attendances by 1,197 attendances to a total of 90,908 attendances for the June 2015 to July 2016 financial year (compared to the same period last year). Causal swimmers dropped slightly in this period by 882 attendances to a total of 24,817 attendances. There is no single factor attributing to this slight decrease with attendances slightly down across most casual attendances. Casual attendances has been identified as a focus area in the next 12 months for Kaiapoi Aquatic Centre to address this decline in attendances. The Bumper Boats have had some please attendance levels with a total of 799 hires since these were introduced in late 2015.

As with Dudley Park Aquatic Centre Learn to Swim attendances has increased, with WaiSwim Learn to Swim attendances up 7.26% or 2,199 attendances from 28,109 attendances last (financial) year to 30,308 attendances this financial year. The school's learn to swim programme attendances has also increase by 207 attendances to a total of 14,651 attendances.

3.1.6 Overall increases in attendances has been positive with a year to date (as at June 2016) increase of 11.31% for recreational attendances and 13.03% increase for programmes across all facilities.



3.1.7 The split between Programmes and recreational swimming (shown below) is identical to the split for the same period last year.



3.1.8 As mentioned previously in this report the overall WaiSwim Learn to Swim programme for the financial year 2015/2016 has experienced excellent increases in attendances. Overall across all Aquatic facilities (Rangiora, Kaiapoi and Oxford) the Learn to Swim programmes for the (financial) year has resulted in an increase of 4,379 WaiSwim Learn to Swim attendances and an increase of 2,805 attendances at Schools Learn to Swim lessons attendances this year compared with the same period last year.

3.2. **Disable Change Table and Change Room Update for Dudley Park Aquatic Centre**

3.2.1. Following the question raised by Councillor Allen at the 21 June Community and Recreation Community Committee Meeting regarding an update on the Access Groups recommendation for a disabled change table a further update has been included in the report.

3.2.2. The change table needs to be sturdy, height adjustable, to allow ease of access for adults as well as children, and able to be used in a wet environment. A suitable table has been identified which will meet all these criteria and folds flat against the wall allowing greater space in the change area when not in use.

This is an image of the change table:

At the time of preparing this report we are meeting with the supplier and contractors to arrange the installation of this table.

3.3. 2015/16 Aquatic Facilities Water Quality Update

3.3.1. The Aquatic Facilities water quality is measured internally every three hours by staff when open to the public. In addition the pools are tested externally through monthly microbiological tests conducted offsite.

The below table summarises each facilities achievements of the required PoolSafe and New Zealand water quality standards by facility and month.

		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Internal Testing	Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Kaiapoi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Oxford	Not Open				✓	✓	✓	✓		Not Open		
External Testing	Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Kaiapoi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Oxford	Not Open				✓	✓	✓	✓	✓	Not Open		

3.3.2. All testing at the Aquatic Facilities has exceeded New Zealand and PoolSafe standards for the 2015/16 financial period.

4. FINANCIAL IMPLICATIONS AND RISKS

4.1. The following table summarises the Aquatic Facilities operational financial position for the 2015/2016 Financial Year.

	TOTAL	
	Actual	Budget
Year to date		
Revenue		
Revenue	1,958,165	1,530,533
Rates	3,080,330	3,077,242
	5,038,495	4,607,775
Expenses	4,878,395	4,767,942
Surplus/ (Defict)	160,100	(160,167)

Key
- Good results compared to Budget
- In line with budget
- Poor results compared with budget

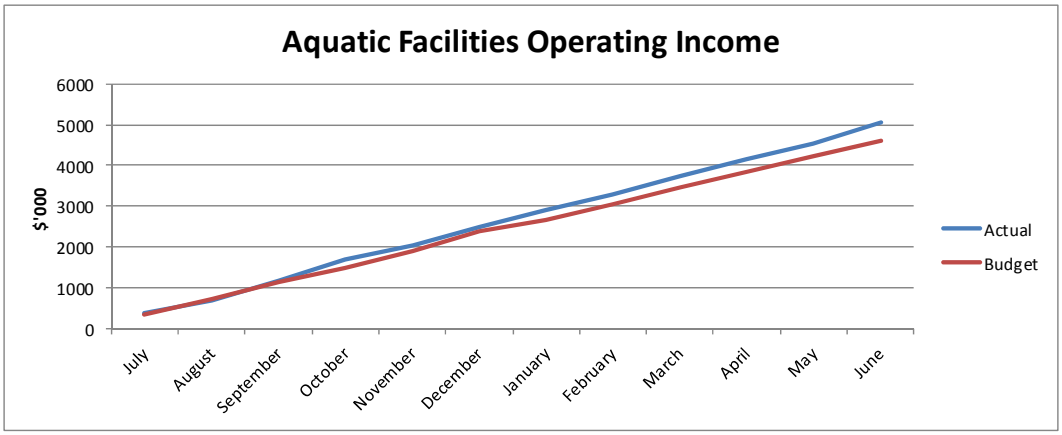
4.2. Note that the revenue includes two insurance claims. One is for business interruption during the repairs for the snow event and the actual cash of $148,000 was received this year. This had not previously been accounted for as there had been a lot of uncertainty over the actual amount.

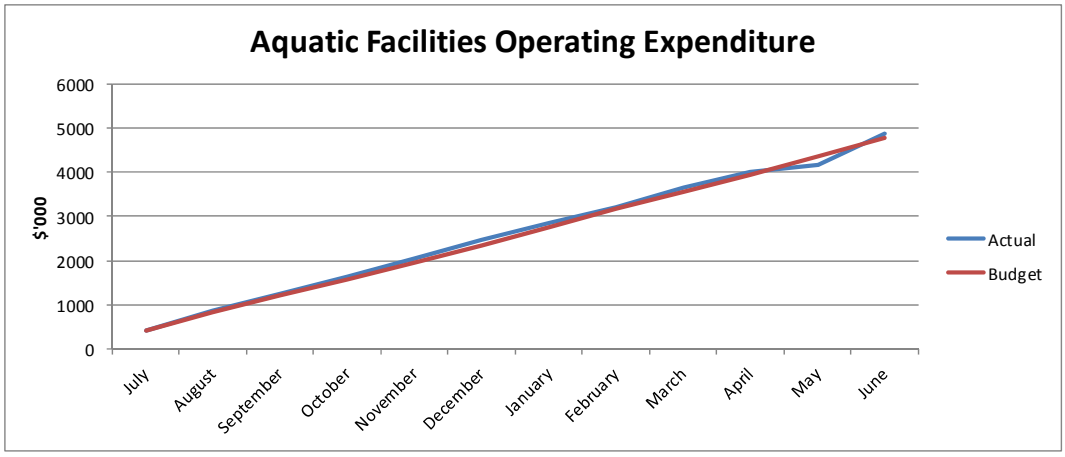
4.3. The second income is of $119,000 which is the claim for the recent June floods due to a pipe failure. The accounts include revenue of $119,000 with corresponding expenses.

4.4. The balance of the revenue relates to Learn to Swim attendances across all facilities

increased family and child casual swimming attendances and increased membership. Membership has been a targeted area to grow with retention letters sent out each month advising customers that their membership is due to expire and if they renew before they expire they will receive a 15% discount. The response rates from these letters has been excellent.

Operating expenses are up on budget due primarily operating expenses such as the costs with the pipe failure event and higher than budgeted wages with Learn to Swim instructors and Lifeguards. Additional Learn to Swim programmes were scheduled in the financial year to meet demand (and therefore increase instructor's costs) with the additional income reflected in the revenue. Lifeguard wages budget was placed under pressure in Term 1 with higher than expected staff illnesses resulting in additional costs in covering staff shortages.





5. CONTEXT

5.1. The community's needs for health and social services are met.

5.2. The range of community and recreation facilities meets the changing needs of our community.

Stewart Milne
AQUATIC FACILITIES MANAGER

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	LIB-01-04, GOV-01-04 / 160805076756
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	16 August 2016
FROM:	Phillippa Ashbey, Libraries Manager
SUBJECT:	Library Update
SIGNED BY:	
(for Reports to Council or Committees)	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to provide the Community and Recreation Committee with an update on achievements of the Waimakariri Libraries from the 2015/2016 year and a summary of results from the June 2016 Libraries' Customer Satisfaction Survey.

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) **Receives** report No. 160805076756

(b) **Notes** the achievements of the Waimakariri Libraries in the 2015/2016 year.

(c) **Notes** the high level of customer satisfaction with the Waimakariri Libraries as assessed by the annual Customer Satisfaction Survey undertaken in June 2016.

(d) **Circulates** the report to the Boards for their information.

3. ISSUES AND OPTIONS

Achievements of the Waimakariri Libraries in the 2015/2016 year:

3.1. This has been a good year with the consolidation of services across the network. Kaiapoi has bedded in well; Rangiora continues to grow visitor numbers and Oxford is transitioning to a new level and style of service.

3.2. Staff contribute to the work of four key teams, all of which have achieved significant customer service improvements in the past year. The Collection Services team have developed EDI acquisitions and implementation of new collection management tools and processes; the

Reference and Reader Services team have introduced new online resources, bookmarks and eNewsletters; the People and Places team have managed customer service improvements with new initiatives such as best seller promotions, new stationery, and Kotui, APNK and RFID upgrades; and the Learning Connections Team have developed a range of afterschool programmes, membership campaigns and learning partnerships with schools. These teams are achieving great results, staff feel empowered and customers are enjoying the benefits quality library service.

3.3. There were 467,194 visitors to the Rangiora and Kaiapoi Libraries which equates to an average of 38,933 visits per month, or 8.49 visits per person per annum (based on a District population of 55,000).

3.4. There were 66,564 visits to the Libraries website in the full year which equates to 1.21 visits per person per annum (based on a District population of 55,000). The website leads customers to an ever expanding range of eResources.

3.5. Visitor numbers and website visits were both ahead of target.

Customer Satisfaction Survey 2016

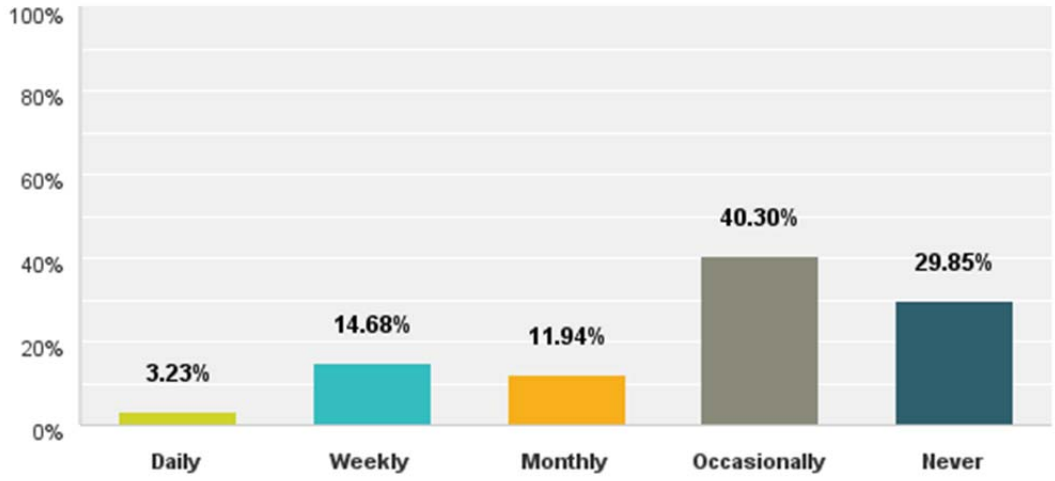
3.6. Customer satisfaction sits at 97.69%.

3.7. There were 432 responses to the Libraries' customer satisfaction survey in June 2016 and of these 422 respondents (97.69%) rated themselves as being 'satisfied' or 'very satisfied' with library services.

Satisfaction rating	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	No Opinion
2016	270 (62.50%)	152 (35.19%)	5 (1.16%)	3 (0.69%)	2 (0.46%)

Q4 How often do you visit the Waimakariri Libraries' website?

Answered: 402 Skipped: 35

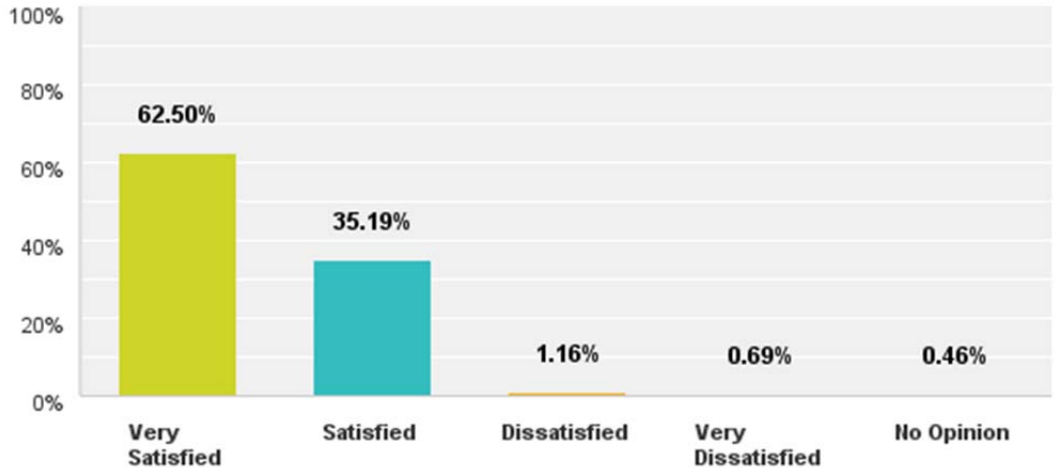


Q5 How do you rate the library regarding:

Answered: 434 Skipped: 3

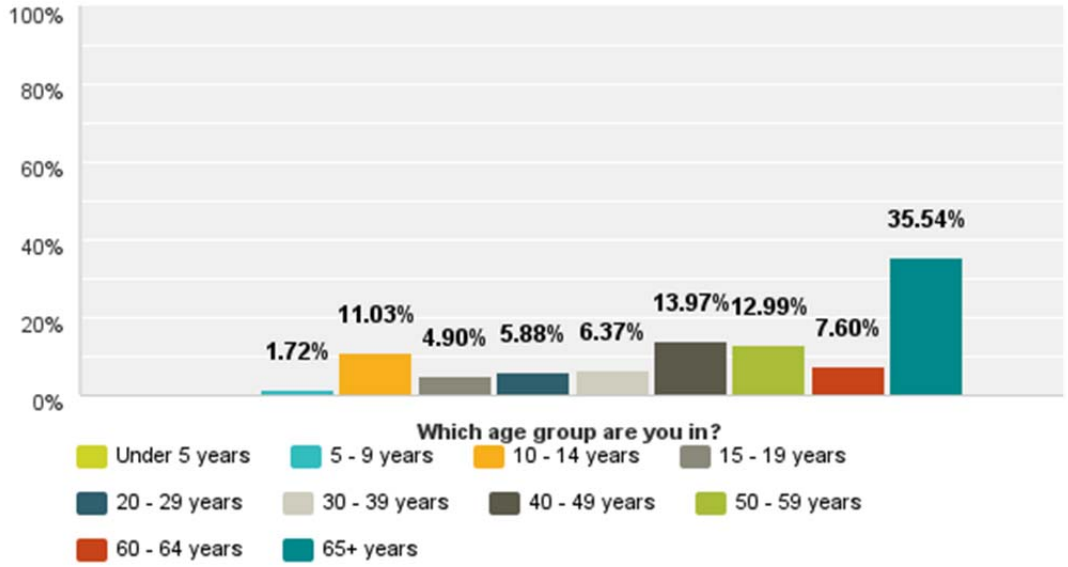
Q6 Which of these best describes your overall satisfaction with the library?

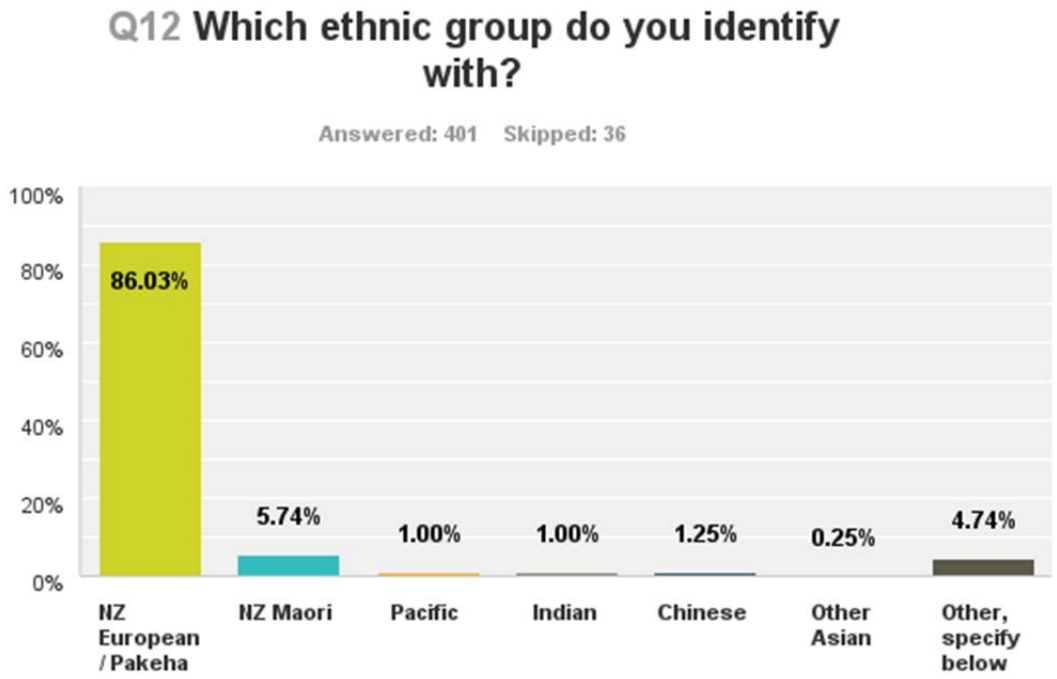
Answered: 432 Skipped: 5



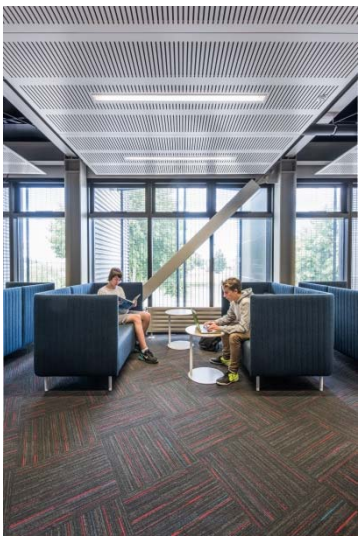
Q10 Statistical Information

Answered: 408 Skipped: 29

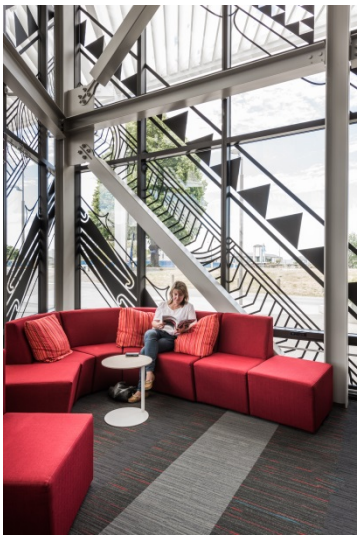




297 patrons responded when asked to comment on the reason they rated the overall experience as they did. A sample of the responses follows:



- *I always have a positive experience at the library....a big part of that is the quality of service provided by the fabulous staff.*
- *I am impressed by the range of books and pleased there are so many large print books. It is good to have photocopying facilities.*
- *I find the staff really helpful and I think they run some innovative programmes. The library itself is well laid out and easy to use.*
- *The library is always a sanctuary to me. I think the range of materials is outstanding. The staff are friendly and helpful.*
- *I love books/library's sense of intergenerational community centre.*
- *I love the library and the range of resources and reading. I would like e-Books and Zinio range of magazines extended if possible. The changing gallery exhibits are cool, interesting. We are lucky to have such awesome libraries. Thanks.*
- *For me it's the helpfulness of your staff. I use the computers a lot and really don't know how to scan documents and then e-mail them off; and your staff always help me. So to all your staff a very big thank you :)*
- *Staff are always nice, children's area is always interesting and has toys! Love the different kids' events planned throughout the year(particularly in Winter). Love the art exhibitions and Kaiapoi Museum; VERY interesting.*
- *This is an excellent library to visit. The staff are always patient and helpful with our requests. a great place for families and creative, active learners.*



- *Friendly staff always there to help answer queries. The catalogue is easy to navigate and use. I books online.*
- *I found the library staff and quality of library and books really great. The library also has many other programmes like games, morning writing courses etc which is so good for the community.*
- *They also hold a large number of events very frequently and listen to customers' advice.*

Less favourable ratings were accompanied by feedback such as:

- *Would be better if the library was open later a few days.*
- *Sometimes the Rangiora Library is just too hot, especially in Summer!*
- *Too noisy; whilst this is a community space it is still a library after all. There is a park right next door for children to play in. i would definitely use the library more and for longer if it was quieter.*
- *Because the building should be bigger, and have more books.*

2016 Survey word cloud representing the words most commonly used by respondents:

Learning Purposes Awesome Central Service e-Books Facility Self Checkout Range of Books Love Games Helpful Staff Run Books Noisy Friendly Good Experience Rangiora Library BorrowBox Nice Kindle Pleasant Complaints Resources Relaxing Great Place Internet Language Research Facilities Able Enjoy Bringing Staff Range of Books Borrow Books Wi-Fi Children Benefited Library Art Books Toddler Place Source Learning Quiet Space School Appy Love Reading Family Resources Understanding Friends Storytime

3.8 The Management Team/CE has reviewed this report and supports the activities of the Libraries.

4 COMMUNITY VIEWS

Community views were canvassed through the Libraries' Annual Customer Satisfaction Survey which was conducted in June 2016. The survey results show a high level of satisfaction with Library Services. (62.50% Very Satisfied; 35.19% Satisfied; 1.16% Dissatisfied; 0.69% Very Dissatisfied; 0.46% No Opinion. Total participants: 432)

5 FINANCIAL IMPLICATIONS AND RISKS

5.8 Library activities are being met from within the Library's budgets.

5.9 The following table summarises the Library's financial position for the 2015/2016 year to the end of June 2016.

Library
Summary Report June 2016

	Actual	*Budget*	
Revenue			
Revenue	268,907	148,116	↑
Rates	2,956,821	2,953,811	→
	3,225,728	3,101,927	
Operating Expenses	1,626,241	1,687,690	→
Maintenance	433,669	452,240	→
Overheads	440,927	449,148	→
Internal Interest	32,744	130,422	↑
Depreciation	894,891	802,192	↓
	3,428,471	3,521,692	→
Surplus/ (Deficit)	(202,744)	(419,765)	↑
	Actual	*Budget*	

Key
↑ **Good results compared to Budget**
→ **In line with budget**
↓ **Poor results compared with budget**

NB: Income includes miscellaneous donations and grants

6 CONTEXT

6.8 Policy

This matter is not a matter of significance in terms of the Council's Significance Policy.

6.9 Legislation

Local Government Act.

6.10 Community Outcomes

Library activities support the following community outcomes:

6.10.1 Public spaces and facilities are plentiful, accessible and high quality

6.10.2 People have wide ranging opportunities for learning and being informed

The Committee has delegated authority to develop goals and strategies for Library Services.

Phillippa Ashbey

Libraries Manager

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	GOV-01-04 / CMS-09-02 / 160803075729
REPORT TO:	Community and Recreation Committee
DATE OF MEETING:	16 August 2016
FROM:	Tessa Sturley, Community Team Manager
SUBJECT:	COMMUNITY TEAM UPDATE

SIGNED BY:
(for Reports to Council or Committees)

Department Manager

Chief Executive

1 SUMMARY

The purpose of this report is to provide an update on key community development, community safety and youth development objectives and key activities in June and July 2016.

2. RECOMMENDATION

THAT the Community and Recreation Committee:

a) **Receives** report No 160803075729

b) **Approves** staff applying to the Rata Foundation for $63,108 to fund salary and operational costs for the Safe Community Project Facilitator Crime Prevention role for the 2018 calendar year.

c) **Notes** that Ministry of Social Development have granted $18,800 for Project-related costs for Family Violence Prevention. The is being held by Aviva; however the initiatives will be delivered by our Safe Community Project Facilitator

Attachments:

i. 2015/16 year-end Injury Prevention progress report to the Ministry of Health (Trim # 160802075145)
ii. Draft Safe Waimakariri Child Safety Action Plan 2016- 2017 (Trim # 160624060501)
iii. Minutes the Waimakariri Youth Council June meeting (Trim # 160705064241)
iv. Updated Terms of Reference for Waimakariri Youth Council, June 2016 (Trim # 160701062932)
v. Minutes of the Social Services Waimakariri June 2016 meeting. (Trim # 160802075155)
vi. Unconfirmed minutes from the Waimakariri Health Advisory Group July 2016 meeting (Trim # 170721071071)
vii. Minutes of the Waimakariri Health Advisory Group June 2016 meeting (Trim # 160627061407)

3. ISSUES AND OPTIONS

3.1: Funding

a) Staff wish to submit to the current Rata Foundation funding round for $63,108 to fund salary and operational costs for the Safe Community Project Facilitator Crime Prevention role. This application aligns well with the Support, Educate and Connect focus areas for Rata Foundation. The current funding grant from Rata Foundation for this will be fully utilised by 31 December 2017 and the funding being sought is for the 2018 calendar year.

b) Ministry of Social Development have granted $18,800 for Project-related costs for Family Violence Prevention. The is being held by Aviva; however the initiatives will be delivered by our Safe Community Project Facilitator

c) We have submitted our 2015/2016 report to the Ministry of Health, with the following reflection on general progress in this work:

"Some great consolidation work has been done over the last 12 months, including:

- *A review of our partnerships across all portfolios; with an increased focus on better Maori representation, and increased business representation; including some sponsorship arrangements. Additional to this we have done a considerable amount of work to consider how we can support and empower existing partners to increase the reach and sustainability of this work. (e.g. Plunket, Rural Support Trust, Police, etc)*
- *The development of a longer term, more strategic approach; particularly in relation to Suicide Prevention and Child Safety*
- *Involvement in a Safe Community Foundation working party charged with the development of a standardised set of national measures for Results Based Accountability.*
- *Staff representation on the Pan Pacific Safe Community Network Board, as Community Representative*

As we move into the 2016/2017 financial year we look toward identifying the most appropriate strategies to achieve sustainable funding to support this important work."

3.2: ENGAGING key stakeholders to enhance Community Safety, Community Development and Youth Development

In addition to our extensive range of partners <u>new</u> engagements made over the past two months include:

a) <u>Business sector:</u>

- Men at Work, Coffee Works, Stevensons Concrete Placing, Wilson prints and 'Frame and Mirror have all lent their support to the 'MindFit' suicide prevention initiative.
- Fabriko New School Thinking is a social enterprise which encourages and supports digital communication. We have met with this group to consider relevance to our Supporting the Volunteering sector initiatives.
- We have identified a good potential business representative for our Newcomers and Migrants working group.

b) <u>Elected local and national government representatives</u>: Robyn Wallace from Kaiapoi Community Board is part of the Community House steering group

c) <u>Te Ngai Tuahuriri Runanga:</u> Koral Gallagher from Tuahuriri Runanga is now actively involved in our suicide prevention and child safety working parties. This has been a key connection, given that we have historically struggled to get good Runanga-endorsed representation.

d) Government and Non-Government Agencies:

- Office of Ethnic Affairs, Resettlement Support Services and Christchurch City Migrant Support are all recent partners in our Migrants and Newcomers portfolios.
- We have begun working with MSD and the 'Together Hurunui' Family Violence work stream.

e) Education: Kaiapoi High School Youth Health Advocates have been linked in the newly established 'Alcohol Action Steering Group'. Youth Council have also delegated two of their members to sit on this action group.

f) Grassroots Community:

- Leos Club were a new key partner in the 'Mindfit' suicide prevention initiative,
- Person to Person Help Trust, Hurunui Community Connector, the Greater Christchurch Citizen's Advice Coordinator and Hope Community Trust are all new partners in the 'Migrants and Newcomers' portfolio.
- Probus, Rangiora Hockey, Rangiora Netball, Rotary and Lions are all new partners in the 'Supporting the Volunteer sector' working group.
- IHC, Manchester Unity and Mothers Supporting Mothers are all new partners in the 'Social Inclusion Initiatives Group.'

g) Alignment with Regional Priorities

As part of the implementation plan development for the Greater Christchurch Resilience strategy, we are working with Christchurch City Council staff, Claire Phillips, (Manager Community Support Team), Mike Gillooly (Resilience Manager) and a representative from their Policy Team on the potential establishment of a collaborative funding scheme. This would be a key 'resilience project' for the region. We have drafted a rough model around planning to resource key priorities for the region, with an holistic approach, including service provision, community-led health promotion, etc. We talked about alignment with the Safe Community model and how this might fit with the drying up of typical funding streams and a corresponding gap in the provision of coordinator/facilitator funding.

3.3: CONNECTING: Facilitating connection across the Community

a) Family Violence: With recently allocated funding from Ministry of Social Development, our Safe Community Project Facilitator has led the North Canterbury Family Violence network in planning the following initiatives for a community-led response to addressing family violence over the next 12 – 24 months. This will connect a variety of new partners for a broader reach in addressing this issue.

Project	Target	Specific Goals	Specific Actions
Upping the Family Violence profile	All of community	Increasing visibility of the violence free messages	Billboards in high visibility places rotated throughout both districts
			Display hardware and design, (indoor and outdoor)
			Displays at 4 large events community wide
"Igniting Action" (Sophie's Story)	All Community specifically identified individuals.	To provide a forum for open discussion about family violence and how as a community we will address the issue. To seek connections to broaden the reach of the violence free messages	Two public events, key speaker Lesley Elliott, local specialists in a supporting panel. Opportunity given for community members/ organisations/businesses to step up to be actively involved. Scoping potential for linking next steps to one of several It's Not Ok community projects, eg Champions, Not our Game or Good Staff Good for business.

Project	*Target*	*Specific Goals*	*Specific Actions*
Education in Schools	Students 11yr up (Approx. 300)	To educate students on the key elements of healthy relationships that are free from harm, how to support friends and where to seek help for concerns about family violence.	Visiting each area school for a full day to present to as many students as possible. Providing resources as appropriate.
FV training for Education professionals	Staff (Approx. 60)	To educate staff on the dynamics of family violence, how to recognise and respond, where to seek help and when to refer.	Visiting each area school to present to staff afterschool following the day spent with students. Providing resources as appropriate. Making connections between school staff and local FV agencies and govt. services.
"Keeping up appearances "	Hairdressers & Beauticians (Approx 80)	To provide training on signs and dynamics of family harm and how to help safely.	Training workshops would be offered as breakfast meetings to attract maximum numbers.
Community Education	Health, education, recreation, community and social service sector staff	To provide a range of training and networking opportunities to upskill people working or volunteering within a wide range of services in community.	Working in collaboration with MHERC to offer 4-6 accessible workshops, which are local, low cost and relevant to identified needs.
Sexual Abuse Workshop	Staff & volunteers working within social services	Dispelling the myths and gaining better understanding of the crisis response process.	Providing a local, low cost and relevant training workshop
Online pornography PD	Staff & volunteers working within social services	Improving knowledge of the implications online accessibility to pornography is having on young people's perceptions of intimate partnerships and related issues	Providing a local, low cost and relevant training workshop

b) Suicide Prevention: WaiLife Suicide Prevention Steering Group

i) Aims: (From with the Waimakariri Suicide Prevention Action Plan, which directly aligns with regional and national strategies for suicide prevention

- Provide a structure for collaboration
- Support evidence-based practice
- Destigmatise the language of Suicide Prevention
- Provide advocacy to enable & support overall public health within the Waimakariri District
- Identify gaps and needs within the community and work together to develop strategies to progress initiatives that address these

ii) Objective: To create initiatives that reduce the likelihood of suicide instance through:

- Collective advocacy for the ongoing provision and development of services and opportunities for people in the Waimakariri. For example:
  - *The establishment and on-going operation of the Bereaved by Suicide Group*
  - *Alignment with the Mental Health Working Party, which advocates for adequate mental health service provision in the District.*

- Promoting good mental and physical health and wellbeing for people or groups in the Waimakariri. *E.g. Via public education initiatives like Mindfit and Inspired Retired.*
- Encouraging positive social connection. *E.g. Through links with the variety of initiatives that have come out of Community Development and the Social Inclusion Initiatives group*
- Assisting in removing barriers and promoting ease of access to services. *E.g. working with Police and agencies to ensure follow up and appropriate support where there have been attempts.*

The group's intention is to be accountable and to provide a collective contribution to the wellbeing of the community.

iii) Recent Steering Group Activity

Visit from Dr Annette Beautrais, Annette is Adjunct Professor at the University of Canterbury, Christchurch, and Suicide Prevention Co-ordinator at the South Canterbury DHB. Her visit was part of our local hui on Rural Suicide Prevention. Around 40 attendees included representatives from Victim Support, Police, RCPHO, Rural Support Hurunui, Wellbeing North Canterbury, CDHB and Barnardos.

From the conversations at the hui, Annette has offered her support for a "Suicide Update" /Awareness Day and given advice and information about how the group can maintain momentum, apply best practice and continue to stay up-to-date with research. She has also been engaged to speak to local Police and Greypower as a result of this engagement. Annette has also endorsed the 'Mindfit' wellbeing initiative, detailed below.

c) Child Safety

The attached draft Child Safety Action Plan, has been developed by the child safety working party who came together to review local data against national priorities to identify clear priorities to address injury to children. The plan aligns with the New Zealand Injury Prevention Strategy.

A key part of the planning in this area has been identifying how to bring in and work with new partners and/or existing providers to increase the reach of child safety messages, initiatives and interventions. *Identified opportunities included*:

- Resource and empower Plunket educators, incorporating child safety into their work with parents.
- Investigate opportunities for Child Safety to be addresses as part of working with Vulnerable Families, in line with the Children's Team initiative.
- Collaborate with children's event coordinators to facilitate child safety promotions at such events across the District. This has resulted in significant cost savings. E.g. The cost of Teddy Stays out of Trouble was only a third of that from previous years.

d) Networking fora

These fora continue to attract a large turnout across the District. The aim is to facilitate information-sharing, connection and collaboration between providers across the community, social and health sectors. Our Community Development Advisor has been looking to add value by introducing short information seminars at the start of these. Recently this provided an opportunity for North Canterbury Family Violence Network members to provide an update regarding changes to the way family violence incidences are dealt with and reviewed.

3.3: INFORMING the Community

a) Mindfit

This is a branded series of Community Education seminar aimed at educating, challenging and empowering people with skills to "overcome real and imagined barriers that affect mental and emotional wellbeing."

Partners for this initiative include Tuahuriri Runanga; Depression Support Network (DSN), Mental Health Foundation, Rural Canterbury Primary Health Organisation, North Canterbury Sport and Recreation Trust, Grey Power, Presbyterian Support and Leos Rangiora. The first event was sponsored by Men at Work, Coffee Works, Stevensons Concrete Placing, Wilson prints and 'Frame and Mirror.

Around 150 local residents turned out for an engaging and informative evening, featuring Gary Endacott, Ava Hurst and Bryon Cope who spoke about their challenges, triumphs and strategies for coping, remaining positive and achieving, in spite of disability or significant physical or mental health issues

Anecdotal feedback from a number of attendees indicates indicated that there is an appetite for more of this kind of Mental and Emotional Wellbeing education. The Mind Fit team debriefed the event and looked at how we can improve for next time. There is interest from outside the district to run a Mind Fit event, with support from Bryon Cope from Depression Support Network taking it further.

Participant evaluations showed that:

- 87% of survey respondents were from Waimakariri with the balance coming from Hurunui, Christchurch, Selwyn and Westland.
- 81 % of survey respondents felt encouraged to make changes in their life following Mind Fit discussions
- 66 % of survey respondents reported increased knowledge about positive mental wellbeing
- 75% recognised changes they could make following the event.
- 86% of survey respondents reported a valuable aspect or take-home message which they gained from Mind Fit.
- 95 % Identified as being NZ European or Pakeha
- 4% Identified as being Maori
- 4% Identified as being other
- 1% detailed n/a

Annette Beautrais is also interested, in terms of the relevance to Suicide Prevention for other regions. This is meaningful because it shows how projects developed in Waimakariri can be easily transferred to other communities. This also acknowledges the work that the Wai Life Suicide Prevention Action Group is doing across the Canterbury region.

b) Rural Safety

With the objective of providing education to create improved safety culture on rural properties, our Rural Safety Coordinator has been engaged to facilitate the running of a series of safety training for our rural communities. These include:

- Quad bike training
- Farm bike training for school students,
- Chainsaw safety

Early intervention is the objective for Down the Back Paddock Rural Safety training. The aim is to educate children, so that they can educate their parents and, in turn, be safer and less likely to injury themselves as adults.

Down the Back Paddock continues to attract support from all but one primary school right across the District and bookings are already in place for 2017. We regularly recieve unsolicited feedback regarding the positive value that parents, teachers and students place on the programme. We are regularly told about children going home and giving their parents reminders about unsafe practice

3.4: EMPOWERING

a) Newcomers and Migrants:
The Newcomers and Migrants working group have completed their Long Term Plan.

Goal	Objectives	Recent Activities
Our district is attractive to Refugee and Migrants	Develop a clear picture of what our Refugee and Migrant population will look like in 5 years	Sourced and disseminated quality information from Statistics New Zealand regarding migrant demographics and projected growth in our district Facilitated a networking and education evening at Enterprise North Canterbury aimed at engaging and informing employers of migrant workers. The objectives were o to identify potential sponsors to support migrant and refugee initiatives o to educate employers about some of the issues that affect their migrant workers. o To create a forum to discuss how employers can better support these workers in integrating well as productive employees.
Migrants feel at home here, they are engaged, participating and integrated into their local communities	Break down the "them and us" mentality that limits integration of new or minority ethnicities in our communities Identify and help address any fears or assumptions Media – provide positive stories about acceptance and understanding, and migrants share their stories	Supported the planning and running of the recent Oxford Migrants event, co-hosted by the Alpha Phi Omega Group, Oxford Community and the Community Team, The event was a great example of how people support each other when integrating into a new area. Established migrants came along to connect with others, but also played their own part in helping new migrants feel part of the community. Attendees included residents from the Philippines, China, Japan, Iran, Indonesia, Scotland, South Africa/Zambia and New Zealand. A variety of ethnic food was brought along by those attending and the Karaoke-based entertainment was a delight. This and other Migrants initiatives have received extensive coverage in local media.
Migrants know and feel safe and comfortable accessing information and support	Ensure that Newcomers and Migrants work is sustainable, stands on its own feet and is not reliant on a few people	Ensuring that information and supports available in Christchurch can also be accesses by Migrants living in the Waimakariri District. E.g. Arranging local provision, promotion and dissemination of the Migrant Times publication, widely read by Christchurch-base migrants but not available or utilised by those in the Waimakariri District.
Our Newcomers and Migrants needs and wants are met	Education and Healthcare is free and accessible for all More community awareness of the permanency of migrants on work visas Facilitate opportunities for migrants to be offered and take on leadership opportunities.	Hosting a visit from the Philippines Ambassador and a corresponding meeting with local mayors, councillors, migrant sector providers and employers, as well as Filipino workers to discuss concerns around healthcare, education and work visa issues. Facilitated links between a variety of community groups and service providers to progress the establishment of conversational English and social connection groups for non-English speaking (NESB) migrants. The first of these, developed with Rangiora Newcomers Network and a local Hungarian Migrant, will begin this month,

b) Supporting the Volunteer Sector.

The first full meeting of the newly established Volunteer Action Team discussed the key considerations that came out of the recently conducted volunteer sector and community surveys on volunteering, which were to:

- Promote volunteering as a means to make social connections and enhance wellbeing.
- Make it easier for people to find out about volunteering opportunities that fit their interests, skills and availability.
- Help groups/organisations to attract, train and support volunteers.
- Facilitate information sharing and referral between groups/organisations, so that people aren't just sent away if a group doesn't have volunteer vacancies.

As a result they have come up with the following objectives and actions, which will be worked into an action plan to encourage and support volunteering in the Waimakariri

Objective	Actions	Timeframe
Intentional welcoming programme for volunteers	• Research good practice regionally and locally • Set up sub-group with key interest • Draft supporting documentation • Disseminate across the volunteer sector alongside promotional campaign	3 -6 months
Sharing volunteer stories and experiences	• Identify how best to gather stories • Research the use of social media to support story-telling • Set up sub-group to work on developing process to gather and share stories • Develop program of story-telling alongside an marketing and promotion campaign	6 – 12 months
Central point for volunteer information and referral route	• Research other access points to volunteer information at a local, regional and national level • Explore further how people would prefer to access information about volunteering • Review current information content available • Ascertain support for a central information point across the volunteer sector • Set up sub group to assist with • Set up an on-line resource if preferred • Develop process for physical information point if supported by the sector	12 – 24 months
Establishing local mentoring team at an organisational level	• Further research at a local level to establish the key areas where mentoring would be helpful • Identify possible mentors to match key skills area • Develop a process where organisation can access support from mentoring group • Develop a relevant promotional campaign to support use of mentoring group and sharing of resources	12 – 24 months

c) Alcohol-related harm:

Our Safe Community Project Facilitator's work related to the prevention of alcohol-related harm includes the facilitation of:

- The Waimakariri Community Alcohol Action group and the associated initiatives
- Local application and facilitation of national initiatives. (e.g. "Yeah Nah")
- Seminars and promotion around the effects of alcohol on teenage brain development
- Parent support and empowerment initiatives
- Host responsibility promotions
- Safe partying initiatives for young people.

The Steering Group is now well established with sixteen members; half representing agencies such as Police, health providers, community services and representatives from other Council departments. The remainder are interested individuals who responded to the public advertisement. Having a broad representation of the community involved in the initial stages of development of this group will increase the sources of information available through a range of networks, which will strengthen its ability to consider the range of alcohol issues and identify appropriate priorities.

The group have met to discuss process and identify essential partners that had been missing from the discussions; with young people being a particular priority. The following goal and initial objectives have been established and the group's next meeting will focus on developing an Action Plan for 2016/17

- **Goal:** *"To facilitate an enhanced sense of personal and community safety through a shift in culture across the community with respect to alcohol consumption".*
- **Initial Objectives:**
  - *Directly address the affects and contributing factors related to the unsafe use of alcohol.*
  - *Create a range of opportunities for people to be educated and empowered to address the issue, with the right skills, knowledge and support in place.*

d) Youth Development

- WaiYouth: In alignment with the Youth Development Strategy objective to foster leadership in young people, WaiYouth have established a code of conduct for themselves and for future members. Each young person from the Core Crew has selected a leadership role within the group, i.e. chair, deputy chair, secretary, entertainment, hospitality, marketing, funding and support roles. As a result of looking at the young people's strengths the group has designed and created a new logo. The group have developed a year plan for events for young people and are beginning to get costings together. They are a wonderful inspired bunch of young people who, with the use of technology, are also recording all their own minutes and actions at each meeting. A parent told us how excited they were with their new direction.

- Youth Council have reviewed its Terms of Reference and to look at developing some renewed procedures for its operation. They have set priorities for the coming year; including beginning a review of the Waimakariri Youth Development Strategy, 2010.

Despite slightly inclement weather, the first Youth-led event for the new financial year, Skate Jam, provided a great opportunity for young people to connect over a common interest. Sponsored by local streetwear clothing provider, 'Propoganda, the event was fronted by Skate Skool' who set up a marquee with free hire gear and pumped the music up. The instructors taught safety messages and park culture, along with skate techniques. Around 150 people of all ages joined to watch the bowl.

e) Community House Working Party

Following on from the Social Services Waimakariri forum a steering group has been established to progress plans for some form of Community House model for the District. The aim is that this will

- Support the social, health and community sectors with shared overheads and reduced operational costs.
- Increase collaboration and cross-referral between services for better outcomes for clients.
- Provide multipurpose space/s, combining social and community so that people's needs can be addressed holistically and with a degree of confidentiality.

Terms of Reference are to be developed, with the first official meeting to take place sometime in next few weeks. Minutes of that meeting will be attached to our report to the September Community and Recreation committee meeting

4. COMMUNITY VIEWS

As detailed in 3.1, above, in line with Community Development practice, a wide range of Community Stakeholders continue to be engaged in identifying and addressing Community Safety issues.

5. FINANCIAL IMPLICATIONS AND RISKS:

5.1: Staff wish to submit to the current Rata Foundation funding round for $63,108 to fund salary and operational costs for the Safe Community Project Facilitator Crime Prevention role for the 2018 calendar year. This application aligns well with the Support, Educate and Connect focus areas for Rata Foundation. If the application is not successful there is currently no budget to continue this work beyond 31 December 2017.

5.2: Ministry of Social Development have granted $18,800 for Project-related costs for Family Violence Prevention. The is being held by Aviva; however the initiatives will be delivered by our Safe Community Project Facilitator.

6 CONTEXT

6.1 Policy

This is not a matter of significance in terms of the Council's Significance Policy.

6.2 Legislation

Local Government Act 2002

6.3 Community Outcomes

The work of the Community Team aligns with the following Council Community Outcomes:

- *There is a safe environment for all*
- *There are wider ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.*
- *People are friendly and caring, creating a strong sense of community in our district.*
- *People have wider ranging opportunities for learning and being informed.*

Tessa Sturley
COMMUNITY TEAM LEADER

Injury Prevention Waimakariri
PROGRESS REPORT TO THE MINISTRY OF HEALTH

1st January 2016 – 30 June 2016

SAFE WAIMAKARIRI

BUILDING TOGETHER
SAFER, STRONGER,
VIBRANT COMMUNITIES

www.waimakariri.govt.nz

Vision: OUR COMMUNITY ENJOYING SAFE, FULFILLING LIVES

MISSION/RESULT STATEMENT: To encourage and develop a safe community in the Waimakariri District through the prevention of unintentional injuries.

POPULATION INDICATORS:

- Hospital Admissions
- Local Suicide Statistics

GUIDING PRINCIPLES:

- Community led
- Collaborative
- Targeted
- Inclusive
- Sustainable
- Evidence-based
- Evaluated

Waimakariri District is an accredited WORLD HEALTH ORGANISATION INTERNATIONAL SAFE COMMUNITY.
Communities are required to meet the following seven criteria:

1. *An infrastructure based on partnership and collaborations, governed by a cross-sectional group that is responsible for safety promotion in their community.*
2. *Long-term, sustainable programmes covering both genders and all ages, environments, and situations.*
3. *Programmes that target high-risk groups and environments, and programmes that promote safety for vulnerable groups.*
4. *Programmes based on the available evidence.*
5. *Programmes that document the frequency and causes of injuries.*
6. *Evaluation measures to assess programmes, processes and effects of changes.*
7. *On-going participation in national and international Safe Communities networks.*

STRUCTURE

Managed out of the Waimakariri District Council Community Team, this work is supported by a Safe Community steering group, made of representatives from a range of stakeholder groups, at a leadership level. This group is charged with developing, supporting and reviewing the strategic direction of Community Safety in line with the International Safe Community criteria (Terms of Reference are attached).

GOALS and OBJECTIVES 2015/2016 (Note: These align with NZIPS Objectives)

GOAL 1	**Raise awareness and commitment to Injury Prevention**
Objective 1.1	Raise awareness and promote a positive attitude toward injury prevention
Objective 1.2	Maintain a profile within Waimakariri District Council-related Advisory and Community Boards and working groups, promoting priority safety areas
GOAL 2	**Strengthen injury prevention capacity and capability**
Objective 2.1	Maintain an effective management structure for Injury Prevention Waimakariri
Objective 2.2	Identify opportunities and provide for on-going staff and Advisory Group member training
Objective 2.3	Maintain and enhance Safe Community Accreditation
GOAL 3	**Integrate injury prevention activity through collaboration and co-ordination**
Objective 3.1	Ensure that Injury Prevention networks are built and maintained locally, nationally and internationally
Objective 3.2	Increase collaboration and co-ordination between Injury Prevention Waimakariri and related sectors, such as health promotion, road safety and crime prevention to increase the reach of injury prevention
GOAL 4	**Develop and implement effective injury prevention interventions**
Objective 4.1	Ensure that NZIPS objectives and national priorities are fully integrated into planning and activities
Objective 4.2	Utilise local and national data to support programme planning
Objective 4.3	Ensure that local knowledge is applied to the development of relevant and effective injury prevention programmes
Objective 4.4	In line with best practice, facilitate the development, delivery and evaluation of projects and programmes that promote safety in priority areas in the Waimakariri district
Objective 4.5:	In line with best practice, facilitate the development, delivery and evaluation of projects and programmes that promote safety in rural priority areas in the Waimakariri district

1	**RURAL SAFETY**			
1.1	**Funky Farmworkers' Food: Rural Suicide Prevention and Wellbeing initiative Pilot** *Partners: Oxford Community Trust, Dairy NZ, Rural Canterbury PHO, Oxford Supervalue*			
	ACTIVITIES	**Performance Measures**		
		How much	**How well**	**How will we know if anyone is better off?**
	a. Conduct public education forums on the link between nutrition, community connection and suicide prevention (estimated two). b. Conduct presentations and displays at A and P shows (estimated one); promoting the project, with a view to attracting potential partner farms, mentors and mentees c. Visits to dairy employers in the Oxford area to promote the project and its resources (estimated 20 farms) d. Provide cooking demonstration (estimated two) e. Provide mentor training (estimated one)	# of public education forums and # participants. # of A and P shows. # of farm visits and # dairy employees visited. # of cooking demonstrations. # of mentor training sessions # of mentors trained.	% farm employees from participating farms involved in the project. % participants report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5). % of mentor training participants who completed the training.	#/% of public education forum participants report they have increased knowledge and understanding about the link between nutrition, community connection and suicide prevention (SK, S). #/% farm employees report they feel better able to cope with work and family stresses as a result of provider engagement (AO, S). #/% farm employees report they have adopted healthier eating practices as a result of provider engagement (BC, S). #/% mentor training participants report they are now mentoring others as a result of the training (BC, S).
	RESULTS for pilot			
	Narrative *The pilot for this initiative was completed at the end of October. We are currently reviewing this project and where it might best fit. There is potential to adapt the programme to integrate it into Ngai Tahu Farms' training and support. This group is expanding in the area with a large number of farms. (Around 12 in total). We have been had discussions with their Whanua Champion about how we can work together with a Funky Farm Workers type program.* *While the project, in its current form, would appear to have run its course it has attracted considerable attention at a regional and national level around the role that wellbeing plays in reducing injury and risk of suicide in the dairy industry. Over the pilot period it has featured in several local, regional and national publications including:* *The Press, The Outlook, The News, Young Country, Latitude, The Oxford Observer, Central South Island Farmer, stuff.co.nz* *Additionally and independent report on the project was written by a Lincoln University Graduate and circulated to our partners.*			

	Results Based Accountability: Impact		
	How much	***How well***	***Is anyone better off?***
	• *Presentation at Dairy Farmers forum 15 attendees* • *3 x A and P Show promotions* • *5 x farms visited, with seven employees spoken to* • *5 x Cooking demonstrations* • *2 x mentor training sessions* • *5 x mentors trained*	*5% of total farm employees involved in the project* *100% of participants reported being satisfied or very satisfied with the programme* *100% of training participants completed the training*	*100% of those trained/educated reported increased knowledge* *60% of mentors trained were matched with mentees* *100% of participant employees surveyed reported increased wellbeing and reduced stress. This was echoed by their employers.*

1.2	**'Down the Back Paddock': Rural Safety in Schools programme** *Partners: Police, Waimakariri District Council Officers, Mainpower, Neighbourhood Support, St John, Primary Schools, Bluelight*			
	ACTIVITIES	**Performance Measures**		
		How much	**How well**	**How will we know if anyone is better off?**
	a. Promote and deliver the Down the Back Paddock programme to local primary schools b. Work with Blue Light on the re-development of the accompanying workbook.	# of primary schools that the programme is delivered to. # of resources developed/re-developed. # of schools receiving resources.	% participants report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).	#/% of students that can report at least two ways that they can be safe "Down the Back Paddock" (SK, S). #/% students who report that there is at least one thing that their family now does to be safe on the farm (e.g. storing chemicals up high in a locked cupboard, parents wearing a helmet and children not allowed to ride a quad bike) (BC, S).
	RESULTS for this period			
	Narrative *Four schools have received Down the Back Paddock, approximately 600 children. We have received very favourable reports with some helpful suggestions. Also a number of parents have given individual verbal feedback commenting on how well the program went, with such comments as "my child has insisted his Dad wears a crash helmet when he rides his quad bike" " my child was so full of useful information and I learned quite a bit" " what a great program, thank you very much".* *Following on from the schools suggestions we ran a training seminar for the presenters who said they will take on board what they learnt and look at their presentation. Our Rural Coordinator will work individually with each presenter.* *At Fernside school we introduced the Blue Light Rural Safety book. It is a work in progress at the moment and will be followed up in the New Year. It has been heartening to see this project picked up by this independent provider to be rolled out nationally* *Covers: Quad Bikes, Poisons, Farm Animals, Dogs, Fires, Water Safety, Civil Defence, Horses, etc…*			

	Results Based Accountability: Impact		
	How much	***How well***	***Is anyone better off?***
	Programme delivered to 4 x primary schools, involving 600 children. (Pegasus and Fernside Schools) Resources were distributed to all attendees *4 new resources were introduced into the programme including a reworked manual, sponsored by Blue Light, and electrical safety resource, river safety*	*100% of participants reported being satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).*	*Over 1000 students that can report at least two ways that they can be safe "Down the Back Paddock" (SK, S).* *In a sample survey from one classroom of 25 students 22 respondents reported that there is at least one thing that their family now does to be safe on the farm (e.g. storing chemicals up high in a locked cupboard, parents wearing a helmet and children not allowed to ride a quad bike) (BC, S).*
1.3	**Farm Bike skills development training** *Partners: Rangiora Honda, Primary Schools*		
	ACTIVITIES	**Performance Measures**	
		How much	**How well**	**How will we know if anyone is better off?**
	Facilitate the delivery of Farm Bike Safety training	# of participating schools # of primary school children attending the programme # of supporting parents attending	% of participant children report they enjoyed the training % of participant parents who report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).	#/% of primary school children report they are more confident riding a motorbike following the training (BC, S). #/% of parents report their children are more confident riding a motorcycle (BC, S).
	RESULTS for this period		
	Narrative *Motorcycle Off Road Training was run in conjunction with a local schools fund raising trail ride. Whilst the parents were away on the ride our Rural Safety Coordinator ran a children's training course and 17 children participated, the children really enjoyed the training and said how much they had learnt. The parents also thanked us and said it was a great imitative.* *Also we identified a need to have our local Civil Defence volunteers to be trained on how to drive 4WD vehicle off road. Unfortunately they could not afford the cost of a commercial 4WD so our Rural Safety Coordinator who is also a 4WD Trainer ran a training day for them. Comments were, "Great course learned a lot about off road driving", "Fantastic, learnt so much", "The failed hill was great to learn", "Learnt more of what I and my vehicle can do"*		

	Results Based Accountability: Impact		
	How much	***How well***	***Is anyone is better off?***
	Course held at North Loburn School as part of their family trail ride day *17 primary school children attended the programme* *19 supporting parents attended*	*100% of participant children reported they enjoyed the training* *91% of participant parents reported that they were satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).*	*84/% of attending primary school children reported they are more confident riding a motorbike following the training (BC, S).* *77% of supporting parents report their children are more confident riding a motorcycle (BC, S).*
	Emerging Issue and corresponding opportunity for Safe Driver training *Through the Community Team's role as Civil Defence Welfare a need was identified to have our local Civil Defence volunteers to be trained on how to drive 4WD vehicles off-road in the event of an emergency. We facilitated an opportunity for such provision to be delivered privately. 100% of attendees reported finding the training to be of value. Comments were: "Great course learned a lot about off road driving", "Fantastic, learnt so much", "The failed hill was great to learn", "Learnt more of what I and my vehicle can do". Subsequently other Teams from Council have committed to undertaking such training to improve safety in the field. This follows incidents where inexperienced driving or lack of vigilance has resulted in near miss incidents.*		
1.4	**Rural Community Safety Planning working party** *Partners: Canterbury District Health Board, Rural Support Trust, Rural Women, Dairy NZ, Federated Farmers, Oxford Community Trust, Hurunui District Council, Worksafe, ACC, Pegasus Health, Waimakariri District Council Community Development portfolio holding Councillor, Waimakariri Road Safety*		
	ACTIVITIES	**Performance Measures**	
		How much	**How well**	**How will we know if anyone is better off?**
	Establish and maintain a community-led rural safety working party.	# of stakeholders	Average % of stakeholders actively involved in working party	#/% of rural safety initiatives that have been implemented as a result of engagement (BC, O). #/% planned outcomes that have been achieved in collaboration (CC, O).

RESULTS for this period

Narrative:

This group was established with a half day workshop. This involved a wide range of stakeholders, with the aim of reviewing data relating to local rural injury prevention issues, identifying potential contributing factors and brainstorming potential strategies to address these. The workshop was deemed to have been worthwhile by attendees. (Details below.)

Identified issues contributing to local rural injury were:

- *Poor safety culture*
- *Lack of good, easily accessible training*
- *Increased risk of injury and suicide due to physical and emotional stress resulting from the rural downturn and severe drought conditions across North Canterbury*

Potential initiatives identified were:

- *A welcoming and inclusion and support initiative for farmers and farmworkers affected by the downturn in the dairy sector. This has been addressed in two ways:*
  - *a) Alignment with the Farm Strong 'mentoring and support' initiative. This was first rolled out in neighbouring Hurunui, but with an Oxford wellbeing event planned to launch a Waimakariri application of the initiative.*
  - *b) Roll-out of the Welcome Bags initiative to encourage better connection in rural neighbourhoods*
- *Increased support for local farmers in relation to the development of Health and Safety Plans (see below)*
- *Increased provision of social support via Rural Support Trust: This has been addressed in part with the increased provision of Rural Support Trust workers in our region. The local roll-out of the Farm Strong initiative will contribute to improved support for local farmers. Evaluations will be included in our next progress report.*
- *Continuation of the Down the Back Paddock Rural Safety in schools initiative as a means to create better safety culture in the 'next generation' and also affect a degree of change in the existing generations. An emphasis on generating 'at home' discussion is planned to assist with this.*
- *Involvement of Rural Stakeholders in the WaiLife Suicide Prevention Action Group. Rural Stakeholders include Oxford Community Trust, Rural Support Trust, Waimakariri Rural Safety Coordinator, Whanau Champion for Ngai Tahu Farms, Neighbourhood Support (Rural). (see Suicide Prevention for details re. actions)*

Results Based Accountability: Impact

How much	***How well***	***Is anyone is better off?***
Representatives from 12 stakeholder groups related to rural injury attended the workshop	*80% of attending stakeholders are actively involved in working parties/projects resulting from the discussions*	*100% of potential initiatives have been implemented. (See Narrative above)* *Evaluations for new initiatives will be carried out over the coming months and reported accordingly.*

1.5	**Health and Safety support for local farmers** *Partners: Canterbury District Health Board, Rural Support Trust, Rural Women, Dairy NZ, Federated Farmers, Oxford Community Trust, Hurunui District Council, Worksafe, ACC, Pegasus Health*		
	ACTIVITIES	**Performance Measures**	
		How much	**How well**	**How will we know if anyone is better off?**
	Work with key stakeholders to develop strategies to support local farmers in the preparation of a Health and Safety Plan for their operation	# of farmers supported in developing a Health and Safety Plan	% participants who report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5). % of participants who have had their plan approved by Work Ssafe (CC, O).	#/% of participants who can indicate that they are implementing the procedures outlined in their Health and Safety Plan #/% outcomes that have been achieved in the Health and Safety Plan (CC, O)
	RESULTS for this period		
	Narrative: *Following on from our forum we formed a working relationship with ACC and Federated Farmers to help Farmers better understand the Health and Safety act and not to be afraid of it, but embrace it.* *Our Coordinator researched how farmers can complete the mandatory requirement of our local authority Environment Canterbury and advised what support was available to help them with the process, this was a major concern raised at the forum as it was a high stress area. The resulting initiative was developed at the end of 2015. Progress to date is detailed below. Worksafe review has yet to be carried out.*		
	Results Based Accountability: Impact		
	How much	***How well***	***How will we know if anyone is better off?***
	Since December 2015 three local farmers have been supported in developing a Health and Safety Plan	*84% participants who report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5). These farms will be revisited to following up regarding Worksafe approval and compliance*	*84% of participants who can indicate that they are implementing the procedures outlined in their Health and Safety Plan* *#/% outcomes that have been achieved in the Health and Safety Plan will be recorded upon review by Worksafe(CC, O).*

1.6	**Chainsaw Safety Workshop Days** *Partners: Mead Mowers and Chainsaws, Fosters Stihl Shop, Mitre 10 Mega, Agribusiness Training*			
	Activity	**Performance Measures**		
		How much?	**How well?**	**How will we know whether anyone is better off?**
	Facilitate and promote Chainsaw Safety education days with local Chainsaw retailers aimed at local Lifestyle block holders.	# of training sessions provided. # of lifestyle block holders attending the training.	% participants who report they are satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).	#/% of participants who report having learned new skills (SK, S). #/% of participants who report using safety equipment when using a chainsaw (BC, S).
	RESULTS for this period			
	Narrative: *This has been arranged, in partnership with Mitre 10 and Mead Chainsaws*			

GENERAL INJURY PREVENTION

2 CHILD SAFETY

Partners: Ngai Tuahuriri, Rural Safety Injury Prevention, Wellbeing North Canterbury, Greenspace Waimakariri District Council, Motus, Physiotherapy Rangiora, CDHB School Based Mental Health, Karianga Mai, Community Members, Barnadoes, Plunket, NZ Police, Waikuku Beach, Surf Lifesaving Club, St Johns, NZ Fire Service, Coast Guard Waimakariri – Ashley, Depression Support Network, Sow and Grow, Waimakariri Aquatic Centre, local schools and preschools

2.1 CHILD SAFETY events and presentations

Activities'	Performance Measures		
	How much	**How well**	**How will we know if anyone is better off?**
Facilitate and actively support Child Safety events a) Formation of a Child Safety Working Group b) Teddy Stays out of Trouble c) Support community events and sharing related safety information, including Toddlers Big Day In and Out and Water Safety	# of child safety events supported or delivered. # of attendees at events.	% of those surveyed who reported they had found the information useful.	#/% of participants in annual survey who report increased knowledge as a result of the event (SK, S). #/% of surveyed parents who report positive behaviour change in child safety (BC, S)

Child Safety Events and Presentations conducted this period: Description

Toddler's Big Day Out – featuring Teddy Stays Out of Trouble

An interactive child safety display including number of general child safety resources; including our Water Safety packs, paracetamol dosage fridge magnets and measures, helmets protect you. Allows a conversation with whanau and children about safety messages.

	RESULTS for this period		
	Narrative /Anecdotal feedback *A core focus of the work around Child Safety has been to establish the Child Safety Working Group from a broad range of partners in the community. A draft data collection was written with collected administrative data. The data patterns for the district are not statistically significant therefore anecdotal evidence and experience from the Community and the Child Safety Working group Members formed the basis for the recently developed Child Safety Action Plan 2016-2017. (attached* • ***From Teddy Stays Out of Trouble:*** *A parent said* "Thanks for this – it's always great to get information about the next stage" *The survey at Toddlers Big Day Out engaged Fathers to work with their children to solve the safety quiz to win a 'Helmets Protect Ya' Yoyo.* • ***Following up from the Kaiapoi 'Light' Party :*** *A few children seemed to be confused between the fire safety message 'get down, get low, get out' and the 'drop, cover, hold' earthquake message. This point was raised with Fire Service for discussion and a link made with Kerry Pring Fire Safety Educator to work with Down the Back Paddock.*		
	Results Based Accountability: Impact		
	How much	***How well***	***Is anyone better off?***
	Approximately 2000 people attended Teddy Stays out of Trouble at Toddlers Big Day Out:	*Information was shared with people throughout the day, however 114 were surveyed.* *Overall 96% of those surveyed found the information useful.*	*100% of participants surveyed reported increased knowledge. (SK, S)* *64.5% were from Waimakariri Area*

2.2	**CHILD SAFETY car restraint check project** *Partners: NZ Police, Rotary, Lions, Lionesses, Councillors, Community Board members, Road Safety, Injury Prevention*		
	Activity	**Performance Measures**	
		How much	**How well**	**How will we know if anyone is better off?**
	Facilitate the annual Child restraint check campaign at all Waimakariri Primary Schools	# of vehicles. # of drivers stopped	% of drivers stopped who responded favourably to the campaign	#/% of drivers stopped who reported the information had raised awareness for them (SK, S). #/% of drivers stopped who had children correctly restrained (BC, O).
	RESULTS for this period		
	Narrative: *For health and safety reasons the previously planned seat belt check campaign was placed on hold by Police due to safety concerns for volunteers. Restraints did not show as a statistically significant issue; however the child Safety Working Group will monitor this as Plunket transition from this space.* *Links have been made through Down the Back Paddock to continue to promote the 'Better to wait until you're 148cm' with the local school police team. Better to wait information is shared at every child safety event.* *IPW supported a week long campaign at Woodend Safe School in February at the beginning of the school year for driveway run-over awareness. Resources 'There's no going back' were shared.*		

2.3	**CHILD SAFETY: Additional Activities**			
	RESULTS for this period:			
	Activity	***Results Based Accountability*: Impact**		
		How much? (Progress to date: Narrative only)	***How well? (Progress to date: Narrative only)***	**How will we know if anyone is better off?**
2.3.1	Distribution of Water Safety Education resource packs to holiday-making families over the summer period.	*85 Beach safety packs delivered to two camp grounds to be distributed to holiday makers (families) over the Christmas/New Year period* *The packs included, sand cave safety, driveway run overs, water safety, life jacket, helmet safety, paracetamol, ACC kids activity book.* *The sand cave and sand cliff safety content was in response to a concern raised by kuia at the Tuahiwi Marae monthly 'Healthy Day at the Pa'*	*71% of Parents or caregivers said they were very confident to talk to their children about safety issues.*	100% of survey respondents listed a key safety message which stood out for them and made them think about their child/ children's safety. 92% advised of changes they might make based on the safety messages in the pack. 32% of respondents were from the Waimakariri area 68% of survey respondents were from elsewhere

Reflection: *These packs are cost prohibitive as each pack costs around $5.00. As many of the respondents were from elsewhere in and only 32% were local, we considered the validity of these packs. However had these young people been drowned or injured in a sand cave collapse – they would impact local statistics and we felt an obligation to inform and support our manuhiri / visitors.*

Activity		***Results Based Accountability*: Impact**		
		How much? (Progress to date: Narrative only)	***How much? (Progress to date: Narrative only)***	***How much? (Progress to date: Narrative only)***
2.3.2	Media promotions: Utilise printed and social media to promote child safety initiatives	*The following child safety messages were promoted via Facebook and* • *Fasten TV and furniture* • *Car Seat Safety* • *Toy Safety* • *Water Safety* • *Button Battery Safety* • *Sand cave Safety* • *Car seat safety* • *Paddling Pool Safety* • *Quad Bike Safety* *Note: See also SEASONAL PROMOTIONS, below*	*'Reach' and 'liked following' of posts on social media indicates good following. For example:* *Anecdotal discussions with attendees at child safety displays and events indicate that messages are being picked up.*	*Positive Mental Health and Wellbeing related posts achieved the highest reach with around 500-2.5k but typically sat at around 2k per post.* *Posts which represent our young family demographic have around 1k reach.* *Posts which are topical in the media ie drowning etc reach around 500.*

2.4	**CHILD SAFETY Working Party Review**			
	Activity	**Performance Measures**		
		How much?	**How well?**	**How will we know if anyone is better off?**
	Establish and maintain a community-led child safety working party.	# of stakeholders	Average % of stakeholders actively involved in working party	#/% of child safety initiatives that have been implemented as a result of engagement (BC, O). #/% planned outcomes that have been achieved in collaboration (CC, O).
	RESULTS *for this period*			
	How much? (to date)	***How well? (to date)***		**How will we know if anyone is better off?**
	Engaged the public and potential stakeholders at community events and through our various networks. Worked with Policy and Strategy.	• *11 Stakeholders in the group with representation from local Iwi, Plunket, Barnardos, Greenspace at Waimakariri District Council, Motus physiotherapy and local community members.* • *Data collection and action plan developed by the group* • *Connected with the Children's Teams to query how unintentional injury would be considered by the new teams.*		*A draft data collection was written with collected administrative data. The data patterns for the district are not statistically significant therefore anecdotal evidence and experience from the Community and the Child Safety Working group Members formed the basis for the recently developed Child Safety Action Plan 2016-2017. (Attached to this report)*

3	**SUICIDE PREVENTION** *Partners: Depression Support Network, Local Schools, Wisdom Counsellor, Pegasus PHO, Neighbourhood Support, Hope Community Trust, Oxford Community Trust, Grey Power, CDHB School Based Mental Health, Com Care Trust, Presbyterian Support, Whanau Champion Ngai Tahu Farms, North Canterbury Sport and Recreation Trust, Waimakariri Youth Council, Victim support, Male Survivors of Sexual Abuse, Rural Canterbury Primary Health Organisation, NZ Police, R13 Trust, Wellbeing North Canterbury, Enabling Youth, 298 Youth Health, Local GP, Family Planning, Waimakariri Access Group and community members. Road Safety Co-ordinator, Safe Community Facilitator, Rural Support Trust*			
3.1	**SUICIDE PREVENTION STEERING GROUP**			
	Activities	**Performance Measures**		
		How much?	**How well?**	**How will we know if anyone is better off?**
	Establish and maintain a community-led suicide prevention working party	# stakeholders	% of stakeholders actively involved in working party	#/% of suicide prevention initiatives that have been implemented as a result of engagement (BC, O). #/% planned outcomes that have been achieved in collaboration (CC, O).
	RESULTS for this period			
	Narrative: *Wai Life Suicide Prevention Action Group meets monthly.* *The Waimakariri Suicide Prevention Action Plan which aligns with the Canterbury Suicide Prevention Coordinator Action Plan and the Canterbury District Health Boards Suicide Prevention and Post-vention Plan 2015-2017 and the New Zealand Suicide Prevention Strategy 2006 -2016 has been reviewed by the group and is a living document. (Attached to this report)* *This group is very intentional and has a good range of stakeholders at the table – with a funding focused year coming up it is a time to look at strategic business partners to support the work and close the gap between business and services with sayings like "suicide prevention is everyone's business" Rural business may be a good link for future funding and rebuild businesses may be a good strategic opportunity.*			
	Result Based Accountability: Impact			
	How much?		***How well?***	***Is anyone better off?***
	25 Stakeholders are involved in the Wai Life Suicide Prevention Action Group, as detailed under 'partners', above)		*50 % of these stakeholders are actively involved in working party*	*100% of issues identified to date have been implemented or assigned as a result of the engagement* *Planned outcomes to date have been 100% delivered*

3.2 SUICIDE PREVENTION INITIATIVES

Activities'	Performance Measures		
	How much?	**How well?**	**How will we know if anyone is better off?**
• Kia Piki "Got Your Back" • QPR	# of suicide prevention events supported or delivered.	% of those surveyed who reported they had found the information useful.	#/% of people reporting increased knowledge. (SK, S) #/% of people who have shared this information with others (BC, S)

Suicide Prevention Initiatives conducted this period: Description

- ***Kia Piki "Got Your Back":*** *A suicide prevention initiative that works to ensure that those who are 'at risk' have someone who 'has there back'; and facilitates appropriate support was rolled out in Oxford and we have supported and shared this via social media. We are currently in discussions regarding a potential roll-out of this initiative elsewhere the District; potentially beginning with some of our more at-risk communities in Kaiapoi*
- ***QPR Gatekeeper Training for suicide prevention.*** *(Question Persuade Refer) This training programme is aimed at equipping those working with people in our communities to be able effectively Question someone about thoughts of suicide, then Persuade them to accept a Referral for help.*

See results, below.

	RESULTS FOR THIS PERIOD
	Narrative

- ***Kia Piki "Got Your Back":*** *Our Injury Prevention Coordinator linked the Kia Piki Project Coordinator with a Community Development cluster for North Canterbury to facilitate the implementation of a modified version of this initiative as a wellbeing and suicide prevention initiative for the Oxford Community. As detailed above we are currently discussing a potential roll-out of this initiative elsewhere in the District*
- ***QPR Gatekeeper Training for suicide prevention.*** *Working with our partners MHERC and CDHB and Pegasus Health has meant that training for QPR has been delayed while the licences are allocated*
- ***Bereaved by Suicide Group:*** *The Suicide Prevention working group have undertaken a review of this initiative to ensure that it continues to be well supported, appropriately umbrella'd and operates in line with the Waimakariri Suicide Prevention Action Plan. The group is not currently running – as an alternative the Waves Bereavement programme is being promoted.*
- ***Input into the National Suicide Prevention Strategy*** *We joined the local conversation in Amberley for a Rural focused voice.*
- ***Assisted a development of an If-Then Strategic Plan*** *– To assist Hope Community Trust tackle homelessness.*
- ***Social Inclusion Initiatives Group*** *– Supported the development of connector packs to increase connection and engagement within the district.*
- ***Helping Men Get Help – Glen Poole -*** *Attended this day training course on how to better engage men in health initiatives.*
- ***Grey Power Suicide Prevention*** *– David Cairns and I spoke at Grey Power meeting regarding local Suicide Prevention.*
- ***Wai Life Suicide Prevention Facebook Page*** *– Developed a Facebook page for Suicide Prevention which highlights key support contacts.*
- ***MH101 –*** *Attended the course and promoted it within council for front line staff. Some library staff attended the course as a result.*
- ***Inspired Retired Five Winning Ways Event -*** *This event focused on Wellbeing and Positive Mental Health*
- ***Mind Fit Event –*** *Grew from Wai Life Suicide Prevention Action Group, it is a great example of community led development with partners Lions, Grey Power, Depression Support Network, Rural Canterbury PHO, North Canterbury Sport and Recreation Trust, Injury Prevention and the Mental Health Foundation. Mind Fit gives us the opportunity to learn how we can overcome both real and imagined barriers to move forward in life. By changing the way we present this information to the community we can achieve "Health by Stealth" and hope to attract a different audience to have a conversation about mental wellbeing.*
- ***Waitaha Maori-led Suicide Prevention Collective–*** *We are active partners is Waitaha Suicide Prevention.*

	***Results based Accountability*: Impact regarding events/trainings**		
	How much?	***How well?***	***Is anyone better off?***
	• *Inspired Retired* • *QPR Gatekeeper training* • *Good Bad and Ugly Parenting Teens on Depression and other mental health issues*	*100 % of those responding to the survey reported their expectations had been met.*	*On average, 89% of surveyed attendees reported increased skills and knowledge; while an average of 86% of attendees detailed specific changes they could make to increase wellbeing*

4	**INJURY TO MAORI** *Partners: Te Runanga o Ngai Tuahuriri, He Waka Tapu, Kia Piki Te Ora, Pegasus Suicide Prevention Co-Ordinator, Victim Support Co-Ordinator, Oxford Trust, Ngai Tuahuriri, Council staff, Waimakariri Health and Social Service Providers*			
	ENGAGEMENT			
#	**Activities'**	**Performance Measures**		
		How much	**How well**	**How will we know if anyone is better off?**
	Engage with the Tuahuriri Runanga through attendance at: **a) Healthy Day at the Pa** as a means to promote injury prevention resources and initiatives and link community partners into the Runanga b) **Annual Council/Runanga Hui**	# of people attending the Healthy Day at the Pa # of initiatives presented at the Healthy Day at the Pa and Annual Hui (combined) # of partners presented to the Healthy Day at the Pa programme.	% of surveyed participants at Healthy Day at the Pa who report being satisfied or very satisfied with the programme (according to Likert scale of 1 to 5).	#/% of Maori Injury Prevention or Wellbeing initiatives that have been implemented as a result of the Healthy Day at the Pa (CC, O).
	PROGRESS for this period			
	Narrative: *We have a well-established relationship with the local Runanga through our involvement with Healthy Day at the Pa, the annual hui and our involvement with Council's Waiata Group, which typically supports celebrations, ceremony and tangi at Tuahiwi Marae.* *Over the past six months we have made presentations, shared resources and safety aids and engaged kuia in discussions about child and older persons' safety. Our safety resources have been well-received and we have had feedback that they are being well used in the community.* *Our relationship with local Runanga has meant greater collaboration in the last six months active membership on Wai Life Suicide Prevention Action Group and Child Safety Working Group and has also forged a link to a member sitting at the Social Service Network Table.* *See RBA results, below.*			

	Results Based Accountability: Impact		
	How Much? *Typical attendance at Healthy Day at the Pa is around 30 Kuia, and at the Annual Council/Runanga hui, around 20 local Maori typically attend* *10 Safety messages relating to children and older people were presented over the 5 sessions that our coordinator attended over this reporting period. These included:* • *Driveway run-overs.* • *Inspired Retired* • *Winning Ways to Wellbeing* • *Poisons prevention* • *Slips trips and falls* • *Stay a meter from the heater* • *Better to Wait till your 148cm* • *Helmets Protect You* • *Swimming Rules* • *Mind Fit Invitations*	**How Well?** *The following would suggest that the Kuia are satisfied with our involvement at at Healthy Day at the Pa:* • *our coordinator is not regarded as manuhiri/visitor.* • *Our health messages are shared with wider whanau, tamariki and rangatahi.* • *We were asked to support other agencies to connect with the marae; which we have done.*	**Is Anyone Better Off?** *We have had 100% uptake to have our messages presented.*

5	**FALLS PREVENTION** *Partners: Age Concern, Presbyterian Support, Rural Canterbury PHO, Rangiora Physio Therapy, Mitre 10 Mega, IHC, Senior Net, Lionesses, Gray Power, Medication Management, Darnley Club, Waimakariri Library, CDHB Senior Chef, Arthritis NZ, Waimakariri District Council Policy and Strategy, Mary Sparrow Policy Analyst, Heart Foundation, Bupa, Depression Support Network.*			
5.1	**FALL PREVENTION STEERING GROUP**			
	Activity	**Performance Measured**		
		How much?	**How well?**	**How will we know if anyone is better off?**
	Establish and maintain a community-led suicide prevention working party	# stakeholders	% of stakeholders actively involved in working party	#/% of initiatives that have been implemented as a result of engagement (BC, O). #/% planned outcomes that have been achieved in collaboration (CC, O).
	RESULTS			
	Narrative: *The Falls Prevention Steering group over this period has essentially focussed on falls for Older People; with Child Falls covered through existing rural and child safety portfolios. The Inspired Retired seminar promote safe, active ageing, to educate older people about the risks related to falls and to provide an opportunity for them to link into supports that facilitated increased fitness, agility, strength and balance and overall wellbeing. The event had a focus on the 'Five Winning Ways to Wellbeing' See Results below.* *Additionally, we were able to link Active Wellness to the marae as falls prevention measure.* *The group have also facilitated increased local provision of a subsidised strength and balance enhancing exercise class for older people*			
	Results Based Accountability: Impact			
	How much?		***How well?***	***Is anyone better off?***
	6 Stakeholders in steering group		*100 % of stakeholders actively involved in working party for falls prevention initiatives* .	*In this period 1 falls prevention initiative has been implemented as a result of engagement. (BC, O). This filled 100% of planned initiatives for this group over the January to July reporting period.*

5.2	**FALLS PREVENTION: Active Ageing Expo (see also, Narrative, above)**			
#	**Activity**	**Performance Measures**		
		How much	**How well**	**How will we know if anyone is better off?**
	Existing Falls Prevention Initiatives: including: a) Active Aging Evening for Inspired Retired b) Active Ageing exercise programme	# of falls prevention events supported or delivered.	% of those surveyed who reported they had found the information useful.	#/% of those surveyed who have shared this information with others (SK, S) #/% of those surveyed reporting increased knowledge. (SK, O) #/% of those surveyed who report positive behaviour change in reducing their risk of falling. (BC, O)
	RESULTS			
	Narrative: *This event engaged a broad number of providers of recreation and wellbeing services and initiatives for older people and included a series of talks relating to some of the physiological effects of getting older and how to maintain good fitness and well-being; including working moderate exercise and strengths building activities into daily life, managing medication, proper nutrition, the value of volunteering to maintain mobility and social connection and the effects of excessive consumption of alcohol on the older person. The rationale relating to evidence that older people who maintain a good degree of physical fitness and maintain healthy lifestyles are less likely to fall.* *This will be a twice-yearly event. Planning is (now) underway for the Autumn event; which will include safety in the home and garden, heading into winter.*			
	Results Based Accountability: Impact			
	How Much?	***How well?***		***Is anyone better off?***
	Inspired Retired expo engaged 25 In the Stakeholder stall group *67 Attendees.*	*100% of those responding to the survey said their expectations had been met* *89% reported increased knowledge and 11% did not comment.* *100% of respondents from the stallholder groups complimented us on a well organised event*		*86% of people detailed specific changes they could make to increase wellbeing and 14% made no comment.* *88% of those attending who were surveyed were either already active or would become more active. 12% did not comment.*

5.3	**Health and Safety at Work Act information for NGO sector**		
	How Much?	***How well?***	***Is anyone better off?***
	This was held in April, supported by Keith Permain, Wellbeing and Safety Officer from NZ Police. John Woodrow from Mainpower	20 Participants 80 % of survey respondents reported that their expectations had been met.	100% of survey respondents reported increased knowledge 80% of survey respondents identified changes they would make in their organisation. 40% of survey respondents identified that they will use this information to support another group they may be involved with.
6	**EMERGING ISSUES/OPPORTUNTIES**		
6.1	**Rural Fire Service** *raised a concern around unnumbered rural properties and tree-lined driveways as potential hazards preventing timely response from rural fire appliances. As a result we prepared communications via the Council website, Facebook and local newspapers.*		
6.2	**Waimakariri Safe Community Steering Group** – *Our coordinators report to the quarterly steering group meetings and have assisted in adding strategic partners as members of the group.*		
6.3	**Aging Population Strategy** - *Staff have reviewed this document* and *considered our Injury Prevention role in the future within the Aging Population Strategy in terms of Suicide Prevention and Falls Prevention.*		
6.4	**Safe Schools** *Our coordinator supports local Safe Schools, attending the regular meeting of Woodend School's Safe School committee; offering support, resources and connections as appropriate.*		

7	ENGAGE KEY STAKEHOLDERS TO ENHANCE COMMUNITY SAFETY			
	Activity	**Performance Measures**		
		How much?	**How well?**	**How will we know if anyone is better off**
	Ensure that a broad range of stakeholders are engaged in Injury Prevention issues and initiatives.	Total Number of stakeholders engaged in Community Safety	% of stakeholders from • Business • Elected officials • Te Ngai Tuahuriri Runanga • Grassroots community • The funding sector • Other Council departments • Media	#/% of Community Safety initiatives where each stakeholder group is represented **CC, O**
	RESULTS for this period			
	How much?	***How well?***		**Is anyone better off?**
	100 individual's stakeholder representing # 64 organisations, in the community.	*10% Business* *1% Elected officials* *1% Te Ngai Tuahuriri Runanga* *11% Grassroots community* *0% The funding sector* *9% Other Council departments* *1% Media* *10% Health* *18% Government Dept* *35% NGO* *4% Service Group*		*As detailed in 'partners' for each classification, 100% of local Injury Prevention initiatives involve representation from at these stakeholder groups* *New Partnerships include four new partners from the business sector to support the Mindfit suicide prevention initiative.* *We have also engage some flagging partnerships in the re-establishment of the child safety working party. E.g. Plunket* *Greypower is emerging as a new and particularly strategic partner in both our suicide and falls prevention portfolios* *As detailed under "Maori", above, we have been fortunate to secure good, committed Runanga representation on both the child safety and suicide prevention groups.*

8	**REPORT TO KEY STAKEHOLDERS**			
	Activity	**Performance Measures**		
		How much?	**How well?**	**How will we know if anyone is better off?**
	Reporting to six-weekly meeting of the Community and Recreation committee Reporting annually to the Safe Community Foundation of NZ Reporting six-monthly to the Ministry of Health Reporting in Community Team Annual Report card	Number of Reports submitted	% of reports submitted in a timely manner % of reporting requirement met	#/% of report recipients who provide favourable feedback and can confirm that expectations have been met. **AO, S**

	RESULTS for this period		
	How much?	***How well?***	***One better off?***
	10 x six-weekly reports to Council's Community and Recreation committee as per statutory requirement *Report to Safe Community Foundation of New Zealand, in line with our status as a World Health Organisation approved International Safe Community* *July progress report submitted to the Ministry of Health in a timely manner* *Community Team Annual Report card for 2015/2016 produced (as attached*	*100% of reports submitted in a timely manner* *100% of reporting requirement met*	*100% of reports attracted positive feedback* *See attached: Feedback from Safe Community Foundation report* *Additionally we received positive feedback from the Ministry of Health relating to our January to June 2015 Progress report and endorsement from the Mayor, CEO Councillors, senior Managers and Partners relating to our work in Injury Prevention*

9	INVOLVEMENT IN REGIONAL AND NATIONAL FORA			
#	**Activities'**	**Performance Measures**		
		How much	**How well**	**How will we know if anyone is better off?**
	Attendance at Safe Community Fora; including webinars Attendance at relevant conferences Attendance at training seminars	Number of fora participated in	% of fora where Waimakariri has presented or spoken	#/% of fora where staff received requests for further information (**SK, O_**
	Narrative: *The Community Team Manager is the New Zealand Community Representative on the recently established Pan Pacific (international) Safe Communities Board. Additionally Waimakariri are part of a pilot involving three accredited Safe Communities in the establishment of a Results Based Accountability framework and a set of associated standard Performance Measures for Injury Prevention. Furthermore our Rural Safety Coordinator has been invited for input into an Australisian Working Group for Quad Bike Safety and attended an ACC-led Quad Bike Symposium in Wellington, where he received favourable feedback regarding the work being done in relation to Rural Safety in the Waimakariri.* *Our coordinator recently completed her Certificate in Public Health with Massey University* *We also continue to follow and contribute to Safe Community webinars* *In-house de-escalation training has the potential to add value to our suicide prevention portfolio.*			

	Results Based Accountability: Impact		
	How much?	***How well?***	***Is anyone better off?***
	Staff attended and presented at the Safe Community Foundation Annual Networking forum in November. *Staff represented at four meetings related to the setting of standard RBA Framework and Performance Measures for NZ (See also PD, below)* *Staff attendance and presented at the 12th Annual Australasian Injury Prevention conference in Sydney in November. This aligned with our role on the Pan Pacific Board* *Our Rural Safety coordinator attended a quad bike symposium in Wellington and presented what is being done in the space in the Waimakariri District.*	*Staff presented at 100% (all four) fora.*	*75% resulted in requests for further information* *Requests for further information included Down the Back Paddock information request, Funky Farmworkers food information request and Suicide Prevention Strategy request* *We have had positive feedback from our Australasian partners regarding our coordinator's input into the quad bike symposium.*

10	**EFFFECTIVE INFRASTRUCTURE**	
	Activities	***RESULTS for this period: (Narrative)***
	Maintain a cross-sectional Safe Community Steering group that meets regularly to oversee and support planning for the work of the coordinators An Annual Plan is developed and submitted to the Ministry of Health	*Terms of Reference for the Safe Community Steering Group are attached.* *This report is in alignment with the Waimakariri Injury Prevention Annual Plan, 2015/2016, which was submitted to the Ministry of Health in June 2015.*

11	EFFECTIVE WORKFORCE	
	Activities	***RESULTS: (Narrative)***
	Staff are managed under Council's Community and Recreation department Staff performance reviews completed in a timely manner Staff are encouraged to utilise relevant Professional Development opportunities	*Management of these roles continues to sit under Council's Community and Recreation department. Six-weekly reports are submitted to Council's Community and Recreation committee* *Staff Performance reviews are completed annually; with quarterly catch-ups to monitor progress.* *Staff undertook the following Professional Development over the July to December period:* • *Injury Prevention Coordinator Completed the Certificate of Public Health with Massey University* • *Our coordinator has sought professional development around the running of effective meetings* • *Coordinators undertook RBA training as part of Waimakariri's involvement in a Safe Community Foundation Pilot for the development of standardised national Performance Measures and Framework for RBA* • *All staff completed Civil Defence Welfare EMIS system training as part of a statutory role as Civil Defence EOC Welfare in the case of an emergency.*

Performance Measures: Each outcome in the last column "Is anyone better off?" is linked to one or more of the following categories of better-off-ness: **SK** = Skills / Knowledge, **AO** = Attitude / Opinion, **BC** = Behavioural Change, **CC** = Circumstance Change. Each measure is either **S** = Subjective, or **O** = Objective.

FINANCIAL INFORMATION
31 December 2015 TO 1 July 2016

ITEM	Expenditure
Total staff-related costs (1.25 FTE)- including training, mileage, acc, kiwisaver contribution, etc	$ 76,799,.00
Indirect costs – accomodation, phone, insurance, printing, IT, etc	$ 22,449.00
Indirect costs – Governance and Project costs	$ 15,264.00
Total (GST exclusive)	**$ 114,512.00**

Child Safety Action Plan 2016-2017

SAFE WAIMAKARIRI

www.waimakariri.govt.nz

BUILDING TOGETHER
SAFER, STRONGER,
VIBRANT COMMUNITIES

Injury Prevention Coordinator

Waimakariri District Council

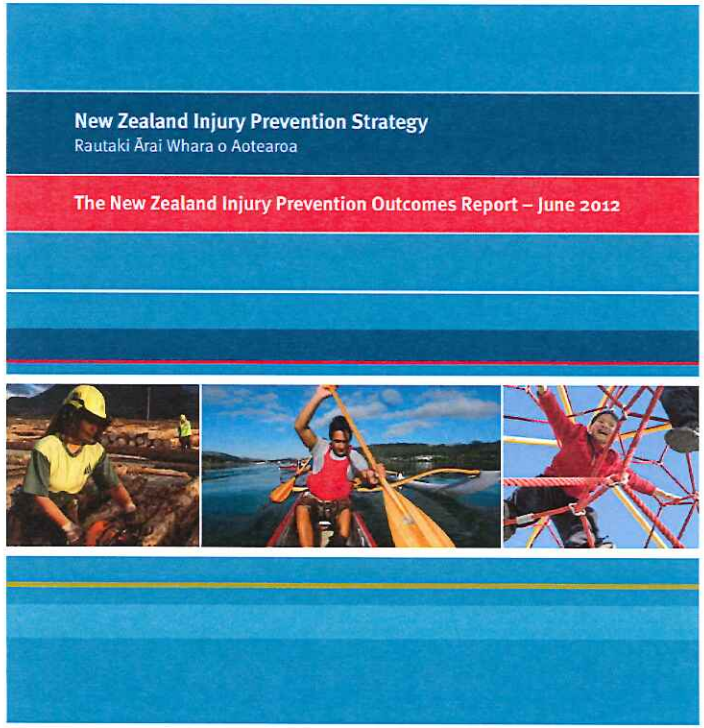
Leanne Bayler

Introduction

The Waimakariri District Council established the Injury Prevention Coordinator (IPW) role with a portfolio of Child Safety in 1996, with funding from the Ministry of Health. The current contract expires June 2017.

The work carried out by the Injury Prevention Waimakariri Coordinator for Child Safety aligns with the New Zealand Injury Prevention Strategy 2012

Strategy



What we often don't understand is that most injuries are preventable. They are not inevitable 'accidents', but can be avoided by investing in safer systems and equipment, and by individuals, businesses, families and communities taking greater responsibility to reduce the risk of injury for themselves and others.

Hon Judith Collins Minister for ACC

The Injury Prevention Coordinator Waimakariri (IPW) works in a community led, collaborative approach with the Child Safety Working Group to plan deliver and evaluate initiatives that address informed priorities identified by the group. The group is comprised of members of the community with experience or interest in this area. The principal objective of the Child Safety Working Group is to have **'Healthy Active Children who know how to be safe in the Waimakariri District'**

Through working in collaboration we are able to contribute to the Safe Community Foundation NZ while maintaining Waimakariri's unique approach to Child Safety through a range of evidence based prevention strategies.

The process of community engagement facilitates bi directional communication including gathering anecdotal information, administrative data sharing, problem identification and experience. *(diagram 1)*

The IPW identifies appropriate strategic partners to achieve a sustainable model for child safety in the Waimakariri District.

	Objective (what is our aim)	Actions (what actions will we take to make this happen)	Timeframe	Status	Measure of success (How will we demonstrate achievement)	Accountability (who will deliver)	Links to other stakeholder partners
Prevention	**Poisons**	Down the Back Paddock	June 2017		Deliver Poisons Awareness to four schools in Waimakariri	Injury Prevention Waimakariri (IPW)	
		Deliver fridge magnets with Paracetamol Rates to local chemists.			Deliver to a minimum of 6 pharmacy's in Waimakariri	IPW	Plunket Pudding Club
		Deliver fridge magnets with Paracetamol Rates to local preschools.			Deliver to a minimum of 6 preschools.	IPW	Preschools
		Deliver poison information at Community Events with a Preschool age focus.			Two community events	Child Safety Working Group CSWG	Toddlers Big Da y In / Out Kidsfest
		Ngai Tuahuriri Whanau - Attend Healthy Day at the Pa and provide resources for whanau			Provide resources to 100 whanau	IPW	Tuahiwi Marae
		Storage of chemical in Garages			Media information on chemical storage in garage Provided 2 x Social Media information adds	IPW	National campaigns

	Objective (what is our aim)	Actions (what actions will we take to make this happen)	Timeframe	Status	Measure of success (How will we demonstrate achievement)	Accountability (who will deliver)	Links to other stakeholder partners
	Hot object or substance	Thermometers – Hot water burns like fire avail at community education		IPW	Two community Events	Child Safety Working Group CSWG	
		Deliver Hot object or substance info to local preschools.		IPW	Deliver to a minimum of 6 preschools.		
		Ngai Tuahuriri Whanau - Attend Healthy Day at the Pa and provide resources for whanau		IPW	Provide resources to 100 whanau	IPW	Tuahiwi Marae
		Education to community groups		IPW			
	Water Safety Information	Much work is being done by Waimakariri District Council Aquatic Centre and Waikuku Surf Club. .			Keep a watch on this work	Community	
		Teddy Stays out of Trouble resources		IPW	Promote at two child safety events	Child Safety Working Group CSWG	Toddlers Big Day's IPW
		Swimming information to migrant families			Work with Migrant and Newcomers to see if there are opportunities being available for children.	Waimakariri Aquatic Centre's Migrant and Newcomers coordinator IPW	
		Work with Paddling Pool Suppliers			Conversations with The Warehouse in spring about paddling pool safety		
		Down the Back Paddock – River safety info			Share with two schools per year		IPW Schools

	Objective (what is our aim)	Actions (what actions will we take to make this happen)	Timeframe	Status	Measure of success (How will we demonstrate achievement)	Accountability (who will deliver)	Links to other stakeholder partners
		Utilise swimming safety resources for community education			Provide Information to preschools on paddling pool safety		
	Car seat safety and driveway run overs	Partner with Road Safety Team for Driveway run overs			Display the driveway run over kit at a least two local events		Road Safety
		Down the Back Paddock - Local Police deliver the "better to wait until your 148cm"			At least two schools per year		Police IPW Schools
		Plunket car seat hire and checks			Watch this space for any gaps which are created around the change within Plunket		Plunket Child Safety Working Group
		Preschool Education on Car Seat Safety			Watch this space for any gaps which are created around the change within Plunket		
	Play Ground Safety	School Accidents Records can be utilised to see if there are a pieces of equipment as causation's Fencing around playgrounds has been identified as an issue			Investigate the options of a student doing this work from University. Work with the Greenspace team on some of these identified by the Rangiora Mums on Facebook		

	Objective (what is our aim)	Actions (what actions will we take to make this happen)	Timeframe	Status	Measure of success (How will we demonstrate achievement)	Accountability (who will deliver)	Links to other stakeholder partners
	Slips, Trips and Falls	The CSWG discussed the impact of inactive children and looked at encouraging families to have adventures			Consider how a project may look, which addresses this. This will be a large body of work and require survey information etc.		
Education General		Share a wide range of educational material with targeted community groups			Share information with at least 3 targeted groups each year		Karanga Mai Sages Antenatal Mothers Supporting Mothers
Maori		Ngai Tuahuriri Whanau - Attend Healthy Day at the Pa and provide a wide range of safety resources for whanau		IPW	Attend a minimum of four meetings per year. Build relationships with Kaumatua, Kuia and Whanau Share safety resources with a minimum of 15 whanau at each meeting		Tuahiwi Marae IPW
Social Media	**General Safety Information targeting specific topics**	Social Media advertising messages			Deliver 2 safety messages per month.		

	Objective (what is our aim)	Actions (what actions will we take to make this happen)	Timeframe	Status	Measure of success (How will we demonstrate achievement)	Accountability (who will deliver)	Links to other stakeholder partners
Networking National	Maintain effective national networking	Continue to have a good relationship with National Child Safety Partners			Collaborate with national partners on projects Join "Make your home a Safety Zone"		Safe Community Foundation Safekids Aotearoa ACC
Networking Local	Maintain the local Child Safety Working Group Network into a collaborative that informs this mahi	Mobilise existing community assets Builds community skills and knowledge Improves stakeholder relationships Informs planning, management, policy Maintain the Child Safety Working Group Establish a Terms of Reference and code of conduct for group		A mix of formal and casual relationships currently exists with a number of organisations	Support projects arising from this local group		
Data	Cost effective data collection	Collect administrative data for injury to children in Waimakariri from a range of Sources					ACC Otago Injury Prevention Research Unit Local stats if avail

Diagram 1 Community Engagement

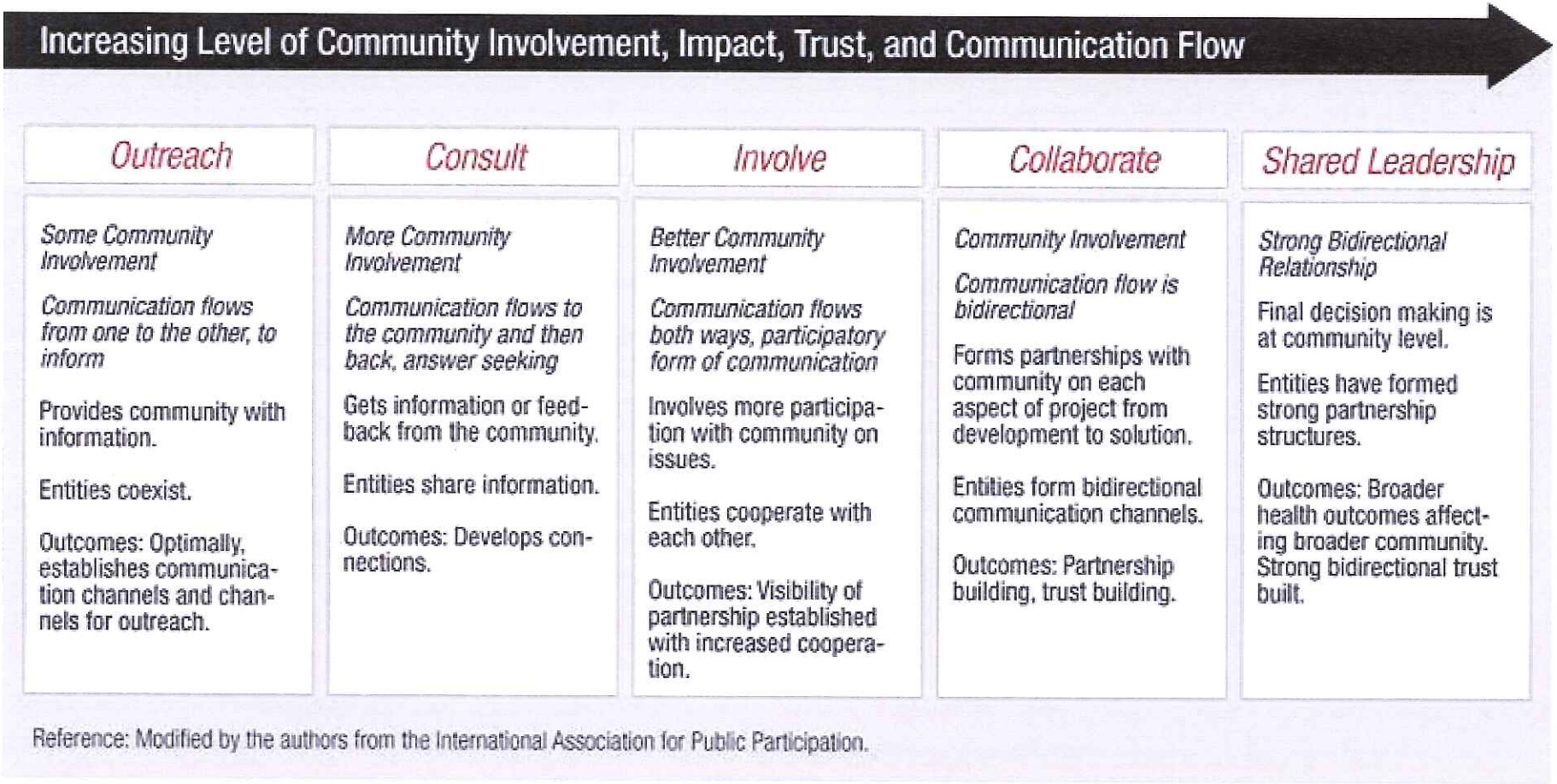


Figure 1.1. Community Engagement Continuum

Minutes of Youth Council Meeting

Held in the Council Chambers, Rangiora Service Centre, WDC, High Street, Rangiora at 7 p.m. Tuesday 28 June 2016

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1. **Present:** Hannah Price (Chair), Andrew Hale, Andrew Besuyen, Tiziano Deerson, Thomas Davis, Stella Graydon, Kirstyn Barnett, Peter Allen (WDC Councillor), David Ayers (WDC Mayor), Leanne Bayler (WDC Acting Youth Development Coordinator), Rosemarie Shaw (WDC Note taker).

2. **Welcome:** Hannah declared the meeting open.

3. **Apologies:** Thomas Robson, Rhiannon Moore **ACCEPTED**

4. **Minutes of previous meeting:**.

   Moved Hannah Price **Seconded** Andrew Besuyen
   THAT the minutes of the meeting held 31 May 2016 be accepted as true. CARRIED

5. **Overview of Minutes:** Hannah confirmed that most actions have been met:
   YES : Civil Defence Programme – To be discussed later in meeting.
   Submissions – Not relevant at present; WYC to be kept informed on this issue.
   First Aid Course – Hannah confirmed she has the certificates; will bring to next meeting.

6. **Reports for Discussion:**
   Peter Allen - advised nothing major to report since last meeting; congratulated Hannah on receiving the Supreme Youth Award for Waimakariri at the Canterbury Youth Awards ceremony held recently in Christchurch.
   Kirstyn Barnett – advised that the building on the corner of High and Ivory Streets is to be demolished in preparation for the upgrading of the corner, known as the *Red Lion Corner.* The building, formerly the *Red Lion Hotel* opened in 1873. Not aware of plans for site.
   David Ayers – reported on other areas in Rangiora undergoing improvement, e.g. in front of the Council Service Centre, streetscape areas, etc. Upgrading on the main street of Kaiapoi now complete. Aware of comments being made on *Neighbourly* regarding the empty space alongside the Bank of New Zealand on the High and Ashley Streets corner – public would like this to be a grassed area with seating, etc. As seating is available on two opposite corners Council's preference is for a strong commercial presence for this site, i.e. building.
   Red Zone Area – The Hearing Panel reports to be presented to Council this month for endorsement; will then go to the Minister for his final decision; likely to be some months before decision is known.
   Annual Plan – Now completed.
   Health & Safety – Council has given some time to this issue; David advised WYC to be aware of requirements when planning/holding events, etc. Acknowledged advisable to liaise with the Council's Greenspace Team.
   Dudley Park Skate Park – Peter reported on the opening of the revamped skate park; he video recorded the event. David advised that there is a By-Law in both the Rangiora and Kaiapoi Town Centres regarding skateboards; excludes scooters however does include inline skates and roller skates; applies only to the two main streets in each town, i.e. High Street in Rangiora and Williams Street in Kaiapoi; By-Laws are reviewed every year and

the skateboard review is due next year. Suggested that WYC may wish to provide input into the review; By-Law not so much about enforcement but more about education. Mobility scooters may be included and speed restrictions applied; should not be exceeding 6kms per hour.

Mobility Scooter Course – Leanne asked if Youth Council members had attended a course; suggested that she liaise with the *Access Group* to arrange a course for members to attend. **Action: Leanne**

David advised he had attended a course some years ago and referred to the difficulties he experienced with access to shops, access to items at higher levels, etc. Believes town now providing better facilities, i.e. self-opening doors, etc.

7.20 p.m. Peter departed meeting.

7. **Terms of Reference (TOR)** – Hannah invited members to spend a few minutes reading through the Draft TOR document as shown on the screen; now includes amendments made since previous discussions and changes as suggested by Peter Allen; a final review to be achieved at tonight's meeting. Document amended during meeting following discussions; the following points clarified:-

- **1. Background – 3rd para. Delete** the word "the" before "WAIYouth"; **delete** "WAI" from "WAIYouth"; amend other text as agreed.
- **2. Purpose** – Text changes discussed, approved and amended.
- **5. Membership – Bullet point #3 - Insert** the word "District" before the word "Councillor" and elsewhere where relevant to ensure consistency. Ensure that the word "Youth" is inserted prior to the word "Council" when relevant.
- The words "where possible" to be **removed** from the Membership clause. Proviso at end of clause is sufficient.
- **Formatting** to be improved later.
- **5. Membership: Youth Council Membership** – Term of membership discussed; text deleted, i.e. the word "the"; discussed whether title should be "Vice-Chair" or "Deputy chair"; **agreed** "Deputy Chair";
- **5. Membership: Youth Council Membership last bullet point** – The word "made" to be **replaced** with the word "referred".
- **5. Membership: Elected Member Membership – Replace** text with,

  "The Mayor (ex officio), and up to two elected Councillors will be appointed by the District Council to sit on the Youth Council. The elected members will act as liaison between the Youth Council and the Waimakariri District Council."
- **8. Documentation** – Confirmed the Chairperson signs the minutes which are then trimmed, being the Council's electronic filing system. Discussion re procedure on the keeping of minutes/documents, etc.
- **9. Schedule of meetings** – Hannah clarified reasons why a meeting date would change. Agreed to **replace** text with the following: "The schedule of meetings will be determined following the election of the Youth Council each year."
- **13. Media** – Text to be **replaced** with: "The Chairperson is the media spokesperson for the Youth Council. Prior to a media statement being made, the Chairperson should seek advice from the District Council's communications manager."
- **Agreed** document to be emailed to Rosemarie for final updating. **Action: Leanne**

8. **Code of Conduct** – Referring to this issue Leanne informed members that WAIYouth has a Code of Conduct which is minimal; believes necessary for this group to have a more detailed, i.e. "tighter" document; a Code of Conduct originally prepared for Youth Council to be emailed to members for review and comment. **Action: Leanne**

11. **YES - Civil Defence** – Leanne spoke more about the YES Programme (Youth in Emergency Services which is run collaboratively with the Ministry of Youth Development and the Ministry of Civil Defence and Emergency Management); provided background to the decision made some time ago for WYC members to participate; the programme involves 15 young people spending a weekend together to learn more about emergency services (includes a helicopter ride); on completion of the programme participants are required to commit to a 3 month contract with an emergency service/Civil Defence. Should WYC agree to participate the total cost would be $4,000.00 however, the WDC Civil Defence team has agreed to contribute $2,000.00 if Waimakariri youth attend therefore the cost to WYC would be $2,000.00. As the Selwyn and Hurunui Councils are putting this on Leanne believes it would be a good strategic alliance and strengthen the relationship between the 3 Youth Councils for WYC to participate. Should the Youth Council opt out and decide not to support it is likely that the WDC Civil Defence team would re-evaluate their involvement. It was also indicated that the Hurunui Youth Council would pull out if Waimakariri Youth Council unable to put forward 15 young people – the only reason for WYC to pull out is if they are unable to find 15 young people.

Hannah believes that as WYC has made a commitment then it should proceed; sought an indication from members present at meeting as to their interest. Hannah suggested that members view a video about the programme as she now feels that to participate would be of benefit to each individual as it offers an opportunity to further their knowledge, education and skills. Acknowledged the cost would stretch their finances however, it is understood that Tessa Sturley is looking at funding opportunities to boost the WYC budget.

Discussion re finances ensued; currently $8,000.00 is available shared with WAIYouth; would reduce to under $4,000.00 taking into account the YES Programme and the WAIYouth Skate Jam. Leanne stressed that a decision needs to be made tonight; some reluctance from members to make the 3 month commitment; HYC and SYC need WYC to participate. Agreed that between WYC, WAIYouth, 24/7 and other groups it should be possible to get 15 young people to participate; WYC and WAIYouth members will take precedence if numbers exceed 15.

Members watched the video re the YES Programme. Leanne informed members that WDC staff are expected to be involved with Civil Defence; this requirement does not apply to District Councillors. Fire, Ambulance and Coast Guard services are also involved. Optional for WYC members to participate; course being held in September; agreed to prepare a list of those interested. A show of hands indicated that all members would be interested in attending. More information to be obtained.

Action: Hannah

12. **General Business:**

12.1 **Youth Awards:** Hannah thanked members who attended the Awards ceremony. Tayla to send photos from the event to Hannah who will post on the Facebook page; asked members to "tag" themselves in the photos. **Action: Hannah**

12.2. Sausges for Fundraising: WAIYouth would like to use for their upcoming Skate Jam the 5-6 bags of sausages which Tessa is holding in her freezer for WYC fundraising. Members agreed happy for WAIYouth to use the sausages as more can be purchased.

12.3. Transport Costs: Hannah referred to previous discussions around reimbursement of travel costs. Suggestion that a $10 fuel voucher be provided to members travelling in excess of 30 kms, e.g. members from Oxford.

12.4. Youth Voice Canterbury: Invitation received yesterday for WYC members to attend a Strategic Planning meeting being held at the ECan premises, 200 Tuam Street, Christchurch on Thursday, 30 June 2016; session time booked for 4 hours from 5 p.m. for a 5.30 p.m. start; topic is "How will Youth Voice Canterbury look in the future and how can it be more sustainable, and what can be done". Aware short notice; no WYC member available to attend. Hannah to inform Tayla. **Action: Hannah**

12.5 PYLAT: Hannah advised group holding a Science, Technology, Engineering and Mathematics (STEM) event being held on Thursday 30 June 2016. Sounds cool but too short notice. Leanne queried why these late invitations coming in – can something be done to avoid this?

12.6 "Mind Fit": Although this event is not a community led youth development event Leanne is seeking volunteers to act as hosts; event being held on Wednesday 27 July 2016 from 6 – 8 p.m. hoping to have 300 people attend; event is about mental fitness, mind health, relates to mental health and wellbeing. Brian Cope is MC, guest speakers Gary Endacott and Ava Hurst; Gary, who has cerebral palsy, has climbed mountains and run in the New York Marathon despite being barely able to walk; Ava, a car crash victim, has overcome a fear of water and now swimming competitively; she wants to learn to ski this year; both are inspirational speakers.

12.7 Wai Life Suicide Prevention Action Group: Leanne referred to a meeting on 26 July 2016 which has a rural focus; guest speaker is Professor Annette Beautrais (Adjunct Professor at the University of Canterbury, Suicide Prevention Co-ordinator at the South Canterbury DHB) who will speak on suicide prevention; attendance limited to 50; informing WYC members of this meeting as could be beneficial to their personal development; email Leanne if interested in attending and she will reserve seats; posters available.

12.8 Rangiora Lions: David referred to the visit last year by two members from the Rangiora Lions to speak to members about the Lions *Leo Club* programme for young people and advised that the *Leo Club* was awarded its Charter last Saturday, it is now an official Lions Club; current WYC member Andrew Hale is a former President of the Rangiora *Leo Club*. Hannah informed members that she has been invited to speak at a Rangiora Lions Club dinner meeting; waiting on more information about when she will attend.

12.9 T-Shirts: Issue in hand.

12.10 Acknowledgement: Leanne thanked WYC members for their support and for making her feel welcome – it has helped with her transition in her interim role of helping members until a new Youth Development Coordinator is appointed. Believes a lot has been achieved in the past few weeks and good to have the TOR completed.

13. Closing: With no further business Hannah declared the meeting closed at 8.27 p.m.

Chair **Date**

Next Meeting: Tuesday 26 July 2016 at 7 p.m.
in the Committee Room, WDC Service Centre, High Street, Rangiora

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Terms of Reference

1. Background

The Waimakariri District Council adopted the Waimakariri Youth Development Strategy in 2010 with the Vision that:

"The Waimakariri District is a community where all young people feel connected, encouraged and proud to be from North Canterbury. It is a community which values young people and works in partnership with them to create the very best outcomes."

In the time since this strategy was adopted the District Council has developed youth action groups that foster leadership and youth-led initiatives. These young people have identified that it would be in the best interests of Waimakariri young people, the community and the District Council to establish a Youth Council as an effective means to support the vision set out in the Waimakariri Youth Development Strategy.

2. Purpose

- Identify and communicate to the District Council the interests and preferences of the youth of Waimakariri in relation to:
- the content of the strategies, policies, plans, and bylaws of the District Council
- any matter that the Youth Council considers to be of particular interest or concern to the youth of Waimakariri.
- Advise the Mayor, Council, Community Boards and Ward Advisory Boards, in relation to processes and mechanisms for engagement with young people in the Waimakariri District.
- Consider any regional issues raised by local young people.
- To engage with youth and the community through a range of platforms.
- To advocate and advance the Waimakariri Youth Development Strategy.

3. Guiding Frameworks

The Youth Council will be guided by the following:

- The United Nations Convention on the Rights of the Child declares that young people have the right to participate in decision making that affects them.
- The principles of the Treaty of Waitangi | Te Tiriti o Waitangi.
- The Waimakariri Youth Development Strategy.

Note: If a Youth Council member feels they can no longer abide by the Terms of Reference they must give a month's notice in writing advising the Youth Council of their resignation.

4. Role of the Waimakariri District Council

- The Council will provide reports or information relating to topics of interest or relevance to the Youth Council.
- Council staff shall be available to attend Youth Council meetings at the request of the Youth Council, and when agenda items require a staff member's expertise.
- The Council will provide secretarial services and staff support

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5. Membership

The Youth Council will be comprised of:

- Staff Support: e.g. Youth Development Coordinator.
- Mayor (ex officio).
- Up to two District Councillors.
- One young person from each of Rangiora High School, Kaiapoi High School, Oxford Area School and Rangiora New Life School.
- One young person representing each of the four wards in the Waimakariri, (i.e. Rangiora, Kaiapoi, Woodend/Ashley, Oxford/Eyre).
- One representative from the WAIYouth Action Group.
- A young person representing the Disability sector.
- A young person representing Maori and Pacifica.
- Other desirable membership representation includes but is not exclusive to: employed, tertiary, home-schooled, out of District but attends school in the district.

Every effort will be made to ensure the Youth Council has the membership listed above. In the event that a temporary vacancy is created or a position cannot be filled in the short term, a member of the Youth Council may represent more than one of the above.

Maximum youth membership shall be capped at:

- 12 members aged between 13 and 24 years.

Total membership, including District Council staff/elected members shall not exceed:

- 15 members plus one staff support role. If a delegated group cannot be represented, their seat may be filled by a representative from one of the other categories.

Youth Council Membership

- The term for each member of the Youth Council will be two years. The term will expire 2 years after the date on which the Youth Councillor was appointed. Youth Councillor may apply for a further two-year term.
- In December each year the Youth Council will determine the number of vacant positions it will need to fill for the coming year.
- In late January the Youth Council will advertise calling for applications to fill vacant positions. Applications for vacant positions will close on or about 15 March. Interviews for the vacant positions and selection of replacement Youth Councillors will occur on or about 15 April.
- Interviews and selection of replacement Youth Councillors will be undertaken by a committee of three, consisting of the Mayor or District Councillor, the Chair or Deputy-Chair of the Youth Council and the Youth Council's youth coordinator or a youth worker.
- Those chosen to fill vacant positions on the Youth Council will take up their position at the April meeting of the Youth Council.
- In the event that a casual vacancy occurs, a selection to fill this position may be referred by the Chairperson or the Deputy Chair to a meeting of the Youth Council for approval. If approved the person selected will take up their position at the next Youth Council meeting.

Elected Member Membership

- The Mayor (ex officio), and up to two elected Councillors will be appointed by the District Council to sit on the Youth Council. The elected members will act as liaison between the Youth Council and the Waimakariri District Council.

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6. Scope

The work programme of the Youth Council will evolve. During the year the meetings will focus on undertaking a review of the Waimakariri Youth Development Strategy adopted in 2010 by the WDC. (Review to be carried out in 2016)

a) developing an agenda schedule for the year
b) defining Youth Council aspirations for the year
c) identifying issues and providing feedback through local youth forums
d) reviewing member representation

7. Meeting Protocol

- Presence of half of the members (if an even number) or a majority (if an odd number) will constitute a quorum.
- The Chairperson and Deputy Chairperson for the Youth Council will be elected by the Youth Council at the second meeting of the year.
- Other roles within the Youth Council will be elected by the Youth Council as needed, e.g. Treasurer.

8. Documentation

- Minutes of all meetings shall be kept and an electronic copy of these minutes will be saved in the applicable Council document storage system.
- The minutes and proceedings for every meeting shall be considered at the following meeting and, if approved, shall be signed by the Chairperson or Deputy Chairperson.
- Minutes of the Youth Council will be submitted to the Waimakariri District Council Community and Recreation Committee.

9. Schedule of meetings

- The schedule of meetings will be determined following the election of the Youth Council each year.

10. Decision Making

- Decisions will be made by consensus by the Youth Council. Where consensus cannot be reached, a voting system may be adopted.

11. Confidentiality

- Members agree that there is a need to balance confidentiality with transparency and openness to ensure a safe environment for robust discussion. Where the Youth Council discusses matters 'in committee' these matters will be regarded as confidential (that is, not to be shared with people outside the Council). An agenda item will be declared "in committee" if appropriate.

12. Resources and Budget

- The Youth Council will be supported by the Youth Development Coordinator and other relevant District Council staff.
- The Youth Council will be appropriately resourced to support its engagement and communication with stakeholders.
- Funding will be sourced from external sources where available and appropriate.
- The Youth Council is not responsible for an operating budget; however, it may make recommendations to the District Council for projects or items incurring expense and

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relating to youth on an annual basis to coincide with the Council's budget preparation.

- The Chairperson or Treasurer will receive reports on funding held by the Waimakariri District Council for the Youth Council.

13. Media

The Chairperson is the media spokesperson for the Youth Council. Prior to a media statement being made, the Chairperson should seek advice from the District Council's communications manager.

14. Breaking Terms of Reference

Membership of the Youth Council may be terminated at the discretion of the Youth Council, due to the following:

1. Failure to attend three meetings of the Youth Council without a valid apology
2. Failure to uphold the Youth Council Code of Conduct.

15. Conflict of Interest

Members of the Youth Council must declare any items on the agenda where there is a conflict of interest. It may arise, for example, from a personal relationship, or involvement with an organisation, or from conduct that indicates prejudice or predetermination.

15. Changes to Terms of Reference

Changes to terms of reference can be amended annually. Terms of reference must be reviewed annually.

Minutes of the Social Services Waimakariri Advisory Group

Meeting 22 June 2016 1 – 3 pm

Present: Janet Eder (Chair), Sally Rossiter, Chris Levett, Tina Robinson, Madeleine Burdon, Trish Hughes, Deirdre Ryan, Jo Ealam, Lee Lawrence, Rachel Norris, Stephen Walters, Ellen Zhou, Michelle Cole (1.25pm).

Apologies: Tessa Sturley, Peter Allen, Karen Kelly, Vicki Lucas, Penny Taylor.

In Attendance: Michelle Stevenson, Louise Griffiths, Lynda Whitlow, Wendy Stewart (Department of Internal Affairs).

The meeting opened at 1.12pm

Welcome: The meeting opened with a Karakia. Louise Griffiths who will be taking over the SSW Facilitator role from Michelle and Wendy Stewart who works with Trish Hughes as a Community Advisor from DIA were both welcomed to the meeting.

Conflicts of Interest: None declared.

Minutes of the Last Meeting: Have been emailed to members.

Minutes of the last meeting confirmed.

Moved Trish Hughes **Seconded** Tina Robinson

Matters Arising: It was noted that Working Party reports from May were not accepted as the meeting ran out of time before the Strategic Plan Updating Session started. Reports are to be accepted along with this month's.

Deirdre spoke with the Select Committee yesterday. They were impressed with the three messages from SSW to them:

1. Going forward, co-lead with the community.

2. Give resources to the community, they need to trust that we will do a good job and it would be helpful if it was not necessary to find funding from many sources - we know our communities.

3. Resource us to support our workforce. Make sure people stay well and sustainable in their work.

The Select Committee was interested in the Kaiapoi and rural area.

Items:

Strategic Plan Update: Michelle tabled the Summary of the Strategic Plan as Peter was an apology for this meeting. It was suggested that a working group would be pulled together from around the meeting table.

Trish, Louise, Tina, and Deirdre would be on the Working Group. If Deirdre is unable to represent Wellbeing another representative can be appointed for Wellbeing, or another NGO member could be appointed.

–Alignment with the Annual Plan, need to have a Management Group. (Madeleine)

Day of SSW meeting discussion: since the change to 4th Wednesday of the month there have been a consistent 10 people not attending. Do we need to change to Monday; it is mainly NGOs who can't come on a Wednesday. Does this need looking at again?

Is it because of the change of day? (Lee)

Yes, Mondays had average of 6 apologies, Wednesday average 10 (Michelle S)

Can we survey members? (Trish)

There is a choice of 2 days, either Monday or Wednesday. (Madeleine)

It is still a struggle with either day, so going back to Monday is OK. (Sally)

An option should be put out, Louise to send to members so we have consensus. *(Note – as per later in the meeting a decision was made to change to Mondays from the August meeting so no action is required for this).*

Shall we change it to Monday as this seems preferable? (Ellen)

The meeting agreed to change to Monday, but still require a vote from members.

(Michelle Cole joined the meeting at 1.25pm)

Most members are here so we have a quorum to decide. Decision was made to return to meetings on the 4th Monday of the month from July onwards.

Louise is to send schedule to members.

ACTION: Louise to send meeting schedule to members

Community House Steering Group update: Michelle – has emailed a summary of progress to those who attended the Forum. This was cc'd to SSW members.

The first meeting of the Steering Group was held on 15th June. Only a few turned up Michelle didn't hear back from those who didn't attend. Meeting was attended by; Department of Internal Affairs, Enterprise North Canterbury, Waimakariri District Council, Canterbury Clinical Network, Barnardos, Work & Income NZ, Community Wellbeing North Canterbury, Community Boards, Rangiora Ministers Association and Social Services Waimakariri.

At the conclusion of this meeting and following robust discussion, a number of agencies/groups agreed to seek mandate from their Managers/Boards to be represented on a Community House Steering Group. Those agencies/groups are; Tuahiwi/Runanga, Waimakariri District Council, Rangiora Ministers Association, Canterbury Clinical Network, Department of Internal Affairs, Social Services Waimakariri, and Community Wellbeing North Canterbury Trust and will report back with agreement and mandate by 4 July 2016. The Steering Group will then be tasked with undertaking a feasibility study, and identifying and establishing a wider reference group to help keep the District informed of its progress.

Each member has their own agency 'hat' so the person representing SSW will only be representing SSW and not their own agency.

It was good progress. Does SSW want a representative on the Community House Steering Group?

There is a good sector of agencies at SSW to take the mantle of sectors, not as part of their own agencies. (Madeleine).

The Steering Group will have their own reference group so does SSW need to be on the Steering Committee? The Steering Group is wider than the social sector, it is the whole community. Do we have a representative on the Steering Group, or be a part of the reference frame? The first thing is the Feasibility Study being undertaken. (Tina)

The Steering Group implement intent – everyone can't be consulted but can take decisions back to groups. (Deirdre)

The Facilitator should be part of the Group to be able to take information back. (Trish)

There is expectation that SSW representation on the Group. The Facilitator is a good person. This would free up members who are on the Group to wear their agency hat. (Madeleine).

The Facilitator is not a member of SSW, this needs to be considered as there are no voting rights. (Tina)

There is no agreement with others on the Steering Group. Would Peter be suitable? (Madeleine)

Peter would like to be independent so he can advocate. (Michelle S)

Where do we stand with this? (Janet)

Do we have a representative, and who will it be? Tina

We have until 4th July. (Michelle S)

Who is administering the Steering Group? (Madeleine)

At the moment it is the SSW Facilitator. (Michelle S)

Could an email go to the Group to ask if they had thought of a Reference Group? (Madeleine)

Can we vote regarding if anyone is on the Steering Group? (Tina)

Deirdre is on as Wellbeing representative, Trish as DIA – what about Karen? She has to get a mandate. SSW wants a member on the Steering Group. Karen needs to be asked. Michelle finishes today, and Louise starts as Facilitator on 4th July. Deirdre will contact Karen to ask.

ACTION: Deirdre to contact Karen to ask if she will be SSW representative on the Steering Group

Janet is running the Steering Group until it is established, so she will hand this to Louise.

Project Facilitator Work Plan 2016-17: Tina – The Annual Plan has been emailed to members. There is significant new work with the incorporation of Children's Teams and Children's Team Working Group, the Facilitator will be busy for the next 12 months. The rest of it is straight forward. Volunteering was taken out as the Community Advisor is taking up that space. It is predominately the same, but the workload is quite significant due to the role only being 30 hours per week. Does anyone want to have any discussion about anything in the Plan? No.

The Plan has traditionally been flexible to allow tasks to be undertaken. (Michelle S)

What is the evaluation? (Trish)

The evaluation is a performance assessment with the worker. The first thing is that a meeting is held - this is Tina having a meeting with the worker. We need to be able to change quickly. (Tina)

Outcomes format needs development? (Deirdre)

The outcomes framework is valuable (Trish)

We are missing a report card as a collective. (Tina)

We only have the Chairs Annual Report. (Michelle S)

We will put Outcomes in to the Strategic Plan – are people happy to move from draft to Plan for the next 12 months?

Moved: Deirdre Ryan **Seconded** Trish Hughes

Rata Foundation funding is coming up, and is in process. The Management Group will get together with Council to see where we are going and firm it up. The Management Group meeting with the Council is being set.

The Council is not applying; this will be sent in writing to the SSW Chair. (Madeleine)

The Management Group need to know, it is on the agenda and needs formalising. (Tina)

It will be a shame to lose the Council link. (Michelle S)

The Council is worried about conflict. (Madeleine)

Is it worth inviting Rata to clear up the change of link as they have changed to allow separate applications? (Michelle S)

The Management Group need to address this, get groups around the table and get it formalised where it is going. This needs to be addressed now rather than when the application is due. (Tina)

Employment of Project Facilitator Update: Deirdre – Happy to have Louise Griffiths employed as the new Facilitator to replace Michelle.

Louise will start on 4th July, so there will be a gap until then. (Tina)

Louise has had time with Michelle for hand-over, looking forward to the role. (Louise)

Is there any more information on the employment process wanted by the meeting? (Tina)

No questions were asked.

Deirdre is sorry to lose Louise from Wellbeing; however she will still be working in the community in another way.

It was a quick process before Michelle left. (Tina)

The Management Group of Madeleine, Janet, Tina and Deirdre undertook this process. (Deirdre)

It was great that Louise was able to be released quickly to take up the role. (Trish)

Reports:

MHFG: Meetings are now bi-monthly due to workloads of those attending. Report from last night's meeting handed around meeting and spoken on.

Tiredness of workers is an issue, could SSW draft a letter to managers of services saying it is not just mental health services, it is across all sectors. What is wanted is ways managers can support staff, and this is to be extended to schools as well. Need a basket for ideas. Could SSW have a Facebook group to share ideas? The letter is to be from SSW to protect workers.

This group offers anonymity to workers. Everyone is seen as saying a similar thing. (Michelle S)

Everyone is saying the same thing, we need to know what pressures are being experienced – complexities and time spent due to complexity. There is concern that Children's Team are pushing other issues further down the list. (Michelle C).

Have any working group got social media experience, or pages?

The DIA are looking at social media for community along with Waimakariri District Council, hoping to have this done soon. Maybe SSW could be the first? (Trish)

Karen Lindsay-Lees is the WDC person. (Madeleine)

The main concern is summarised at the bottom of the MHFG report.

(Sally Rossiter left the meeting at 2.07pm)

Is the letter to be written around Wellbeing issues? (Tina)

Yes, when Louise is on board as Facilitator. (Michelle C)

A copy to Matt Doocey would be a good idea, following on from the Select Committee. (Deirdre)

ACTION: Louise to write letter to Mangers of services outlining concerns regarding impact on staff regarding pressures and complex issues which are being dealt with

Madeleine asked if she was able to use Michelle Cole's report at her WDC mental health meeting held at the start of the month. Michelle gave permission, to engender change.

SIIG: emailed to group, Madeleine spoke on it to the meeting.

Children's Team: Deirdre – was not at the last Children's Team meeting, the last meeting was postponed due to only SSW members being able to attend, no external stakeholder could. Louise to follow up; please ask for the Hamilton evaluation document to be sent to SSW.

ACTION: Louise to ask that the Hamilton evaluation be sent to SSW.

Do schools know about Children's Teams? There seems to be a gap, has Stephen heard much about Children's Teams? (Deirdre)

It came on the back of the new Health & Safety legislation so has become a bit lost. The 25th of July meeting has been arranged for training in Children's Teams, this is specifically for educators. (Stephen)

It would be good to have a way to find out what is happening out here. (Deirdre)

September is the date but there has been no professional training as yet. (Rachel)

There is confusion on the ground, what are the expectations? People from different sectors have different understanding. (Ellen)

It is useful to have an open type meeting, Peter, Shane and Penny will be there to answer questions. (Michelle S)

Need, detail, then questions can be asked. (Rachel)

What impact is there on lead professionals, can we do work as a community, who will do the work? (Michelle C)

Those who do the work already will still do it under a different umbrella, all will be doing the work together instead of individually, i.e. multiple agencies working with a family – joined up and still the same work, just better working together. Not extra work. (Rachel)

So there are still gaps in this. (Michelle C)

North Canterbury Children's Team group want feedback, they are practical people. (Deirdre)

Agencies may see that it may free capacity as they can see what others are doing. (Tina)

There is no change in day to day work, it is a system change, and will bring multiple agencies together. (Ellen)

Delivering what we are asking for, rather than just implemented change. (Tina)

Only the SSW representative will meet with the Children's Team. (Deirdre)

With regards to changing the SSW meeting day so as not to clash with the Children's Team meeting, a Doodle Poll came up with the same people being available, not external stakeholders. Ten options were sent. (Michelle S)

Need to get underway with those who can come, otherwise will still be kept waiting. (Deirdre)

Michelle will try to get this underway today, if unable to will notify Louise.

Strengthening Families: Deirdre – this is going to continue until December this year, then transition. This is where Children's Teams will operate. Strengthening Families will no longer operate, they will become an operational resource for Children's Teams.

Strengthening Families will go on a National level, some areas don't have Children's Teams. (Ellen)

So we will lose this in Waimakariri District? (Deirdre)

Yes. (Ellen)

Is there a transition plan? (Tina)

Deirdre is meeting with Ellen who will discuss how to transition and how to treat new referrals.

Have referrals dipped? (Madeleine)

No, Louise did a great job, and people are still being referred. (Deirdre)

SSW Facilitator: emailed to members. The sole issue showing up is that agencies are under pressure and overloaded.

That the reports be accepted.

Moved Jo Ealam **Seconded** Stephen Walters

Meeting day for SSW to be changed to 4th Monday of the month from the August meeting, in order to avoid clashing with Children's Team on 25th July.

Michelle Stevenson thanked everyone for their work with her.

General Business:

Deirdre presented Michelle S with a card and a gift.

Lee – there is a community expo being held in Amberley on 31st August. This is mainly for those around Amberley; invitations to SSW are to come.

The meeting closed at 2.50pm

Next meeting to be held on Wednesday 27th July, then after that will be held every 4th Monday of the month.

MINUTES OF THE WAIMAKARIRI HEALTH ADVISORY GROUP HELD 5.30 P.M. TUESDAY 05 JULY 2016 IN THE COMMITTEE ROOMS, RANGIORA SERVICE CENTRE, WDC, 215 HIGH STREET, RANGIORA

PRESENT: Peter Allen (Acting Chair), Carol Glover, Sarah Saunders, Amanda Torkington, Cate Rawsthorn, Vicki Lucas, Catherine Dowle, Murray Clarke, James Ensor, Madeleine Burdon, Rosemarie Shaw (Minute Secretary).

APOLOGIES: Dr John Buckingham, Suzanne Salton, Jill Waldron, Mary Connors, Bill Eschenbach **ACCEPTED**

WELCOME: Peter opened the meeting and welcomed members.

MINUTES OF THE PREVIOUS MEETING held 07 June 2016:
Moved Murray Clarke **Seconded** Vicki Lucas
THAT the minutes as circulated be adopted as a true and correct record. **CARRIED**

MATTERS ARISING:
RCPHO Representative – Catherine queried a comment by Bill Eschenbach that the Rangiora Health Hub will be utilised for visiting specialists and stated this is the situation now as a number of services are being offered. Acknowledged that this was always the aim.
Smokefree Canterbury – Madeleine confirmed that a request has been made to the Council's Policy Department for a calendar showing the scheduled dates for policy reviews.
Te Roopu Taurima O Manukau Trust – Madeleine updated on her contact with this Trust; an established national organisation based in Christchurch for 8 years; move to Tuahiwi due to the earthquakes; work is with all ethnicities with intellectual disabilities. Invited to attend a meeting of the Health Advisory Group; contact person: Perry Kingi.
Vicki reported on her discussion with Valda Reveley about taking this matter to the *CDHB Consumer Council;* Valda unwilling to take WHAG minutes to the Council; referring to Valda's last report Vicki advised it concerned the supply shortage of the heart medication drug *Metroprolol* and the new method of taking same, e.g. pill needs to be cut in half which is difficult for people with a disability; matter referred to the *CDHB Consumer Council*; a leaflet about the drug available for members to read. Valda will keep Vicki informed of progress on this issue.
Disability Access to the pools – Peter confirmed he has discussed with the manager of the aquatic centres the accessibility issues at the Dudley Pool as raised by Jill Waldron; the manager advised that work is being done on the hoist to improve its operation. Peter to meet with the manager to progress the issue of a more appropriate location for the changing table.
Travel Flyer – Madeleine confirmed that the flyer has been provided to Carol.
Physiotherapy : Respiratory – No update available.
Five Stags – Gaming Machine Application – Peter confirmed a licence has been granted.
Licence Applications and Submissions to WDC – WDC Communications to liaise more with the Health Advisory Group to keep it informed of applications relevant to WHAG.
The Pudding Club – Madeleine reported on her contact with Philippa; advised unable to continue to promote *The Pudding Club* in *"Chatter"*. Amanda and Peter also reported on their contact with Philippa. **Agreed** this matter is not an issue for WHAG to pursue.

MEMBER UPDATES:
Disability: No report

Older Persons' Health: Vicki reported –

- Job vacancy at Presbyterian Support 18 hours per week, registered nurse role – working Waimakariri and Hurunui – 32 on waiting list

- Presbyterian Support have kept one of the Social Workers, the other two have left or are leaving (end of fixed term contracts funded by MSD)
- Age Concern – reminder they are there for advice or support (0800 30 3344). They have a Nurse working out there for any cases of Elder Abuse, or other health support needed. Reminder from Yvonne Palmer that people at age 75 will need a driving license review – this needs to be done at the AA and not with a driving school, next test is at 80 years and then every 2 years after that. Age Concern run a Confident Driving, staying safe course which costs $5 for lunch. Course being held in Kaiapoi very soon. Will have some information at next meeting regarding a very good resource from NZTA called 'The Road Ahead'
- 5 Cross roads near Tuahiwi is being reviewed for change at present – via our Kaiawhina Deirdre Carroll.
- Valda's info re medication metropolol – taken through the Consumer Council as lack of supply and also needing to cut the medication in half which could be very difficult for some people.
- Valda's term on the *CDHB Consumer Council* finishes at the end of this year and nominations will be sought for her replacement.

Vicki responded to queries raised about some points in her report.

Midwifery – Rangiora Hospital: *(Report on file)* Peter read **Suzanne's** report.

1) Older Persons' Health as from 27 June are now occupying 5 rooms of the ground floor of the old Rangiora Hospital building as offices having moved from Princess Margaret Hospital and have approx. 15 hot desks located there to use.
2) Cardiac Rehab Nurses visited last week and are looking at using 2 rooms weekly or fortnightly starting in August to see North Canterbury clients.
3) Burwood Birthing Unit closes on 30 June so this will have an impact on the number of women coming here now. No further discussions as yet as to when another birthing unit will be built in the eastern suburbs of Christchurch.

Catherine advised that *Hearing Technology Ltd.* has a presence at the former hospital on Wednesdays.

Mental Health: *(Report on file)* **Cate** reported -

From the Mental Health & Wellbeing Focus group June meeting

- Te Pou "On Track" - Knowing where we are going. A road map for the future of non-government mental health and addiction organisations North Canterbury workforce workshop. Aim to set date within the first 2 weeks of September 2016.
- ACC counselling GP referral no longer required for sensitive claim counselling.
- All Right? Campaign – strengthening connection to North Canterbury.
- WAI Life Suicide Prevention working group have Annette Beautrais coming to next meeting in July - Rural Suicide Prevention Research.
- Hurunui- new youth connector role currently being interviewed.
- Worker Wellbeing – currently reworking letter to service managers as concerns raised at both SSW & MH & WFG reporting that workers are under pressure now more than ever.

Family works – 40 on waitlist, 12 weeks waiting time, Children's team referrals will be taking priority on the waitlist, now 3 lead professionals in Christchurch. 14 people on waitlist for next 'incredible years' training.

Barnardos closed to taking referrals till 8th August, Aviva may also have closed off referrals for time being. Explore wait list till Sept. Threshold increase, families' needs are greater including families moving into the area whose needs are significant with no supports (Waimakariri and Hurunui).

Depression support Network - gave overview of "Mind Fit" Waimakiriri event that will occur 27th July 6-8pm, 300 tickets with $5.00 face value but no money to be collected, to be given to people who want to come. Capacity for 300 people.

Eating disorders unit - Elaine shared that 'binge eating disorder' is similar to anorexia and she is happy to provide professional development for MH&WFG and others around this and other topics. She provided information about the Eating disorder conference being held locally this year, contact her if you need any other information.

Step Ahead, running great activities and bringing city members out to Waimak for some events/activities, Monday/Wed in Rangiora.

Planning and Funding – Lindsay new to the role and will be having a focus on youth.

Susan Kovacs - RCPHO – There has been increased FTE into the GP liaison roles, there will be a new youth BIC role (this is not additional to the existing role so still one youth BIC role). There will be more family inclusive work and home based work will increase. Feeling of optimism in this service about the increased capacity.

Comcare Trust MH Peer Support Service - running workshops and peerzone. There will be training for peer support in July, individual peer support and groups. Many of the existing clients are forming social networks in the community and meeting up outside Percival House.

Supporting families in Mental Illness - new person recruited to help run Waves, no current waitlist, children's programme continuing but mainly with individual families, no groups currently planned.

CAF Rural – Outpatient restructure underway which will see formation of two teams (north and south) both will have an outreach component to rural areas. 4 of the existing team will currently stay working in North Canterbury. MST doing really great work to support clients and families. Concern re gaps in pick-ups with some agencies CYMHS.

Adult rural MH – Very busy, noticing higher acuity, prompt discharges, Dr Dougal Steele has left. Noting the population increase into North Canterbury.

School based mental health, anxiety notable in parents not only children, some low levels of knowledge about available services for this, particularly in Hurunui. Appreciating ease collaboration with Adult rural mh team around support for parents. Drought effects still in play in Hurunui.

Social Services Waimakariri / C D: *(Report on file)* **Madeleine –**
Action points from June 2016: Pudding Club - Amanda contacted re Chatter; Community Engagement and Policy managers emailed regards future input from WHAG on policy changes, etc. Phoned local staff at Taurima O Manukau Trust and mailed Chatter; updated contact list, also for Carol.

From Social Services Waimakariri – collation of data reported at networks/meetings

1) "Top issues for the district tabled at the June meeting:
   - 1) Agencies and services reporting being under pressure/overloaded. This is the single issue that came through strongly for the month of May. It's of note that this was reported by multiple agencies at the Mental Health Focus Group, Public Health Nurses and agencies at the Family Violence Network Meeting; including specialist agencies advising they were turning people away. While we would expect to see this as the expansion of Children's Teams begins in the District, this may not be the only contributing factor and it is something to keep a watchful eye on over the next months.

This is not often the forefront runner in issues for the District, nor so overwhelmingly spoken of."
(Just a note that Michelle Stevenson the Project Facilitator left for a Southland position 2 weeks ago; the new appointee, Louise Griffiths starts on Monday 4th July. This leaves the Strengthening Families coordinator role vacant but it is unlikely to be continued in North Canterbury beyond the end of the year.

- 2) The new "connecting" Social Inclusion project ran into a few glitches with material for our envelopes but we hope to have the pilot of 100 ready by July 6th for that pilot, may be over 4-6 weeks; yet to be decided.
- 3) Please let me know if you can distribute any welcome bags to newcomers, thanks. We are the 3rd fastest growing District in NZ so currently targeting preschools with the bags.
- 4) The support and information flyer for Families with Children will be updated for term 3 – please contact Louise sswfacilitator@gmail.com for any edits - www.sswaimakariri.co.nz

Community Development -
Usual work getting July Chatter out, attending residents' groups' meetings, responding to a diverse range of requests for support; finalising updates on the Volunteer Directory and assisting with other resources, both hardcopy and on our website. There are a range of these developed in recent times, e.g. activities for children under 5, a Transport flyer (especially for medical appointments in Christchurch), walking groups, etc.

Migrants and newcomers -
There was another successful event in Oxford for migrants on Saturday evening and moves toward a group to support conversational English for those with ESOL - English as a second language) look very promising. Denise Wiggins has brought people together around that.

Volunteering -
Copies of this local 2016 report are available if you contact Karen.lindsay-lees@wmk.govt.nz

GPs: Amanda advised nothing to report.

RCPHO Health Promoter: Sarah advised -

- That for the second year RCPHO, has again part-funded family support social workers from Wellbeing North Canterbury; recently two were introduced to the Hurunui medical practices.
- Their remit is just families however, they are open to take one-off calls when required and relevant, e.g. for the elderly who may not know what services are available in the Hurunui and Waimakariri. Vicki (Enliven Community Services Manager, PSUSI) has received referrals following the visit.
- The social workers will also visit GPs in the Waimakariri district within the next few weeks to update practices on what they can offer and what their service can provide.
- Their wait list is open; referrals can come from GPs or self-referral; service can be contacted through Alison Jagger at Wellbeing NC.

In response to questions Sarah confirmed that funding is a rollover; referrals by GPs is a straightforward process; elderly patients can be referred to the appropriate service; it was suggested that referral forms be available to download by agencies/individuals; limited information on the *Health Pathways* website; suggestion that, as *Health Pathways* is the website most referred to by GPs, there should be a link to this family support service.

Madeleine, referring to the leaflet "support and information flyer for Families with Children" which is updated every term by SSW, could include a link to the family support service available in North Canterbury.

Sarah referred to *"Mind Fit"* - an event being held on Wednesday, 27 July 2016 from 6 p.m. – 8 p.m. at the Rangiora Baptist Church Hall, 111 East Belt, Rangiora; tickets cost $5; many will be given away. Tickets available at meeting for members use or to give to family, etc.

RCPHO Representative: No report.

Pegasus Health PHO: Carol referred to a poster which reads, *"Empower Yourself; Improve your knowledge; Start feeling better"* – the aim being to encourage people to obtain resources which are available free through MHERC to help people with anxiety/mental health issues. Katie Brown (Pegasus Health PHO) has worked on the posters; advising patients and their families that books on mental health are available free of charge through an arrangement with the Christchurch City Public Libraries, general practice and MHERC to help empower patients presenting with mild to moderate mental health issues.
Carol informed members that she works closely with Shona Urquhart-Bevan (CCN Rural Health Project Manager); Shona has expressed an interest in attending a meeting of the Health Advisory Group to speak about her role with the Canterbury Clinical Network; she works with primary and secondary care services throughout Canterbury. Shona has a focus on North Canterbury as will be working in the Hurunui District and also with the Oxford community.
Carol was asked to report on a recent meeting she attended, held in Oxford with, community health professionals; representatives from Oxford Hospital, local rest home, Community Trust, Fire Brigade, NZ Police, Pegasus PHO, St John's, CDHB, etc. During the workshop groups formed to discuss and identify health related opportunities and issues and to discuss possible next steps. Good feedback, positive meeting, group to assess resources available in the community and how to better utilise these. EOI to be further involved in a working group has been circulated to those in attendance. To meet in 12-16 weeks time.
Agreed an invitation be issued to Shona to attend the August meeting. **Action: Madeleine**

Child Health – Catherine referred to the demise over the next few months of *Strengthening Families*; to be replaced by the *Children's Teams* due to be rolled out in August in the Waimakariri district. Members acknowledged that this move is not replacing like with like.

RCPHO Board – Peter, referring to the consultation at Oxford, reported that the issues reflected at that meeting are no different to those of the RCPHO and Pegasus Health, e.g. supply of GPs, supply of locums (a challenge in recent months), funding for programmes, increasing stresses and tension for many, e.g. staff and the PHOs; the financial situation of the CDHB and delays to contracts issues.

WDC issues – Peter advised that -

- Council today approved the Pegasus Bay By-Law; relates to access and use of the area by a range of other groups, e.g. motorised vehicles, horses, etc.; By-Law is marginally connected to the wellbeing of the community.
- Council held a long debate over the use of Glyphosate and other herbicides used in spraying around the district; discussed what should be the Council's position in the future in terms of its spraying programme, particularly in the drainage network. Issue raised in response to concerns by the Kaiapoi Community Board re the Kaiapoi River and reported residues and sediments found in the river. Difficult situation for Councils as scientific evidence, one way or the other, is inconclusive; WDC to continue its spraying progamme until such time as a further report is received; report to look at the district-wide use of spraying to control weeds in the drainage network,

roadsides and parks, etc. versus mechanical clearing or any other form of weed control. Will keep WHAG informed as group may wish to express a view and provide input.
James referred to drain clearing options, which are less costly than mechanical clearing. Peter spoke about the damage mechanical clearing can cause to the aquatic environment and that less damage is caused using sprays.

- Another health related concern from the community is the foam along the Pegasus Bay ocean beach; ask if the foam is related to the ocean outfall. Council to commission a study on a number of sample sites along the beach to determine if there is a link between the ocean outfall and the colour of the foam (dingy and skummy looking). Council needs evidence in order to make an informed decision.

  Members spoke about their knowledge over many years of seeing foam and the weather patterns which appear to contribute to its appearance; problem not just one for Pegasus Bay as it occurs in other areas, e.g. North Island beaches. Peter will keep members informed as a significant sum of ratepayers' money is required.

Community Board Reps. – James referred to a recent visit to the old hospital and of being impressed with the repair work undertaken; in order to brighten the surroundings he gave $100.00 to the Salvation Army shop and picked up a number of framed pictures. Good that the facility continues to be used by various organisations/groups, etc.

- Murray confirmed he also attended the meeting at which the spraying and drainage clearing concerns were debated; aware that the science community is also undecided on this issue.

The service provided by St John's is receiving a high level of satisfaction, particularly amongst the elderly members of the community. General discussion relating to the number of call-outs; been 18 months since the last report was received; could be an appropriate time to seek information from St John on the number of call-outs and when as this would provide a clearer picture, especially on the "after hours" situation and how the 24/7 paramedic service is working. Suggestion that a breakdown of the information be provided to show where the calls are coming from; aware that the rest homes could reflect high usage as often have no other option; ARRC (Age Related Residential Care) are also aware of this issue; suggestion that contact be made with Carolyn Gullery (General Manager, Planning & Funding, CDHB) or Nanette Ange at Planning & Funding at Princess Margaret Hospital who would have the data; obtain for the past 12 months.

Action: Madeleine

Catherine gave a "thumbs up" to the St John Shuttle service with special reference to how transport from Waikuku to a city hospital for a mother and child was handled.

Members discussed the situation of patients, particularly the elderly, being discharged at night from Christchurch Hospital to return to Rangiora; very stressful situation and not the hallmark of an effective health system. Believe the hospital has the resources and need to better utilise these; heavy reliance on family and friends. Referred to the MANA Trust

ITEMS FOR REFERRAL TO COUNCIL: Nil

GENERAL BUSINESS:

The MAIA Health Foundation – **Peter** advised that this Trust has expressed an interest in attending a meeting of the Health Advisory Group to talk about the work of this Trust launched only a few months ago with support from the CDHB to raise funds for the health sector; not just in Christchurch but also for other health related projects. Agreed that they be invited to attend the September meeting; Peter has contact details.

Action: Madeleine

Community wellbeing, e.g. mental health – **Madeleine** referred to concerns relating to stresses relating to mental health; feels too much is expected from the community; referred to plans by the Mental Health & Wellbeing Focus Group to send letters to SSW and mental health groups re their concerns; believes WDC should be aware also of concerns as to where funding is coming from. Peter confirmed he conveys these issues to Council; not always able to address but can advocate; important to receive reports, etc. Reference made to concerns by GPs about the stress being faced by their frontline staff, lack of resources, higher acuity amongst patients, new ACC legislation, etc.
Community Alcohol Action Group – **Sarah** referred to group set up by Wendy Howe (WDC Community Team) and asked members if they would like to be part of this group; next meeting on 26 July 2016 at 1.15 p.m. in the Rangiora Library; group has representation from Council, Police, and the community; Sarah keen to have a youth voice and approached the Rangiora and Kaiapoi High Schools; the Deputy Head pupils from both schools have willingly accepted the challenge.
Christchurch City Council meeting – **James** advised he attended a meeting at which lengthy debate took place regarding the funding to be provided for mental health; considerable support for but similar against; many believe this type of funding is not the role of CCC.

CORRESPONDENCE:

IN: July *"Chatter"*, reports; emails from Council Policy and Engagement Managers.

OUT: June unconfirmed Minutes; July Agenda, email to Council managers re input to policy, etc.

Meeting Closed: With no other items of General Business John declared meeting closed at 6.56 p.m.

Next meeting: Apology Dr J Buckingham

5.30 p.m. Tuesday 2nd August 2016
in the Committee Rooms, Waimakariri District Council Chambers
High Street, Rangiora.

DRAFT

Chair **Date**

MINUTES OF THE WAIMAKARIRI HEALTH ADVISORY GROUP HELD 5.30 P.M. TUESDAY 07 JUNE 2016 IN THE COMMITTEE ROOMS, RANGIORA SERVICE CENTRE, WDC, 215 HIGH STREET, RANGIORA

PRESENT: Dr John Buckingham (Chair), Jill Waldron, Carol Glover, Sarah Saunders, Amanda Torkington, Bill Eschenbach (Dep. 6.43 p.m.), Cate Rawsthorn (arr. 5.37 p.m.), Vicki Lucas (arr. 5.38 p.m.), Murray Clarke, Mary Connors (arr. 5.43 p.m.), Peter Allen, Madeleine Burdon, Rosemarie Shaw (Minute Secretary).

APOLOGIES: Catherine Dowle, Suzanne Salton **ACCEPTED**

WELCOME: John opened the meeting and welcomed members and new representative, Carol Glover.

MINUTES OF THE PREVIOUS MEETING held 03 May 2016:
Moved Peter Allen **Seconded** Amanda Torkington
THAT the minutes as circulated be adopted as a true and correct record. **CARRIED**

MATTERS ARISING:
Smokefree Canterbury – John confirmed memo sent to Council advising that the Health Advisory Group wholeheartedly supports the move by *Smokefree Canterbury* to seek the support of local restaurateurs to provide non-smoking alfresco dining. In response, Geoff Meadows (WDC Policy Manager) advised that at present Council has an operative smoke-free policy for green spaces and, in particular, parks and reserves where there are children's playgrounds. The policy was developed in 2013 and has no enforcement provisions as it relies on public pressure and individual conscience to implement the policy. Further, that the issue of extending the policy to other public spaces, i.e. alfresco dining in the public domain, will require some community consultation, dialogue with restaurant owners and other businesses, and broader engagement with community boards and other elected representatives. Before Council can give consideration to an extension of the smoke-free policy it will need to give consideration to some other broader policies and reviews which is a piece of work for development in the 2016/2017 fiscal year. The *Liquor Ban Bylaw 2007* is one policy to be reviewed. Geoff ended with a statement that Council is committed to advancing Smoke Free Aotearoa by 2025 and will incorporate the views about smoke-free alfresco dining into the policy development process of a District Public Domain Policy.

Memo given to the Council's Policy Department; should have been given to the Secretary of Community & Recreation (C&R). Peter explained the procedure, e.g. memos attached to the Health Advisory Group minutes and delivered to C&R would provide the opportunity for the memo to be raised for discussion. Madeleine to action. **Action: Madeleine**

Peter suggested that, as a number of the policies Geoff referred to were health related issues, a memo in reply be sent to Council to the effect that WHAG would appreciate being consulted when the relevant policies come up for review.
Action: Madeleine

Letter to Rachael Pickles – Madeleine confirmed a letter sent to Rachael conveying appreciation of her service to WHAG and acknowledging the contribution she made. Copy to Bill Eschenbach for his information.

MEMBER UPDATES:
Child Health – No report.

RCPHO Health Promoter – Sarah spoke about an event being held 27 July 2016 at the Rangiora Town Hall; *"Mindfit"* is being held in conjunction with Lions, Waimakariri District Council, Depression Support Network and the RCPHO; tickets cost $5; complimentary tickets to be distributed to agencies; guest speakers will be Gary Endacott and Ava Hurst, a tetraplegic girl aged 11.

Youth Health Advocates held the World Smokefree Day at Rangiora High School on Friday 3 June 2016; event well attended and supported; participants required to answer 5 questions and complete an online survey around smoking, i.e. have they tried smoking, what is their age; what did they think is the cost of smoking? Resources available as "giveaways"; good feedback to the event. Boredom given as one reason why young people smoke. A similar event being held at Kaiapoi High School on Friday, 10 June 2016. Teens unaware of *Smokefree 2025.* Metal "smoke free area" signs being provided to the RHS and KHS Principals for placement around school grounds. These events complete the health events for this term; the subject for next term is topical issues for youth.

Members discussed issue; smoking statistics indicate now down to 15% of the population; discussed the pros and cons of E-cigarettes (electronic cigarettes). Amanda advised that the jury is still out on the relative harm of e-cigarettes compared to cigarettes, i.e. is vapour a risk to health, e.g. heart issues.

Mental Health – Cate advised – (NB Madeleine can make the SSW Mental Health and Wellbeing Focus Group report available to WHAG members)

- For the first time there is a wait list of new referrals for individual peer support;
- An option for new referrals are the peer led PeerZone workshops which are held every Thursday for 3 hours;
- Workshops in June: Mondays, "Tools to managing anxiety"; Tuesday afternoons, "Tools to cope with grief and loss". For the remaining times staff are involved with individual peer support;
- Staff numbers now 3 following the resignation of 1 staff member; not recruiting at present;
- In July, Intentional Peer Support training to be held on Thursdays at Percival House for 6 weeks from 10 a.m. – 2.30 p.m. Details will be distributed widely throughout the community;
- *Percival House* has been a peer support service for more than 2 years; "Peers" are people with lived experience of mental illness; all staff are Peers.

Older Persons' Health – Vicki advised –

- *Senior Chef* is seeking more people for their courses; information brochure distributed; registration forms to refer someone can be accessed and completed online; no self-referrals; medical practices and social services can make referrals.
- *Advance Care Planning* are holding a National Forum in Auckland on 28-29 November 2016; brochure distributed; to register interest and receive updates email acpcoop@adhb.govt.nz
- *Community Energy Action Charitable Trust* are providing free and subsidised insulation; contact details as per brochure.
- *Kinect Services,* formerly Holly House, supports, educates and accommodates young parents, e.g. mothers or fathers or couples aged between 14-19 years; *Kinect* is increasing its services to allow people to self-pay; cost is $140 + GST per night. An email from *Kinect* circulated around table.

- *Falls Prevention* referrals remain high; the CDHB has recently offered a new contract however, with no increase in funding the criteria for referrals to be re-drafted before presenting to the CDHB for approval.
- *Te Roopu Taurima O Manukau Trust* – information about this trust has been distributed to members; it is a kaupapa Maori service that supports people of all ethnicities with intellectual disabilities around New Zealand; trust does not wish to advertise widely; suggestion that, as the Trust's South Island Office is near Rangiora, an approach be made to enquire if they would wish to be featured in *"Chatter"*.**Action: Madeleine**

  Members queried whether *Te Roopu Taurima O Manukau Trust* is known to the *CDHB Consumer Council*; Jill confirmed that minutes of the *Consumer Council* meetings are on the website; Vicki offered to approach Valda Reveley on this issue. **Action: Vicki**

Disability – Jill reported on a meeting she had on site at the Dudley Pool with Ian Reilly, the Sales Rep. for the "Pressalit Care Nursing Bench", i.e. bathroom lifting table. Although the space where it is proposed to install the table is sufficient, it is inappropriate; currently the area is being used for storage, Red Cross First Aid supplies, toys, etc.
There is no hoist and little space for a wheelchair in the proposed area; a more appropriate space is required. Approx. cost of the table is $6,000 + installation of $600; the table is a completely sealed unit, waterproof and not subject to rust. This issue is ongoing and Jill is continuing to work with the pool staff.

Jill been told that more people from the city now use the Dudley pool; believes that if a good setup was in place for the benefit of people with disabilities it would help to increase patronage at the pool. At the moment they have to change lying on the floor. Jill to contact the newly appointed pool's manager; (Madeleine can find out his name)

Jill also referred to a hoist near the spa pool which is currently inoperable, parts are difficult if not impossible to obtain and nobody knows how to repair it. The Access Group were consulted prior to building the pool and discussions were held between them and Corinna Duke relating to the hoist; the Access Group believed the one chosen would not be a good choice. The hoist which is available is heavy and cumbersome to operate; possibly putting care givers at risk.
Peter believes this issue of accessibility, which is long overdue, needs to be addressed and should have been done at the outset. Confirmed he will raise the issues of the hoist, the changing table and the inappropriate use of the family changing room at the Rangiora Community Board's meeting the following evening. **Action: Peter**

Pegasus Health PHO – Carol informed members that she has been in the role of Rural Health Manager at Pegasus Health for almost 2 years; it is a full time role with a focus on looking after the GP practices in Rangiora and Oxford which have come over to Pegasus Health; role also includes liaison with practices in Kaikoura and North Canterbury; has considerable involvement with committees of the Selwyn District Council. Carol spoke about her 25 year background working in health; was with Pegasus Health 15 years ago; been Practice Manager at GP practices in North Canterbury and the West Coast.

Responding to a query regarding issues in the rural areas of North Canterbury she may have noted. Carol replied that transport to Christchurch is a major problem for many; lack of available services closer to their homes; services available in other areas not available in the rural communities, e.g. Oxford. She is liaising with hospital services re appointment times to enable people to use the Health Shuttle more. Madeleine referred Carol to the transport flyer.

Bill advised that RCPHO receives numerous requests for travel vouchers; RCPHO supports the use of the shuttle service which needs more volunteer drivers. Carol to receive a copy of the flyer. **Action: Madeleine**

Social Services Waimakariri (SSW / Community Development –tabled and circulated. Report contains trends from data collated from networks across the District. Monthly updates are available on the SSW website: www.sswaimakariri.co.nz Top issues identified in May

- Family breakups
- High waiting lists (for services)
- Anxiety – both children and adults

Additional to her report Madeleine informed members that the Ministry of Social Development is terminating the country-wide Parents as First Teachers programme by 30 September 2016. MSD has asked all families using this service be transitioned by then. Waimakariri and Christchurch have 368 families, 53 on the wait list will not be enrolled with the service as will not be available. MSD have instructed that: a) don't make further referrals and b) MSD attempting to find alternative options and services. This is sad news as aware of struggle in this district to really support *Parents as First Teachers;* need to upskill and educate parents.

GPs – Amanda advised nothing to report.

Physiotherapy – Mary referred to the Ministry of Health proposal relating to people with osteoarthritis in knees and hips; an exercise plan being formulated; people will be assessed and moved into classes or receive one-on-one sessions with a physio. Mary to meet next week with Jane, a physio at Russley, who is co-ordinating the programme; will have more information at next meeting. Programme due to commence in July will be for people not qualifying for a surgical list and who have other disabilities.

A respiratory physio is now working privately in this district; available to people who can afford this option. Mary to provide further details to Amanda. **Action: Mary**

RCPHO Board – Peter reported that he, the Mayor and Deputy Mayor met with Carol Horgan (CDHB Project Specialist, Planning & Funding) and Shona Urquhart Bevan (Rural Health Project Manager, Canterbury Clinical Network) to discuss *"Models of Care Consultation in the Oxford Area"* to occur on 29 June 2016; is an Invitation only meeting. Shona expressed an interest in attending a meeting of the Health Advisory Group to speak about *"Models of Care"*.

The process to appoint an independent Chairman of the RCPHO Board is underway. Peter, as Acting Chair, attended a meeting in Wellington of the Primary Health Board Organisation Alliance; Heads of various PHOs from around the country spoke about grappling with challenges similar to those in Canterbury, all have similar problems, e.g. ageing populations, diminishing budgets, rising expectations about the quality of service, the struggling health system in terms of being able to meet those expectations.

Five Stags Restaurant Rangiora – Peter updated members on the situation regarding an application for gaming machines by this on licence/off licence business.

- No objections had been received when submissions closed.
- Disappointing outcome. Previously the Chairman of the Problem Gambling Foundation would present to Council reasons for an application for gaming machines to be declined.
- Post-earthquake the number of machines in this district dropped dramatically, due to premises being damaged, etc.

- The 5 Stags Restaurant application for gaming machines is the first to be received by the WDC since the earthquakes.
- It is the responsibility of the applicant to insert a notice in local newspapers.
- With no objections the application will go through.

Members discussed the issue of gambling machines and effects on the community; believe it is the role of WHAG to make submissions on health related issues, e.g. alcohol, gambling; believe WHAG should be notified of applications in order to give consideration to putting in a submission. Acknowledged there is a conflict of interest with Peter being a member of the hearing panel for the granting of licences. An improvement to get the Council communications system might improve chances that the Health Advisory Group is kept informed. **Action: Peter**

RCPHO Representative – Bill advised that Sian Colenett has replaced Rachael and starts on 27 June 2016. Sian has a strong background in primary care nursing overseas, was a Care Co-ordinator in a medical practice in east Christchurch and recently with the CDHB around their quality initiatives.

Reported on a 2-day RHAANZ hui held last month in Wellington; 46 agencies at the table together with other PHOs, some Territorial Authorities reps from around the country, general practice, primary care representatives and community groups, e.g. Beef & Lamb, Federated Farmers', Rural Federation of Women, etc. Purpose of meeting was to look at 5 key areas in the rural communities. These are –

- Workforce
- Connectivity, e.g. rural broadband, etc.
- Facilities – primary care facilities as well as rural hospitals
- Research and having appropriate data for rural issues
- Wellbeing, mental health, etc.

A paper prepared on these 5 issues was presented at Parliament to 25 MPs across all political parties together with a broad statement on possible solutions. Tasked now with writing policy directives for each of the 5 key areas; work underway and will be shared with WHAG in due course. Bill spoke further about meeting with the Minister of Health to push issues being faced by rural communities. As a member of the Alliance, RHAANZ, the WDC is entitled to be kept informed; Madeleine indicated it would have been courteous for WHAG to have been invited to attend.

Further, Bill advised that the RHAANZ contract has been extended which will allow additional suicide prevention training courses/programmes to be delivered; to date 47 have been delivered around the country. Encouraged by the participation of a number of district councils, e.g. Waimakariri, Selwyn, Ashburton, Clutha, etc Fonterra and Federated Farmers. FMG have also expressed interest. Progress being made to share information with others.

Community Board Rep. – Murray referred to concerns –

- Lengthy appointments and waiting times at the Ophthalmology Department at Christchurch Hospital; acknowledge likely due to type of treatment;
- The sculpture outside the Rangiora Library is being used as an ashtray by local youth.

Bill indicated that the Rangiora Health Hub could be utilised for visiting specialists to provide treatment as the facility was built with this aim. However, some indicate distance is an issue.

Madeleine asked if a replacement for the role of Rural Youth BIC had been made; Bill advised that the Youth BIC person remains but been moved across to another role.

ITEMS FOR REFERRAL TO COUNCIL: Nil

GENERAL BUSINESS:
Replacement Chair – Peter's appointment to the role during John's absence in July and August 2016 approved by members.

The Pudding Club - Amanda mentioned some concerns she has as a GP after reading the founder's book, around deviation from the advice usually provided by health professionals regarding feeding and sleeping, and referred to a number of antenatal and postnatal groups and supports available to help mothers of new-borns with breastfeeding, babies with colic and not sleeping, feeding and parenting issues, etc.

Suggestion made that reference to *The Pudding Club* be removed from *"Chatter"*; that comprehensive promotion be given in *"Chatter"* to the ante-natal and post-natal facilities which are available and recognised. **Action: Madeleine**

Madeleine advised that it is her usual practice to have evaluations/accreditations of any new courses or providers of services, which may be featured and promoted in *"Chatter"* before inclusion; unfortunately, she was absent when approval was given to include details about *The Pudding Club recently.* Referred also to concerns raised by SSW; will discuss with Michelle Stevenson and will get back to Phillipa re Chatter. **Action: Madeleine**

Youth Health – Sarah advised that at the last Youth Health meeting a Youth Health Strategy Focus Group attended and questioned members about alcohol and youth, e.g. how can the drinking culture be minimised; acknowledged that the role modelling by adults is happening in the home and influences the children. How can the culture of youth drinking be changed if the culture of adults in New Zealand doesn't change? Encouraged by a rugby league club in Christchurch which has in the last two years gone completely alcohol free; this club stands out as a place for teens to socialise, excellent model. Peter confirmed that the Sale of Alcohol Act does give Councils some degree of community control.

CORRESPONDENCE:

IN: *"Chatter"*, reports; changes to Burwood Hospital, emails re *The Pudding Club*, Te Roopu Taurima.

OUT: May unconfirmed Minutes; June Agenda, letter to Rachael Pickles, memo to WDC re smokefree areas.

Meeting Closed: With no other items of General Business John declared meeting closed at 6.53 p.m.

Next meeting: Apology Dr J Buckingham

5.30 p.m. Tuesday 5 July 2016
in the Committee Rooms, Waimakariri District Council Chambers
High Street, Rangiora.

_____ _____
Chair **Date**

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	GOV-26-01-07, CPR-04-04-01 / 160804076633
REPORT TO:	Kaiapoi Community Board
DATE OF MEETING:	15 August 2016
FROM:	Craig Sargison, Manager Community and Recreation
SUBJECT	Riverbanks update and Tuhoe Wharf demolition
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to provide an update on the status of the various riverbanks projects and also to seek approval to demolish the former Tuhoe wharf,

1.2. The report assigns a status to each project and proposes that the area of concentration will continue to be the North bank from the Coastguard to the Williams Street Bridge and the South side from Cure Rowing Club to the Williams Street Bridge.

1.3. There is also a discussion on a request from St Margarets College Rowing Club to have a permanent base on the Kaiapoi river and the report recommends that staff are authorised to work with St Margarets on the procurement of a pontoon for the launching and retrieval of rowing skiffs.

1.4. The report recommends that the design and implementation of the remaining riverbanks projects be integrated into the Red Zone Implementation process as most are contemplated to be on either land adjoining the red zone or directly impacted by the decisions regarding the red zone.

1.5. Note that post-election a report will be prepared suggesting governance arrangements for the red zone implementation..

Attachments

i. Photos of former Tuhoe Wharf

2. RECOMMENDATION

THAT the Kaiapoi Community Board recommends to Council :

(a) **Receives** report N^{o} 160804076633

(b) **Notes** the status of the riverbanks projects.

(c) **Approves** staff working with St Margarets College representatives to design and cost a pontoon for the club to use for launching and retrieval of rowing skiffs. Note that it is intended that such a pontoon could be utilised by other users during the periods when it is not in use by rowers.

(d) **Approves** staff proceeding with the demolition of the former Tuhoe Wharf plus the construction of a rock wall at the edge of the riverbank for a total budget of $60,000.

(e) **Notes** the budget allocation of $300,000 for the Tuhoe Wharf will be sufficient to cover the demolition and the installation of a new pontoon of approximately 20 metres to facilitate the use of the Coastguard ramp by the community.

(f) **Notes** that with the expenditure projections for the projects there is a potential shortfall of $53,000 which has reduced from the December projection of around $300,000.

(g) **Circulates** this report to the Community and Recreation Committee.

3. ISSUES AND OPTIONS

3.1. Background

3.1.1. The last formal report to the Board was in December 2015 and the Riverbanks Steering Group has continued to provide advice and guidance on the various projects. The key actions since December 2015 have included:

- The repair and strengthening of the upstream wharf.
- Completion of the recreation precinct including toilet block and skatepark at Trousselot Park.
- The rebuilding of the stopbank from the coastguard to the bridge on the Northern side of the riverbank.
- The demolition of the old downstream wharf and deconstruction of the railway platform and canopy.
- The construction of a rock revetment and the design concept for the hard landscaping of the area.
- Detailed design of the steps and boardwalk from the bridge on the northern side is underway.
- Detailed design of the landscaping on the south side outside the library from the bridge to Cure Rowing Club premises.

3.1.2. The Riverbanks Steering Group have had a presentation from representatives of St Margaret's Rowing Club who are seeking to work with the Council on the provision of a pontoon for launching and retrieval of rowing skiffs and this is further discussed in the body of this report.

3.2. Project Status Classification

3.2.1. To assist with the clarity of the status of the various projects each project is classified into one of 6 classifications to reflect the stages of the project lifecycle:

0: Gestation stage – no design work undertaken and no concept plan completed

1. Concept development of a concept plan
2. Preliminary design – preliminary design has been developed and a cost estimate prepared by a Quantity Surveyor (QS)
3. Detailed design – detailed design has been undertaken and a QS estimate prepared
4. Implementation – contract or tender completed
5. Completion – project completed and final costs known

3.3. Project Update

3.3.1. The following table summarises the status of each of the Riverbank Projects. Those with a 0 classification have not really progressed beyond some preliminary thinking and these would be better considered as components of the the Red Zone plan implementation.

Project Name	**Status**	**Expected stage completion**
Recreation Precinct	5	Completed
Railway Station platform removal and stopbank relocation	5	Completed
Old wharf demolition	5	Completed
New wharf repair/strengthening : this has been signed off by the Engineers	5	Completed
Wharf side siteworks /civil engineering - detailed plans are getting developed ready for procurement in October	3	October
Tiered boardwalk /steps from Bridge – detailed design will be completed by December and staff will then prepare a report for consideration of the timing of construction.	3	December
Walkway reinstatement from Coastguard to end of tiered boardwalk. Detailed design will be completed by October but the timing of the work will be dependent on when the boardwalk/steps are programmed.	3	October
Floating pontoon from new wharf to Williams St Bridge. The Riverbanks Steering Group has approved a concept and staff are currently working on preliminary design. This design also includes the concrete wall at the river edge and how piling for a pontoon can best be undertaken to minimise the intrusion into the river space. Staff are also getting information on the relative cost difference of pontoons from the entire length of the river from the Williams Street bridge to the wharf compared to the cost of completing a 60 metre section.	2	November
Tuhoe wharf demolition – this is discussed separately below	4	September
Pontoon – coastguard and boat ramp use – this is discussed separately below	2	November
Rowing pontoon – St Margarets – this is discussed separately below	1	November
Landscaping/structures on South Side from Bridge to Cure Boat Club	3	September
Riverbanks sculptures reinstatement	0	Include with Red

		Zone implementation
Murphy Park redesign	2	Include with Red Zone implementation
Permanent location for Railway Station	0	Include with Red Zone implementation
Community BMX track	0	Include with Red Zone implementation
Tuhoe Salvaged items location	0	Include with Red Zone implementation
Riverbanks landscaping east of Cure Boat Club and Coastguard	0	Include with Red Zone implementation
Williams St bridge western corners landscaping design	0	Include with Red Zone implementation

3.3.2. Tuhoe Wharf Demolition and pontoon development

3.3.2.1. A preliminary assessment of the wharf was undertaken around April. The consultant, Opus, summarised the existing Tuhoe wharf as being in 'moderate to poor' condition due to age, deterioration, and earthquake damage.

3.3.2.2. A specific concern was the splitting of piles, but problems with both the piles and the secondary platform have been identified. Opus were concerned that the tiebacks were not performing adequately. The best part of the wharf is the top, where planking has been replaced. Opus' report explicitly states that public access to the wharf should not be permitted due to its condition.

3.3.2.3. Professional staff opinion placed remediation costs at the higher end of $100-200,000, not including additional professional fees. This is comparable to the cost of installing a new pontoon, which is a viable alternative at the bottom of the Coastguard area.

3.3.2.4. Further investigations could be undertaken to examine remediation options more closely if desired, but this will cost an additional $40 -50,000 in fees.

3.3.2.5. The proposal is that the existing wharf is demolished for an approximate cost of $60,000 which includes the construction of a rock wall to protect the exposed riverbank which is similar to the treatment when the old wharf was demolished.

3.3.2.6. A pontoon will be designed to cope with the necessary loadings and river flow and the pontoon in this location would be designed for “short term parking” principally to assist with public boat launching and retrieval at the Coastguard boat ramp.

3.3.3. Pontoon for rowing

3.3.3.1. St Margaret’s School are seeking a permanent home for their rowing training. They currently have been using a temporary beach that was created after the Canterbury earthquakes.

3.3.3.2. Rowing as a New Zealand wide sport is continuing to gain popularity and strengthen, largely due to the publicity generated by successful New Zealand Olympians. St Margaret’s own team has grown from 45 to 60 girls over the last five years. St Margaret’s College are very proud of their ex-student, Holly Greenslade, who has just made the New Zealand Olympic squad.

3.3.3.3. While initially planned as a temporary measure to maintain the school rowing activities after the earthquakes, St Margaret’s have found training in the Waimakariri to be “fabulous”. They can access water all the time on the Kaiapoi River and they are not getting caught up with other schools’ training. Other rowing clubs using the Kaiapoi River having alternate schedules to St Margaret’s. They are not the only school discovering this benefit; four groups are now based north of Christchurch from Stewart’s Gully to Kaiapoi.

3.3.3.4. With utilising the Kaiapoi River, St Margaret’s are committed to supporting the health of the river and the Kaiapoi community. While not able to participate formally in the recent ‘clean-up the river day’ due to prior commitments, the rowers and members of the school community came out the following morning and continued the work undertaken on the official designated day. They would anticipate continuing to encourage their girls to ‘give back to the river’ they use. In addition the school has held camps at Blue Skies, and are accessing local businesses for resources and supplies relating to their Kaiapoi based school-related activities.

3.3.3.5. The Club are proposing a pontoon replace the temporary beach at Murphy’s Park. The key issue from St Margaret’s rowing perspective is how to expedite transferring boats in and out of the river with minimal damage. They believe a pontoon is the solution. The pontoon would be cantilevered off the river bank. It would move with the tides. It would use stainless steel elements to cope with salt water. A pontoon of approximately 20-30m in length would be practical for launching a rowing eight and four simultaneously, if longer is not possible.

3.3.3.6. St Margaret's believe a pontoon replacing the Murphy Park beach would also benefit the wider community. It would allow for river and aquatic wildlife conservation, restoration and enhancement; remove the concrete, underwater and potential hazards to river craft thereby increasing safety for launching and docking for all river users; has flexibility of being moveable as Murphy Park's development plans are finalized.

3.3.3.7. St Margaret's College have been quoted $130,000 for the pontoon. Through school connections they are looking at alternative, internationally-sourced options and hope that figure could be reduced accordingly. The school has approached a parents' group which fund the rowing programme, and plans are in place to do some fundraising towards costs.

3.3.3.8. The school representatives commented that is their opinion a pontoon would enhance the river, provide safe, appropriate river access to multiple users, and become an asset to Murphy Park. They are seeking approval from the Riverbanks Steering Group to go forward with plans, alongside those of the Council.

3.3.3.9. The Riverbanks Steering Group supported the concept of a pontoon at Murphy Park and supported staff working with St Margarets to further this work and a further report will be prepared once the level of financial contribution from the Council is known.

3.4. The CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. All of the recommendations in this report are supported by the Riverbanks Steering Group

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The total Riverbanks Project budget is $8,581,000 as approved by Council in June 2014.

5.2. The following table is as approved by the Riverbanks Steering Group. Note that the allocations for each project will be revised once detailed design and a QS estimate is obtained.

	Budget	**Cost at Completion**	**Difference**
Completed Works			
Previous design and consultation fees		$517,000	-$517,000
Railway Station platform removal, stopbank relocation and old wharf demolition	$300,000	$222,000	$78,000
New wharf repair/strengthening	$50,000	$47,000	$3,000
Recreation Precinct	$808,000	$785,000	$23,000
Subtotal	$1,158,000	$1,571,000	-$413,000

	Budget	Estimate at Completion	Expenditure to Date
Partially Complete (physical works only)			
Riverbanks Walkway includes riverbanks sculptures	$640,000	$640,000	$315,000
	Budget	**Estimate at Completion**	**Source of Estimate**
Works to be completed			
Wharf side siteworks/civil engineering	$410,000	$410,000	Staff
Tiered Boardwalk/steps from bridge	$3,000,000	$3,000,000	OPUS
Walkway reinstatement from Coastguard to end of tiered boardwalk	$120,000	$120,000	Staff
Floating pontoon from new wharf to Williams St Bridge	$400,000	$400,000	AECOM
Tuhoe Wharf	$300,000	$300,000	Staff
Landscaping/structures on South Side from Bridge to Cure Boat Club	$310,000	$310,000	Staff
Murphy Park Redesign	$713,000	$713,000	Staff
Community BMX Track	$310,000	$310,000	Staff
Williams St Bridge Western Corners Landscaping Design	$140,000	$140,000	Staff
Marine Precinct Landscaping	$410,000	$300,000	Staff
Boat Ramp	$250,000	$0	Staff
Rowing Precinct	$70,000	$70,000	Staff
General Landscaping	$80,000	$80,000	Staff
North East Corner (Trousselot)	$150,000	$150,000	Staff
South East Corner (Commercial Precinct)	$120,000	$120,000	Staff
No budget allocation			
Tuhoe Salvaged items location	$ -		
Riverbanks landscaping east of Cure Boat Club and Coastguard	$ -		
Permanent Location for Railway Station	$ -		
Subtotal	$6,783,000	$6,423,000	
TOTAL	$8,581,000	$8,634,000	-$53,000

5.3. Note that the $2million funding from the Christchurch Earthquake Appeal Trust (CEAT) is included in the $8.5 million total budget. Expenditure against that money does not appear in the Council accounts as all work is invoiced by the Contractor directly to CEAT. To date $315,000 has been spent and this has been on walkway reinstatement. Staff have got an extension of time for the expenditure of the balance because of the lack of clarity around the future use of red zoned land.

5.4. Note that with the Coastguard boat ramp available for Community Use and the decision to retain the present level of service at Askeaton, depending on the final Red Zone Plan decision, there is no longer the need for a provision of $250,000 for a boat ramp redevelopment.

5.5. If after all of the cost estimates are received and if there is still a shortfall, currently estimated at $53,000 there are options of scope change or exploring other budget sources such as the Kaiapoi Town Centre budget or of the Council making additional budget provision available.

5.6. Note that there has been no budget provision made for the Tuhoe Salvaged Items being relocated. This has not yet been discussed with the Community Board and if there is a wish to have items relocated to the Riverbanks area staff will prepare a report on the likely costs.

5.7. Riverbanks landscaping east of Cure Boat Club and the Coastguard. It is anticipated that landscaping of these areas will form part of the Red Zone implementation plans.

5.8. There has not been any discussion on a permanent location for the Railway Station. Discussions will need to happen between the Kaiapoi Community Board and the Railway Station Trust and part of those discussions will need to include the cost of the relocation.

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council's Significance Policy.

6.2. Legislation

Building Act

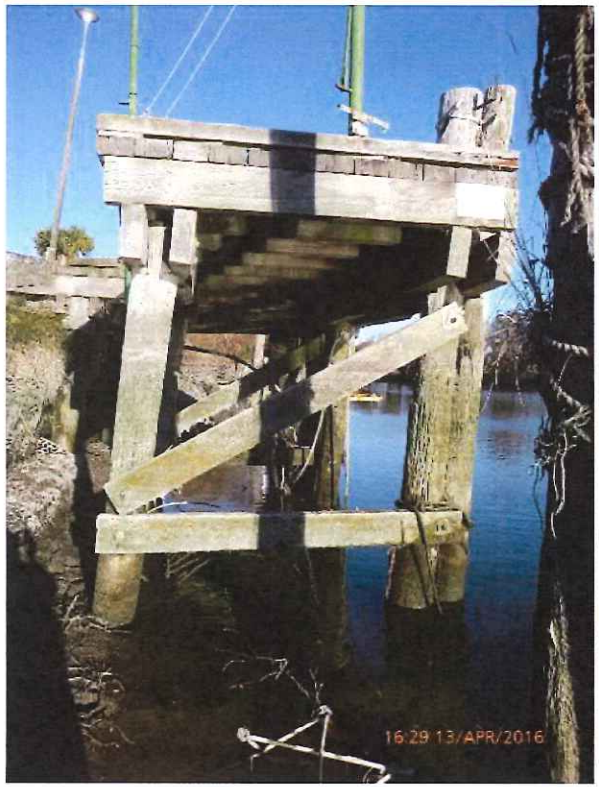
6.3. Community Outcomes

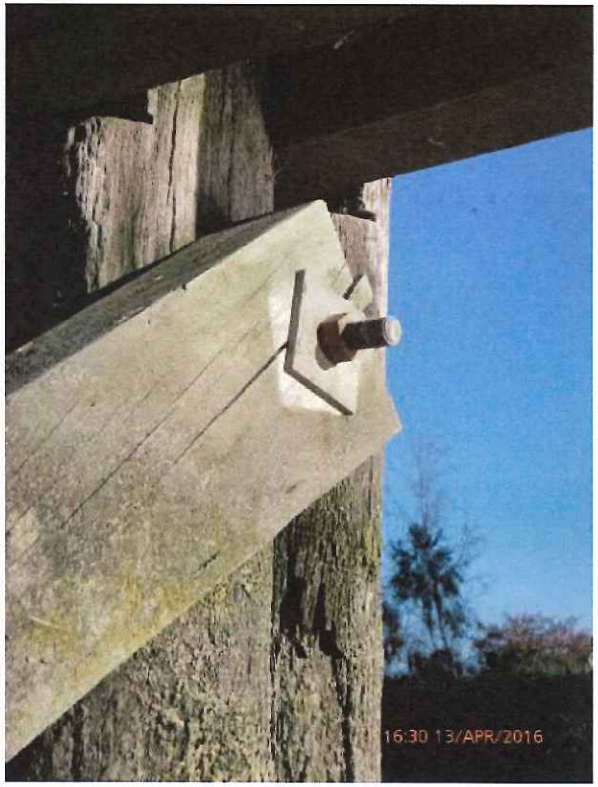
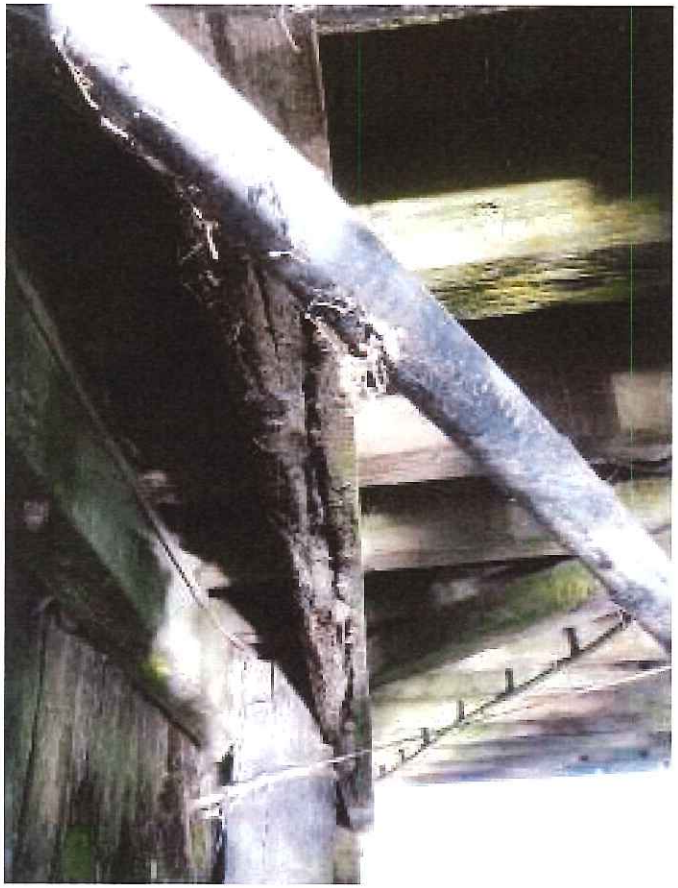
- The Community's needs for health and social services are met.
- The range of community and recreation facilities meets the changing needs of our community.

Craig Sargison
MANAGER, COMMUNITY AND RECREATION

MV Tuhoe Wharf Future

- Condition of existing structure – OPUS high level assessment April 2016





MV Tuhoe Wharf Future