Community and Recreation Committee

Agenda

Tuesday 12 February 2019

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Councillor Kirstyn Barnett (Chairperson)
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
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
WAIMAKARIRI DISTRICT COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on
TUESDAY 12 FEBRUARY 2019 at 1.00PM.

Adrienne Smith
GOVERNANCE COORDINATOR

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 18 December 2018

RECOMMENDATION

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and
Recreation Committee, held on Tuesday 18 December 2018, as a true
and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS
6 REPORTS

6.1 Community Facilities – User applications for exemption from fees – Simon Kong (Community Facilities Coordinator)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190129009698
(b) Notes the submissions for exemption from fees received from users.
(c) Approve a fixed fee of $500 per annum for Fernside Indoor Bowls. This annual fee is for the 2019 calendar year and that full fees will apply from 2020 onwards.
(d) Approve a 50% fee waiver for Pegasus Plus for their regular reoccurring booking. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.
(e) Approve a fixed annual fee of $500 to cover standard annual activities run by the school at the Oxford Town Hall for the 2019 calendar year. Activities include; School Production, School Prize Giving, Community Workshops. That full fees will apply from 2020 onwards.
(f) Approve a 50% fee waiver for Night Writers for their regular reoccurring booking at the Rangiora Town Hall. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.
(g) Approve the application of the standard fee of $10 per hour for Ballet with Bex bookings at the Pegasus Community Centre. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.
(h) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $1826 for the 2018/19 financial year.
(i) Notes that the total financial implications of fee exemptions that have already approved is estimated at $9200 for the 2018/19 financial year.
(j) Notes that fees increases are split over two years with the final increase occurring on the 1st July 2019.
(k) Circulates the report to the Boards for their information.
6.2 Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190116003969
(b) Notes Aquatic Facilities progress against its key performance indicators for Water Quality and Facility Attendance.
(c) Notes closure dates of 8th to 25th April for programmed maintenance at Dudley Park Aquatic Centre and 3rd May for infrastructure works at Kaiapoi Aquatic Centre.
(d) Notes that staff did not apply as they usually would for a Water Safety New Zealand grant for the Learn to Swim School Programme for the current financial year.
(e) Notes that any shortfall in income as a result of not applying for the Water Safety New Zealand grant is able to be funded from existing equity in the Aquatics account.
(f) Circulates the report to the Boards for their information.

6.3 Library Update to 31 January 2019 – Mark O-Connell (Acting District Libraries Manager)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190131011192
(b) Notes the customer service improvements, customer feedback, and activities offered by the Waimakariri Libraries in December 2018 and January 2019.
(c) Notes the appointment of Paula Eskett as the new District Libraries Manager
(d) Circulates the report to the Boards for their information.

6.4 Family Violence Prevention – Tessa Sturley (Community Team Manager)

RECOMMENDATION

THAT the Community and Recreation Committee:

a) Receives report No. 190131010856
b) Circulates report No. 190131010856 to the Community Boards
(c) Notes Council’s ongoing commitment to facilitating a community-led response to this issue.
(d) Notes that Family Violence Training for Waimakariri District Council managers and team leaders aligns with this commitment.
e) Notes that, in line with item 1.1 above, this report replaces the usual Community Team Update report.

7 PORTFOLIO UPDATES

7.1 Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine

7.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody

7.3 Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody

8 QUESTIONS

9 URGENT GENERAL BUSINESS

WORKSHOP – NORTH CANTERBURY MINI BUS TRUST

At the conclusion of the meeting, there will be workshop to discuss the North Canterbury Mini Bus Trust storage of vehicles.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
MEETING HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 18 DECEMBER 2018.

PRESENT

Councillor A Blackie (Chairperson), Mayor D Ayers, Councillors K Barnett, R Brine, W Doody and D Gordon.

ATTENDING

Deputy Mayor K Felstead, Councillor S Stewart
Messrs J Palmer (Chief Executive), C Brown (Manager Community and Recreation), M Greenwood (Aquatic Facilities Manager), M O’Connell (Acting District Libraries Manager), D Roxburgh (Implementation Projection Manager, District Regeneration), S Redman (Youth Development Coordinator), Mrs T Sturley (Community Team Manager), M Flanagan (Landscape Planner – District Regeneration), A E Smith (Governance Coordinator)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No Conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 20 November 2018

Moved Councillor Blackie seconded Councillor Barnett

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 20 November 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

There were no deputations.
6 REPORTS

6.1 Library Update to 30 November 2018 – Mark O’Connell (Acting Libraries Manager)

M O’Connell presented this report, which was taken as read and provided an update on the customer service improvements, activities and events provided by the libraries in November 2018. Customer service improvements include the Overdrive eBook platform and the new training system Lynda.com which offers video courses on software, business, creative and technology skills. This is a free service for library users. Also highlighted was the Summer Reading Challenge for 2018/2019 which currently has 500 children enrolled for this and there is more names being accepted. There is also the Adult Summer Reading Challenge being offered.

The report also highlighted a recent review of the Kotui Library Management System Consortium. Waimakariri Libraries have been partners in this consortium since March 2011 and the review highlighted the benefits and value of participation in this shared service. M O’Connell said the system is very reliable and includes future proofing. 58% of the libraries in New Zealand are part of this consortium.

Following a question from Councillor Barnett, it was confirmed there is still security guards on duty at the Kaiapoi and Rangiora Libraries on Thursday, Friday and on the weekends. There is still some incidents and the timing of the guards being on duty is being reviewed.

Councillor Doody enquired about the board game sessions for adults, and M O’Connell confirmed that these have been running successfully in Kaiapoi library for some time, where a variety of board games are played. This has recently started at Rangiora Library also.

Councillor Blackie asked if there was any data figures available on the Kotui system in the Library and how it has benefited the Waimakariri libraries. M O’Connell advised that this system is a much better system which includes issuing books, cataloguing and is continually being upgraded.

Moved Councillor Barnett seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 181130141223
(b) Notes the customer service improvements, including the new Overdrive eBook platform, and activities including reading challenges, Christmas activities, author events and exhibitions offered by the Waimakariri Libraries in November 2018.
(c) Notes the benefits to libraries of participation in the national Kōtui Library Management System Consortium and the value to the Waimakariri District by being party to this shared service.
(d) Circulates the report to the Boards for their information.

CARRIED

Councillor Doody supports this report and also wished to record the excellent speech given by Craig Sargison at the farewell for Phillippa Ashbey on Friday morning 14 December.
6.2 **Aquatic Facilities Update Report – Matthew Greenwood (Aquatic Facilities Manager)**

M Greenwood presented this report with a summary of the Aquatic facilities year to date performance against the units most significant Key Performance indicators.

Two matters from the report were highlighted–

1. The replacement compressor required at the Kaiapoi Aquatic Centre. As part of ongoing maintenance, contractors identified an issue with one of the two main compressors which keep the air and pool water at a comfortable temperature year round. The issue was found to be an internal fault with unit close to failure. The options of repair or replacement were both considered. Replacement was the preferred option of staff and funding has come from the current financial year capital replacement budget. This was to provide for replacement of inflatables which has been deferred.

2. There is between two to three requests a month from various community groups seeking support for events and raffle prizes. The impact on the aquatic centre finances is negligible with an annual outlay of between $800 to $1200, depending on the number of groups requesting support. It is considered that the positive reputation potential for both the Council and the pools in supporting these groups balances out any costs. There has been an increase in the number of requests and it is proposed to continue supporting these groups but to set clear criteria for the groups to meet. It is proposed to document the requests of those groups that meet the criteria and for this to be reviewed by the committee in 12 months’ time.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) **Receive** report No. 181030126776

(b) **Note** Aquatic Facilities have met key performance indicators for Water Quality and Facility Attendance.

(c) **Note** the need to replace a compressor at Kaiapoi Aquatic Centre for a total cost of $22,000.

(d) **Note** that this will result in an overspend in the Kaiapoi Aquatic Centre Replacement Budget of $5,190

(e) **Note** that the replacement of the compressor was authorised by the Manager, Community and Recreation as the compressor is essential to the ongoing operating of the Kaiapoi Aquatic Centre.

(f) **Approve** the proposed criteria for groups applying for sponsorship in the form of free passes from the Aquatic Facilities.

(g) **Approve** the ongoing support of groups who match those criteria on an ad hoc basis to be reviewed in a years’ time.

(h) **Circulate** the report to the Boards for their information.

CARRIED
6.3 **Youth Development Annual Report– Tessa Sturley (Community Team Manager)**

T Sturley presented this report which provided an overview of the Youth Development Annual Report for 2018. Also attending was Sam Redman (Youth Development Coordinator) and Caitlin Tipping (a member of the Waimakariri Youth Council). Ms Sturley took the opportunity to acknowledge the work that the Youth Council have undertaken this year and that WaiYouth have continued to do lot of work in the community. The review of the Youth Strategy by the Youth Council was a significant piece of work and sound process was applied to ensuring that the youth voice was captured. Ms Sturley also acknowledged the work of S Redman for his part in this process. There has also been considerable support provided for the North Canterbury Youth Services Network.

S Redman noted it has been a busy year which has been noted in the end of year report. The All Night Party run by WaiYouth was highlighted and this was the first time this event has been held. This ran from 7pm through to 9am the next morning and was very successful. Approximately 100 young people were taken into Christchurch to do Mega Air trampolining, QE11 pools, bowling, Time zone, Laser Strike. Recruitment to WaiYouth was the first priority for the year and there is now a good group of young people involved. The final event this year was the Centrestage held in the Rangiora Town Hall.

The Youth Council have been very busy and is a good team of young people who have done great work for the year and noted that Youth Council members have been invited to various events in the district. The Youth Services Network now has a quarterly meeting format and is focusing on key issues in the district.

Noted that one of the co-Chairs Andrew Besuyen has stepped down from the Council, having had three years on the Youth Council.

Moved Councillor Gordon seconded Councillor Barnett

**THAT** the Community and Recreation Committee:

(a) Receives report No.181205143969

(b) Adopts the Waimakariri Youth Development Report, 2018

(c) Circulates report No. 181205143969 to the Community Boards

**CARRIED**

Councillor Gordon noted the work of S Redman with assisting in leading the Youth Council. It is important for the ideas of young people in the district to be heard and the initiatives that are coming through are led by young people and not imposed by “older” people.

Councillor Barnett noted the Centrestage event and the professionalism of those taking part. Recruitment of new members was an issue and there is now a very cohesive group with other leaders coming up through the group. Thanks were extended to S Redman for all his work.

Councillor Doody noted the work that had been undertaken by the members to improve the Skate park in Kaiapoi. Councillor Doody also acknowledged the great leadership skills of Andrew Besuyen.

Mayor Ayers noted that this is a very good Youth Council and believes they can be used in more areas by this Council. Members can be involved in
more areas that they want to be involved in. They cover a good age range and are a talented group of young people.

6.4 Waimakariri Youth Strategy Review – Tessa Sturley (Community Team Manager)

Sam Redman showed a powerpoint presentation highlighting the Youth Strategy document and congratulated the Youth Council on their work involved in putting it together. With it being eight years since the original Strategy was put together, it was considered to be timely for a review to be undertaken. This was especially true with the earthquake events of 2010 and 2011 and the impact on the young people in the district and the increase in the population. The young people in the district need the support of the community. Young people also need encouragement and opportunity and S Redman said it is important to invest in them. The Strategy has been created by young people – for young people, it is their words, their design and their voice.

As a member of the Youth Council, C Tipping was asked (by S Redman) the following two questions:

What is the Strategy and why is it important? The Youth Strategy is an overview document of the survey numbers and an outline which tells the Youth Council and Council what problems there are in the district and what can be done to fix these issues. (Noted that mental health is the major problem) The Strategy provides a sense of direction and also identifies what the priorities are for the next year and the years ahead.

What did she find interesting about putting the Youth Strategy together? The comparison between the old Strategy and the new one was interesting to look at, the difference in the content of the two documents and the difference that eight years has made. The 2018 Strategy is a much more compact document.

The support of Mayor Ayers and the Council appointees to the Youth Council was acknowledged and big thanks to the inhouse Council design team who put together the Youth Strategy document.

With Andrew Besuyen standing down from the Youth Council, Sam advised that the Youth Council has agreed to continue with a co-chair system of leading the Council. A second co-Chair will take Andrews place at the start of 2019.

Moved Mayor Ayers seconded Councillor Barnett

THAT the Community and Recreation Committee:

- Receives report No. 181206144197
- Supports the work of the Waimakariri Youth Council
- Endorses the adoption of the Waimakariri Youth Strategy (2018) as a guiding strategic framework for Youth Development in the Waimakariri District.
- Circulates Report No. 181206144197 to the Community Boards

CARRIED
Mayor Ayers noted that this Strategy is also the Council's document now, not just the Youth Council. This is one of the overarching documents that should influence the thinking of the Council.

Councillor Barnett commended the Youth Council team for all the work that has gone into putting this Strategy document together. Connectivity and accessibility are two really important aspects in the everyday lives of young people in the district.

6.5 **Community Team Update – Tessa Sturley (Community Team Manager)**

Mrs T Sturley presented this report, which was taken as read and is an update on key activities carried out by the Community Team in November 2018. Recommendation (b) was noted, which seeks support of a funding application for the Migrants and Newcomers Group and T Sturley highlighted the large amount of work that has been done in this area over the past year by the group. The aim for this application for funding is to build on the work already done and to increase the capability of the steering group. This is looking to implement some leadership development for members of the group. The aim of the application is also to help the local community to be more aware of the different cultures in the community.

Ms Sturley advised that it is proposed to have a presentation from the Community Health Steering Group at the Community and Recreation Committee meeting in February 2019.

Moved Councillor Barnett seconded Councillor Doody

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 181206144576

(b) **Support** staff applying to Lotteries for $41,000 in funding to support the implementation of projects and initiatives from the Migrants and Newcomers Group Strategic Priorities and Objectives and Action Plan 2019.

(c) **Circulates** report No. 181206144576 to the Community Boards

**CARRIED**

Councillor Barnett commended the team for all the work that has been done this year and fully supports the application for funding for the Migrants and Newcomers Group.

Councillor Gordon noted the vast number of events and groups that are led and encouraged by the Community Team.

Mayor Ayers noted the success of the Migrants and Newcomers Group with people from many different cultural backgrounds becoming involved in the group and the wider community.
7 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP MEETING OF 3 DECEMBER 2018

(Refer to attached copies of reports to the Regeneration Steering Group for Items 7.1 and 7.2)

7.1 Kaiapoi East, sport field area development options – Michelle Flanagan (Landscape Planner – District Regeneration)

M Flanagan and D Roxborough presented this report, which has been referred from the Regeneration Steering Group meeting of 3 December. This report sets out options of the development of the new sport field area in the Kaiapoi East sport and recreation reserve. The recommended options are within the allocated Regeneration budget. M Flanagan provided an overview of the matters being considered which are:

- Sports fields
- Softball diamonds
- Buildings (toilets/changing rooms, storage, clubrooms)
- Field lighting
- Car parking
- Pathways
- Park furniture

Kaiapoi Softball Club have confirmed they wished to be based at this new sport reserve, as they currently have no home ground and have been based at Kaiapoi Park with the rugby club. The Northern Bulldogs Rugby League Club have advised that they wish to remain at Murphy Park as their home ground, but would like to use the new fields in addition to the Murphy Park fields. Based on the use by these two clubs, it is proposed to build two fields and two softball diamonds. It is considered necessary to provide changing rooms and toilets facilities. The recommended design for these facilities would be above the allocated budget, so it is recommended that this be a staged construction.

A summary of the proposal for clubrooms and car parking was also provided by M Flanagan. Staged construction of a sealed car park is recommended, with the initial construction for 100 parking spaces, which is considered adequate to cover the use by the softball club. There is also parking available in surrounding streets, and further temporary parking could be opened up on the adjacent rural land if required for any bigger events.

All of the assets suggested in the report (including pathways and park furniture) are consistent with the Reserves Master Plan which has recently been approved.

Councillor Barnett asked if the league club remain at Murphy Park, is there still the need for further league fields, noting the cost of $400,000 for these fields. M Flanagan noted that the Club has indicated that they would use these additional fields. C Brown added that the league club, prior to the earthquakes, were already using Kaiapoi Domain rugby grounds as back up fields. There was a preference for them to be using these new fields and in future the fields will be used to capacity.

Regarding the location of the toilets, Councillor Barnett noted this was an isolated location, with softball being a summer sport only and little use during the winter. M Flanagan noted that it is anticipated the toilets would also be used by other users of the reserve, from the BMX track, the dog park and other users of the sports fields. The proposed location of the toilet facilities is a central location for all these users. The car park will be locked after use in the evenings.
Moved Councillor Blackie seconded Mayor Ayers

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 181012119151

(b) **Approves** the development of two senior grass fields with subsoil drainage and slit draining with preliminary cost estimate of $395,000.

(c) **Approves** the development of two softball diamonds with an artificial diamond and grass outfield with a preliminary cost estimate of $520,000.

(d) **Approves** the development of two changing rooms and three public toilets with a preliminary cost estimate of $565,000.

(e) **Approves** the relocation of key user storage containers to the reserve with some external improvements for amenity purposes with a preliminary cost estimate of $20,000.

(f) **Approves** Council not providing clubrooms at the reserve for exclusive use by the key users.

(g) **Approves** staff undertaking a business case, in partnership with key users to consider the potential for a combined community facility/clubrooms at the reserve.

(h) **Approves** staging the development of the car park at the reserve with a preliminary cost estimate of $457,000.

(i) **Approves** the development of the path network with a preliminary cost estimate of $176,000.

(j) **Approves** the installation of park furniture with a preliminary cost estimate of $100,000.

(k) **Notes** that key user clubs will be responsible for providing field lighting in the sport field area.

(l) **Notes** that the Regeneration budget allocation for development of the sport field area is $2,700,000. This is separate to the $1,000,000 currently allocated for the enabling site works that form the foundation for the sports fields and diamonds.

(m) **Notes** that the preliminary cost estimate for the recommended sport field area development options (within this report) is within the Regeneration budget allocation.

(n) **Notes** that the preliminary cost estimate will be refined in the next stage of the design process.

**CARRIED**

Councillor Blackie noted that the key point of this report is the staging of these plans for this Kaiapoi east sport field area development and supports this recommendation.

Mayor Ayers noted that Northern Bulldogs and the Kaiapoi Softball Club are the only clubs of these sports in the district and it would be great for them both to have enough space to play their sports.
Mayor Ayers commented on the connectivity in towns that should be given consideration and having good access for pedestrians and cyclists, noting that this is a significant area of land.

In supporting the recommendation, Councillor Gordon commended Councillor Blackie on his leadership in the Regeneration area and the work that has been undertaken by staff on this project to date.

Councillor Barnett said that this area is slightly separated from the rest of the township, noting comparison with Gladstone Park in Woodend, where there has been some issues with vandalism and vehicles being driven on the sports fields. Councillor Barnett also expressed hesitation in the building of any clubrooms in this area, being red zone land and any further investment in this area would need to come back to this committee.

7.2 Kaiapoi East Community BMX track – Concept Design – Kevin Dwyer (Landscape Architect – District Regeneration)

K Dwyer and D Roxborough presented this report. A revised recommendation was tabled at the meeting, than that which was in the report included in the Agenda. This was referred to the committee from the Regeneration Steering Group meeting of 3 December.

This report seeks approval of progressing detailed design for construction of the recreational BMX track in Kaiapoi East. The track is designed for the physical space available and the budget available. The concept design comes from Trent Jones, a New Zealand professional BMX rider and Olympian, who trades as “Trents Tracks”. Trent comes highly recommended by the President of the Rangiora BMX Club and is currently rebuilding the Rangiora BMX track to a national standard. “Trents Tracks” has designed and built BMX tracks in the US and other locations around New Zealand. There are very few people who have the specific knowledge and skills to construct quality BMX tracks. The start date for any construction is time critical as it needs to be completed before winter. A suggested start date would be in late February for completion before conditions get too wet.

Moved Councillor Gordon seconded Councillor Blackie

THAT the Community and Recreation Committee:

(a) Receives report No. 181115134608.
(b) Approves the Concept Design for the BMX track.
(c) Notes the concept design will be reviewed by appropriate North Canterbury BMX Club members.
(d) Approves staff progressing the detailed design of the BMX track, with incorporation of any suggestions from the North Canterbury BMX Club review, where these are consistent with the Reserves Master Plan, are minor in nature and do not change the scope, level of service, or budget.
(e) Approves staff entering into a sole-source contract negotiation with Trent Jones (Trent’s Tracks) for a design and construct contract for the delivery of the BMX track located in the Regeneration Area, with testing of the contract price for value by engaging Quantity Surveyor to review.
(f) Notes the preliminary whole project cost estimate is within the budget available.

CARRIED
Councillor Gordon supports this recommendation to enter into negotiations with an expert in this field and this is another positive step on the way to getting Kaiapoi back to pre-earthquake.

Councillor Blackie noted Trents Tracks is the only provider available and who can provide the construction on time. The 30% contingency plan is in place because of the large variance in the price of clay from one month to the next. This contingency is to give coverage of this.

8 PORTFOLIO UPDATES

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

Councillor Brine noted nothing new to report

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

Councillor Doody noted the Access Group involvement with any improvements to community buildings to include changing room facilities, as well as toilets, for those with physical disabilities. She is pleased that there has been inclusion of this in the plans for the Indoor Court Facility.

8.3 Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody

Councillor Barnett noted the ongoing issue of transport availability and accessibility to townships. A local initiative is being developed by a community member in Cust by accessing the North Canterbury Mini Bus Trust to provide a shoppers bus to Rangiora for those who don’t have their own transport.

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 2.35pm.

CONFIRMED

____________________________  
Chairperson

____________________________  
Date
1. SUMMARY

1.1 This report is seeking a decision from Council around user of community facilities applications for exemption from fees.

Attachments:
I. Application Form - Fernside Indoor Bowls (Trim 181218149807)
II. Application Form - Pegasus Plus (Trim 190103000322)
III. Application Form - Oxford Area School (Trim 190123006875)
IV. Application Form - Night Writers (Trim 190123006880)
V. Application Form - Ballet with Bex (Trim 190123006887)

2. RECOMMENDATION

THAT the Community and Recreation Committee

(a) Receives report No. 190129009698
(b) Notes the submissions for exemption from fees received from users.
(c) Approve a fixed fee of $500 per annum for Fernside Indoor Bowls. This annual fee is for the 2019 calendar year and that full fees will apply from 2020 onwards.
(d) Approve a 50% fee waiver for Pegasus Plus for their regular reoccurring booking. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.
(e) Approve a fixed annual fee of $500 to cover standard annual activities run by the school at the Oxford Town Hall for the 2019 calendar year. Activities include: School Production, School Prize Giving, Community Workshops. That full fees will apply from 2020 onwards.
(f) Approve a 50% fee waiver for Night Writers for their regular reoccurring booking at the Rangiora Town Hall. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.
(g) **Approve** the application of the standard fee of $10 per hour for Ballet with Bex bookings at the Pegasus Community Centre. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.

(h) **Notes** that if all approvals for this report are accepted the financial implications are an estimated total of $1826 for the 2018/19 financial year.

(i) **Notes** that the total financial implications of fee exemptions that have already approved is estimated at $9200 for the 2018/19 financial year.

(j) **Notes** that fees increases are split over two years with the final increase occurring on the 1st July 2019.

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

3. **BACKGROUND**

3.1 On July 1st 2018 fees and charges for community facilities were increased. Rules allowing for user exemption from standard fees and charges were also changed to require approval from the Community and Recreation Committee.

3.2 Fees and charges for Community Facilities had not been increased since 2012. For the majority of halls the council made the decision to stage the increase of fees over two financial years. The first increase came into effect on the 1st July 2018, the second increase will come in to effect on the 1st July 2019.

3.3 To date, staff have received fifteen applications for exemptions. Three council approvals of exemptions were given on 29th May 2018 report 180514052641. Eight approvals were given on 18th Sept 2018 report 180907102652. Four approvals were given on 20th November 2018 report 181109132237.

4. **ISSUES AND OPTIONS**

4.1. The January report to Council did propose that the Council could enter into separate agreements with user groups if required. Delegation to waive individual fees now sit with the Community and Recreation Committee.

4.2. Contained within this report there are five applications for exemptions of fees, all of which are for regular reoccurring bookings or annual use. This report is proposing separate agreements with six user groups.

4.3. There are a number of options which the Council has in relation to the waiving of the fees identified within this report. Three options are identified below. Staff have considered all three options and the impacts on Council and community groups and have recommended option 2 apply to the current requests.

4.3.1. Option 1 – Apply the Fees and Charges as they have been set without any waiver. The majority of the groups asking for exemptions for fees were advised approximately 12 months ago. The fee increase has been split over two years and was the first increase in seven years. This option would create consistency in the way in which fees are applied to all community groups.

4.3.2. Option 2 – Approve a waiver for now however ensure that users understand that this is a temporary waiver and they will be expected to pay the full amount starting in 12 months from the approval date. This gives groups the time to prepare budgets to accommodate the new fees.
4.3.3. Option 3 – Continue to approve or decline request for fee exemptions on a case by case basis. This has been the approach for the last 6 months.

4.3.4. Option 4 – Approve a waiver for now for a 12 month period however ensure that users understand that this is a temporary waiver and over a number of years the fee will be increased gradually to the expected community facility rate.

### Community Facilities Users - Summary of application from fees and charges, Nov 2018

<table>
<thead>
<tr>
<th>Group</th>
<th>Facility</th>
<th>Booking Detail</th>
<th>Pre July 2018 Fees</th>
<th>Post July 2018 Fees</th>
<th>Waiver Request</th>
<th>Waiver Explanation - Summary</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fernside Indoor Bowls Memorial Hall</td>
<td>Fifty times a year, Mondays and Thursdays</td>
<td>$500 fixed fee per annum</td>
<td>$1000 estimated</td>
<td>Maintain annual fixed fee of $500 per annum for all bookings.</td>
<td>An annual fee of $50 per member applies. The fee simplifies costs and makes the activity accessible. Part social activity, part completion, with an annual charity tournament to raise money for St Johns. An increase of fees would make the activity inaccessible.</td>
<td>Approve a fixed fee of $500 per annum for Fernside Indoor Bowls. This annual fee is for the 2019 calendar year and that full fees will apply from 2020 onwards</td>
<td></td>
</tr>
<tr>
<td>2 Pegasus Plus Community Centre</td>
<td>Once a month, February to November</td>
<td>$6 Per Hour</td>
<td>$10 Per Hour</td>
<td>No specific request.</td>
<td>Social afternoon activates for semi-retired people who live in Pegasus and surrounding areas. $2 Entry to cover room hire and beverages. Non-profit social groups filling a need for retired people</td>
<td>Approve a 50% fee waiver for Pegasus Plus for their regular reoccurring booking. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.</td>
<td></td>
</tr>
<tr>
<td>3 Oxford Area School Oxford Town Hall</td>
<td>Mixed regular annual use. Community workshops and events. School Production, School Prize Giving, School Movie Showings</td>
<td>Standard Rates with some application of a flat fee for School Production</td>
<td>Standard Rates</td>
<td>Request for a reduction of fees.</td>
<td>Oxford Area School’s use of the Oxford Town Hall is fairly consistent with several key activities only being able to take place in the Town Hall due to its size and facilities. (School Production, School Prize Giving) Activates are not-for-profit and benefit for development of the arts and excellence in the school and wider community.</td>
<td>Approve a fixed annual fee of $500 to cover standard annual activities run by the school at the Oxford Town Hall for the 2019 calendar year. Activities include; School Production, School Prize Giving, Community Workshops. That full fees will apply from 2020 onwards.</td>
<td></td>
</tr>
<tr>
<td>4 Night Writers Rangiora Town Hall – Greenroom</td>
<td>Monthly – 2 hours writers group social workshop</td>
<td>$11.50 per hour</td>
<td>$23 per hour</td>
<td>%50 reduction on standard fees</td>
<td>Group fees are a $10 donation at the outset and $2 per session attended. Attendance varies between six and twelve persons. Due to fee increases costs have doubled which has reduced the booking time from 2hours to 1hour. The second hour of the booking was used for education. Lower costs encourage more people to join the group.</td>
<td>Approve a 50% fee waiver for Night Writers for their regular reoccurring booking at the Rangiora Town Hall. That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires.</td>
<td></td>
</tr>
<tr>
<td>5 Ballet with Bex Pegasus Community Centre</td>
<td>Ballet classes for pre-school children. During school terms - Two a week: Monday 4-5pm, Saturday 9-11am.</td>
<td>$10 per hour</td>
<td>$15 per hour</td>
<td>To be charged standard rate of $10 per hour instead of tutor rate of $15</td>
<td>Lessons are $7 - $8 per half hour. Limited profits go back into operational costs and wages. Most classes run a loss after all expenses. A reduction to the standard rate of $10 per hour will make operations more manageable.</td>
<td>Approve the application of the standard fee of $10 per hour for Ballet with Bex bookings at the Pegasus Community Centre That the waiver applies for twelve months from the approval date. That full fees will apply after the waiver expires</td>
<td></td>
</tr>
</tbody>
</table>
4.4. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Users of community facilities have been advised of changes in rates in fees through the Long Term Plan process. Separate specific communication about changes to fees and charges has been provided to a mailing list of all booking user from the previous financial year. In day to day bookings communications Staff are also communicating changes to fees and charges.

5.1.2. Part of all communication has included information on the changes to rules regarding exemptions from fees and charges and how to apply for exemption from the Community & Recreation Committee.

5.1.3. A standard application form has been created and circulated to users requesting a waiver of fees and charges.

5.2. Wider Community

5.2.1. Was consulted on changes to fees and charges as part of the Long Term Plan process.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

<table>
<thead>
<tr>
<th>Group</th>
<th>Facility</th>
<th>Booking Detail</th>
<th>Pre July 2018 Fees</th>
<th>Post July 2018 Fees</th>
<th>Waiver Request</th>
<th>Financial Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fernside Indoor Bowls</td>
<td>Fernside Memorial Hall</td>
<td>Fifty times a year, Mondays and Thursdays</td>
<td>$500 fixed fee per annum</td>
<td>$1000 estimated</td>
<td>Maintain annual fixed fee of $500 per annum for all bookings.</td>
<td>Estimated total of $500 for the 2019 calendar year.</td>
</tr>
<tr>
<td>2 Pegasus Plus</td>
<td>Pegasus Community Centre</td>
<td>Once a month, February to November.</td>
<td>$10 Per Hour</td>
<td>$10 Per Hour</td>
<td>Request for a reduction in fees.</td>
<td>$10 per booking. Total of $100 for the 2019 calendar year.</td>
</tr>
<tr>
<td>3 Oxford Area School</td>
<td>Oxford Town Hall</td>
<td>Mixed regular annual use. Community workshops and events, School Production, School Prize Giving, School Movie Showings</td>
<td>Standard Rates with some application of a flat fee for School Production</td>
<td>Standard Rates</td>
<td>Request for a reduction of fees.</td>
<td>Estimated total of $500 - $700 for the 2019 calendar year depending on total booking hours required.</td>
</tr>
<tr>
<td>4 Night Writers</td>
<td>Rangiora Town Hall – Greenroom</td>
<td>Monthly – 2 hours writers group social workshop</td>
<td>$11.50 per hour</td>
<td>$23 per hour</td>
<td>50% reduction on standard fees</td>
<td>$11.50 per booking. Estimated total of $276 for the 2019 calendar year.</td>
</tr>
</tbody>
</table>
5 Ballet with Bex Pegasus Community Centre

| Ballet classes for pre-school children. During school terms - Twice a week: Monday 4-5pm. Saturday 9-11am. | $10 per hour | $15 per hour - Tutor Rate | To be charged standard rate of $10 per hour instead of tutor rate of $15 | Estimated total of $250 for the remainder of bookings in the 2018/19 financial year. |

6.2. **Community Implications**

   6.2.1. All the fee and charge exemptions that Staff are recommending are community based organisations offering positive contribution to the community.

6.3. **Risk Management**

   6.3.1. This report is the fourth report requesting exemptions from fees for the use of community facilities since the fees were increased in 2018. The current process staff are applying is leading to a lack of consistency and ability to apply consistent precedents.

   6.3.2. There is currently no policy direction applied to the waiving of fees. The delegation to waive fees sits with Council. Without clear policy direction regarding the waiving of fees there is a risk that Council continues to have more exemptions of differing types which continues to create more inconsistency. This may lead to additional administration for Council staff and is likely to result in ongoing requests for exemptions for varying reasons. This has a direct impact on Council’s ability to be able to obtain income to offset the operational cost of the Community Facilities.

   6.3.3. There is a risk that some bookings and events may not be able to occur or continue in Council community facilities because of the rise in costs for community groups.

6.4. **Health and Safety**

   6.4.1. There are no Health and Safety Implications.

7. **CONTEXT**

7.1. **Policy**

   This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. **Legislation**

   7.2.1. Local Government Act / Long Term Plan Process.

7.3. **Community Outcomes**

   - Public spaces and facilities will be accessible and of a high standard.
   - People will involve themselves in a range of recreation activates.

7.4. **Delegations**

   7.4.1. As a result of the Long Term Plan delegation of waiver of fees and charges is the responsibility of the Community and Recreation Committee.
Waimakariri District Council  
Community Facilities  
Fee Exemption Application 2019

Fees for hire of Community Facilities have been updated as of 1st July, 2018. There is a secondary update of Fee’s on the 1st July 2019. Consideration for Fee Exemptions are made at bi-monthly Council meetings.

2019 Submissions need to be in by the following dates: 21st Jan, 4th March, 29th April, 24th June and 26th Aug

Group Name: Fernside Indoor Bowling  
Date: 18/12/18

Contact Details:  
Joy Hurley - 58 Kensington Ave, Rangiora. 7400  
3132467.

What is the legal status of your group?  
- Charitable trust, incorporated society, non-profit organization, informal group, other  
Community Corp. - no legal status.

What facility do you use?  
- List facility and frequency of use; weekly, monthly, periodically  
Fernside Hall, six times a year Monday & Thursday during winter.

Activity Details:  
- Provide a brief description of your activity
  Indoor - bar social, bar competition  
  Includes a charity tournament to raise money for Stadiums.

Do you charge fees for your activity? What is the fee?  
- Provide details about the fee’s you charge for your activity.  
Annual Subscription $60 pays for Hall Insurance.

What does your group do with any income or profits generated from your activity?  
No profits generated. Break even activity cost recovery.

Please detail why your group should be exempt from the new facility hire rates?  
- Include details of the amount of fee exemption you are requesting  
  Historically an annual fixed fee of $800 per year has applied. The fixed fee simplifies costs and makes activity accessible.  
The group attracts mostly senior citizens who benefit from the social and physical activity.

TRIM: 180918107525  
J M Hurley
Waimakariri District Council
Community Facilities
User Categories & Rate Card

*Updated User Charging Categories:*
- Commercial
- Tutor (new)
- Community / Individual (combined)

*User Categories Definitions:*

*Commercial*
Business users or profit generating activates. (E.g. commercial activities, programmes or events, or commercial seminars)

*Tutor / Coaching*
The Tutor/Coaching category will include sports/dance, martial arts and similar events when there is an admission charge for classes either nightly or on a lesson basis that is beyond the gold coin donation.

*Individual *
Non-profit casual private events. (E.g. family events, weddings, organisation run dances, concerts, performances to audience, casual.)

*Community *
Not for profit community social support groups. Recreational sports/recreation meetings, education groups, schools and preschools/playgroups.

Where the event or meeting is run by an association managed by a committee and all profits after reasonable operating expenses are returned to the community in some verifiable manner. Profits may also be held by the group and applied to the upgrading of equipment for use in future events or improving services to the members of the group and/or the community at large.

An event or meeting where there is a passive or active recreational value to the community and activities where meetings or events are organised on a regular, scheduled basis but attended by members of the public on a casual basis and where a nominal fee is charged to cover the cost of the venue and reasonable operating costs. This would include events such as fitness or aerobic type classes, music and dance groups, gardening groups and other activities designed to provide recreation on a not for profit basis.

*Note: While there are different definitions for individual and community users, updated hire fees for both groups are identical.*
### ALL COMMUNITY FACILITIES RATE CARD - 2018 & 2019

#### Rangiora Town Hall

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>$373.75</td>
<td>$1,035.00</td>
<td>$373.75</td>
<td>$1,035.00</td>
<td>$373.75</td>
<td>$1,035.00</td>
</tr>
<tr>
<td>Show Day</td>
<td>$145.75</td>
<td>$290.00</td>
<td>$145.75</td>
<td>$290.00</td>
<td>$145.75</td>
<td>$290.00</td>
</tr>
<tr>
<td>Pack In/Out, Rehearsal</td>
<td>$127.50</td>
<td>$255.00</td>
<td>$127.50</td>
<td>$255.00</td>
<td>$127.50</td>
<td>$255.00</td>
</tr>
<tr>
<td>Additional Day</td>
<td>$115.00</td>
<td>$230.00</td>
<td>$115.00</td>
<td>$230.00</td>
<td>$115.00</td>
<td>$230.00</td>
</tr>
</tbody>
</table>

#### Oxford Town Hall

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hall</td>
<td>$25.00</td>
<td>$57.50</td>
<td>$25.00</td>
<td>$57.50</td>
<td>$25.00</td>
<td>$57.50</td>
</tr>
<tr>
<td>A&amp;P Room</td>
<td>$15.00</td>
<td>$57.50</td>
<td>$15.00</td>
<td>$57.50</td>
<td>$15.00</td>
<td>$57.50</td>
</tr>
<tr>
<td>Whole Facility</td>
<td>$46.00</td>
<td>$92.00</td>
<td>$46.00</td>
<td>$92.00</td>
<td>$46.00</td>
<td>$92.00</td>
</tr>
<tr>
<td>Whole Facility - Day Rate</td>
<td>$240.00</td>
<td>$572.50</td>
<td>$240.00</td>
<td>$572.50</td>
<td>$240.00</td>
<td>$572.50</td>
</tr>
<tr>
<td>Projection Equipment</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Special Wedding Rate <em>(Whole Day + 3hr pre, 2hr post)</em></td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

#### Woodend Community Centre

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Hall</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Meeting Room A</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Meeting Room B</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Combined Meeting Room</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$57.50</td>
<td>$30.00</td>
<td>$57.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>Whole Facility</td>
<td>$180.00</td>
<td>$200.00</td>
<td>$414.50</td>
<td>$200.00</td>
<td>$414.50</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

#### Rastaniwha Kaipapoi Civic Centre & Library

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room One</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$28.75</td>
<td>$20.00</td>
<td>$28.75</td>
<td>$20.00</td>
</tr>
<tr>
<td>Meeting Room Two</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$28.75</td>
<td>$20.00</td>
<td>$28.75</td>
<td>$20.00</td>
</tr>
<tr>
<td>Combined Meeting Room</td>
<td>$40.00</td>
<td>$50.00</td>
<td>$48.75</td>
<td>$50.00</td>
<td>$48.75</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

#### Halls & Meeting Rooms

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cust Community Centre</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Fernside Memorial Hall</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Kaipapoi Community Centre - Mill Room</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Booked direct through Kaipapoi Workings</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Oxford Joyce Hall</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Pegasus Community Centre</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Booked direct through Pegasus Workings</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Rangiora War Memorial</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Waiuku Beach Hall</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>West Eyton Hall - Main Hall (Meeting)</td>
<td>$8.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Booked direct with Hall Advisory Group</td>
<td>$6.00</td>
<td>$10.00</td>
<td>$28.75</td>
<td>$10.00</td>
<td>$28.75</td>
<td>$10.00</td>
</tr>
<tr>
<td>West Eyton Hall - Meeting Room</td>
<td>$6.00</td>
<td>$10.00</td>
<td>$28.75</td>
<td>$10.00</td>
<td>$28.75</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

#### Pavilions

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cust Domain Pavilion</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dudley Park Pavilion</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Loburn Domain Pavilion</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ohoka Domain Pavilion</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Pearson Park Pavilion (Oxford)</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
<td>$28.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Selton Domain Pavilion</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>View Hill Domain Pavilion</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

#### Parks & Reserves

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
</table>

#### Other Facilities Related Charges

<table>
<thead>
<tr>
<th>Facility</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
<th>Community &amp; Individual</th>
<th>Tutor</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Key</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Additional Blair Per Blair Per Day</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Toilet Clean</td>
<td>$10.00</td>
<td></td>
<td>$10.00</td>
<td>$10.00</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Special Clean Per Hour (full building etc)</td>
<td>$75.00</td>
<td></td>
<td>$75.00</td>
<td>$75.00</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Security Guard Call Out (alarm activation)</td>
<td>$25.00</td>
<td></td>
<td>$25.00</td>
<td>$25.00</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Fire Alarm Activation (brigade connected)</td>
<td>$350.00</td>
<td></td>
<td>$350.00</td>
<td>$350.00</td>
<td></td>
<td>$350.00</td>
</tr>
</tbody>
</table>

TRIM: 180918107525
Waimakariri District Council
Community Facilities Fee Exemption Application

Group Name: PEGASUS PLUS

Date: 3/1/19

Contact Details: KAY or DAVID MILLS, 3 Pounamu Place, PEGASUS 7612 03 920 0126 & KAY 021 322 6466

What is the legal status of your group?
- Charitable trust, incorporated society, non-profit organization, informal group, other
  NON PROFIT SOCIAL GROUP FOR SEMI- RETIRED PEOPLE.

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
  PEGASUS COMMUNITY CENTRE - once a month from February - November.

Activity Details:
- Provide a brief description of your activity
  SOCIAL ACTIVITIES AFTERNOON FOR SEMI- RETIRED PEOPLE WHO LIVE IN
  PEGASUS & SURROUNDING AREAS. VARIED ACTIVITIES SUCH AS QUIZ, BINGO,
  INDOOR BOWLS, CARD/BOARD GAMES PLUS A CUPPA AND BISCUITS.

Do you charge fees for your activity? What is the fee?
- Provide details about the fees you charge for your activity.
  WE CHARGE $2 ENTRY TO COVER ROOM HIRE AND BEVERAGE

What does your group do with any income or profits generated from your activity?

NON PROFIT, EVERYTHING GOES INTO RUNNING SOCIAL GROUP

Please detail why your group should be exempt from the new facility hire rates?
- Include details of the amount of fee exemption you are requesting
  WE ARE FILLING A NEED FOR SEMI- RETIRED AND RETIRED PEOPLE IN
  PEGASUS AND OTHER AREAS.
Waimakariri District Council
Community Facilities Fee Exemption Application

Group Name: Oxford Area School     Date: 09/12/2018
Contact Details: mike@oxford.school.nz

What is the legal status of your group?
- Charitable trust, incorporated society, non-profit organization, informal group, other
  School

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
  Town hall, back room, occasionally the data projector.
  Once or twice per term (10 weeks)

Activity Details:
- Provide a brief description of your activity
  Community based events,

Do you charge fees for your activity? What is the fee?
- Provide details about the fee’s you charge for your activity.
  No charge

What does your group do with any income or profits generated from your activity?
We do not charge for the community events. It costs our school a great deal to get in guest speakers which we cover for the benefit of the community.

Please detail why your group should be exempt from the new facility hire rates?
- Include details of the amount of fee exemption you are requesting
  Our events entertain and inform our community. We do not charge out, and on any occasion that we do it is to cover some of the costs of running the event (school production). We do not make a profit from any events and regularly run at a loss to benefit the Oxford Community.

Two events recently in particular:

26th November – John Parsons (Cyber Safety guru) spoke open to the entire community. Oxford Area School paid for him to speak and we did not charge people to attend as we felt the community could benefit from his talk.

2nd November – Our prizegiving we were charge for 14 hours of hire. During the day we set up and rehearse the prizegiving and in the evening for 2 hours is our prizegiving. We feel a full rate for the full 14 hours is steep given, again it is not for profit, benefits the community.
Waimakariri District Council
Community Facilities Fee Exemption Application

Group Name: Night Writers                          Date: 1/1/2109

Contact Details:  
Tim Stead – timstead58@yahoo.com

What is the legal status of your group?  
- Charitable trust, incorporated society, non-profit organization, informal group, other
  Informal Group

What facility do you use?  
- List facility and frequency of use; weekly, monthly, periodically
  Town Hall Green Room - monthly

Activity Details:  
- Provide a brief description of your activity

We encourage writing through the setting of short exercises and discussion of various writing topics. The group is open to anyone who wishes to join.

Do you charge fees for your activity? What is the fee?  
- Provide details about the fee's you charge for your activity.

We ask for $2 per person per session and a $10 donation at the start of each year to cover the cost of hiring the room. Numbers vary between six and twelve.

What does your group do with any income or profits generated from your activity?  

We pay for the room. Anything left over can be used to buy the odd packet of biscuits or, if sufficient, a free month.

Please detail why your group should be exempt from the new facility hire rates?  
- Include details of the amount of fee exemption you are requesting

We began the group with two hour sessions at $26 a night. Costs have since doubled, forcing us down to 1 hour. The second hour was our education slot. Lower costs encourage more people to join, so we would ask for a 50% reduction.
Waimakariri District Council
Community Facilities Fee Exemption Application

Group Name: Ballet with Bex
Date: 18/11/18

Contact Details: Rebecca Philips
tail_bex@hotmail.com

What is the legal status of your group?
- Charitable trust, incorporated society, non-profit organization, informal group, other
  Informal group

What facility do you use?
- List facility and frequency of use: weekly, monthly, periodically
  Pegasus Community Centre - twice a week
  Monday 4-5pm
  Sat 9-11am

Activity Details:
- Provide a brief description of your activity
  Ballet classes for pre school children

Do you charge fees for your activity? What is the fee?
- Provide details about the fees you charge for your activity.
  $7 - $8 a lesson (each of these is half an hour)

What does your group do with any income or profits generated from your activity?
Most of the profit I make goes back into the ballet school for costumes, uniform. It also helps to pay wages and childcare if ever syllabus, music & training

Please detail why your group should be exempt from the new facility hire rates.
- Include details of the amount of fee exemption you are requesting.
  I offer classes to the Pegasus and surrounding community.
  As a growing business, I don't want to turn children away.
  I often run classes at a loss, as once hireage is taken out I often can't afford to pay myself a wage. I am asking to have the hireage fee reduced to $10 an hour (as originally set when started in 2017).
1. SUMMARY

3.1 This report is to provide the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress against the units most significant Key Performance Indicators. It includes an updated summary of Aquatic Facilities attendances, budget results and key projects for the financial year to December 2018.

3.2 This report also identifies the funding method to be used in order to continue the Learn to Swim programme in the current financial year following a shortfall in expected income. Council staff usually receive external funding from Water Safe New Zealand for the Learn to Swim programme however funding the in the current financial was not applied for.

Attachments:
Not applicable

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190116003969

(b) Notes Aquatic Facilities progress against its key performance indicators for Water Quality and Facility Attendance.

(c) Notes closure dates of 8th to 25th April for programmed maintenance at Dudley Park Aquatic Centre and 3rd May for infrastructure works at Kaiapoi Aquatic Centre.

(d) Notes that staff did not apply as they usually would for a Water Safety New Zealand grant for the Learn to Swim School Programme for the current financial year.

(e) Notes that any shortfall in income as a result of not applying for the Water Safety New Zealand grant is able to be funded from existing equity in the Aquatics account.

(f) Circulates the report to the Boards for their information.
3. **BACKGROUND**

3.3 The Waimakariri District Council’s Aquatic Facilities team operate four sites, two indoor facilities and two seasonal summer pools. From these sites they deliver strong aquatic programmes and enjoyable recreation opportunities for the ongoing wellbeing of our community and visitors.

4. **ISSUES AND OPTIONS**

4.1. **Aquatic Facilities Attendance**

The following table provides a summary of the Aquatic Facilities attendances for the month of December 2018 and compares those with both the previous month and at the same point in the previous year.

<table>
<thead>
<tr>
<th>Attendance type</th>
<th>Kaiapoi Aquatic Centre</th>
<th>Dudley Park Aquatic Centre</th>
<th>Oxford Aquatic Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmes</td>
<td>2415</td>
<td>4766</td>
<td>2459</td>
</tr>
<tr>
<td>Recreation</td>
<td>1396</td>
<td>1170</td>
<td>1550</td>
</tr>
<tr>
<td>Pre-Paid</td>
<td>896</td>
<td>1303</td>
<td>1025</td>
</tr>
</tbody>
</table>

From the table above you can see that overall attendance in Programmes was up slightly on the previous year but down against last month reflecting the winding down of our Learn to Swim programmes for the school holidays.

Recreation attendance is down slightly continuing the trend seen since the reopening of QEII Taiora and the completion this has created for recreation swims in the Greater Christchurch area.

Pre-paid attendance is also down slightly both on the previous year as mentioned above and reflects a similar tapering off pattern when compared to the previous month.

December is a quieter month at the facilities as people prepare for Christmas and head away on holiday. The weather also plays a big role as was especially evident at Oxford pool following a mixed bag of both very cold, wet days then some warmer weather later in the month.

4.2. **Aquatic Facilities Water Quality Update**

The Aquatic Facilities water quality is measured both internally throughout the day by staff, and externally through monthly microbiological tests conducted by an independent lab. The table below indicates the achievement of the required PoolSafe and New Zealand water quality standards as measured by facility and month.
All testing at the Aquatic Facilities has met or exceeded New Zealand and PoolSafe standards for year to date.

4.3. **Upcoming Facility Maintenance closures**

As part of our ongoing-programed maintenance schedule, Dudley Park Aquatic Centre will be closing in April so that maintenance can preformed on the facility and plant, which normally operates 24 hours a day. The closure is scheduled to begin on Monday 8th April and run through until Thursday 25th April. These dates include a contingency of three days for any unforeseen issues, which may arise from complications with plant maintenance. If all works run to schedule, we plan to reopen the pools earlier, as appropriate.

These works coincide with the last week of the term one WaiSwim programme and the first week and a half of school holidays. While there is never an ideal time to close a facility as busy as the Dudley Park Aquatic Centre, these dates have been chosen as this only shortens the term one programme to ten weeks which is consistent with the programme length in terms two and three ensuring negligible impact on student development and the programme. This also incorporates Easter weekend, which is traditionally a low volume period for the facilities as customers choose to use the public holidays to travel.

Kaiapoi Aquatic Centre will also be closed for the day on Friday 3rd May. This closure is due to local infrastructure works by Mainpower which will affect the power supply of the facility and its surround area.

The dates of these closures will be advertised to our customers and the community, utilising the Council’s information screens, Social media, Community pages and posters and handouts within the facilities.

4.4. **Decreased income for Learn to Swim – Schools programme**

The Learn to Swim - Schools programme is a joint initiative between the WDC Aquatic Facilities and North Canterbury Sport and Recreation Trust (NCSRT) to provide subsidised Water Safety instruction to over 5200 students from 34 North Canterbury schools. The programme covers safe entries and exits, use of lifejackets, boat safety, signalling for help and the fundamentals of learning to swim for children in years 2 to 8. Each child receives ten swims, which means that in total there are 52,000 facility visits.

This programme has been a growing success with more schools coming on board over recent years and is made possible by generous support from the Council, NCSRT and grants from MainPower, KiwiSport and Water Safety New Zealand (WSNZ). NCSRT ensure the children are bussed to their nearest facility, where we deliver water safety lessons at the cost of $2.50 per child per lesson, with $1 coming from WSNZ funding and the remaining $1.50 paid by the school.
Unfortunately, due to the transition of staff at WDC the grant which would have provided approximately $38,000 income in the current financial year was not applied for. Council staff contacted Water Safety New Zealand to enquire about the grant however; correspondence back was directed to previous Aquatic Centre staff email addresses. Processes have been put in place to ensure that this does not happen in the future.

Since staff identified the issue, a number of options have been investigated in order to try and secure additional funding. These include the following:

- Staff have approached Water Safety New Zealand regarding the opportunity for any additional funding being made available in the current financial year. Water Safety New Zealand relies on external funding before it can grant money and currently has no external funding available. It is not likely that any external funding will be provided to Water Safety New Zealand in the current financial year.

- Staff have asked Water Safety New Zealand if it would be possible to apply for additional funding next year to offset the loss of income in the current year. Water Safety New Zealand base funding for the Learn to Swim Programme on attendance of the programme in the previous year. Council is likely to receive more funding however this will only cover additional patronage.

- Staff considered approaching the schools for the full-subsidised cost of the lessons, however schools are very unlikely to have the additional funds held in reserve to cover the additional cost. This option would likely see schools reducing numbers or withdrawing from the programme. Most importantly, this would have a negative impact on the development of those children who were removed from the programme. It would also decrease current financial year participation figures which effects how much money the Council is likely to receive from Water Safety New Zealand in future grants.

- Staff have looked at other funding providers and have discussed this with the North Canterbury Sport and Recreation Trust. It is now too late to approach most external funding providers in the current financial year. The North Canterbury Sport and Recreation Trust have however approached Mainpower who are already a generous sponsor of the programme and may be able to receive additional funding of between $5,000-$10,000. Staff are not aware at this stage if this has been approved.

- Staff have identified that there is currently existing equity within the Aquatics budget. Any shortfall in the income associated with the delivery of the Learn to Swim Schools programme is able to be funded from this equity.

4.5. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The WaiSwim programme ran its Term four survey over November and December last year and for the first time, we utilised the SwimDesk Platform to issue the survey via email.

This ensured that participants had better exposure to the survey with the ability to respond at a time that suited them, rather than while they were rushing to and from lessons with their children. This resulted in 260 responses, which is just over a 100% increase when compared to the average response rate on previous terms surveys.
The survey showed an Overall satisfaction rating of 85%. When questioned on the content of the programme and instructor knowledge 91% of customers responded that they were either satisfied or very satisfied.

The survey identified the parent portal and email system as an area for improvement, with a satisfaction score of 70% with a further 25% scoring as neutral. This reflects both how the SwimDesk system is a significant departure from our previous, paper based process and the complexities inherent in requiring our customers to potentially learn new skills and change how they approach our programme. It also supports the need for continued work to ensure customers understand and appreciate the insight SwimDesk provides to their child’s swimming development. We are currently preparing an email drop to reinforce how to use the portal and invite customers to respond with any questions or concerns they may have.

5.2. **Wider Community**

Not applicable

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The following table summarises the Aquatic Facilities operational financial position in the 2018/19 year as at October 2018.

<table>
<thead>
<tr>
<th>Aquatic Facilities Budget Summary</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Operational Income</td>
<td>773</td>
<td>856</td>
<td>(83)</td>
</tr>
<tr>
<td>Rates Funding</td>
<td>1,521</td>
<td>1,542</td>
<td>(21)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>2,294</strong></td>
<td><strong>2,398</strong></td>
<td><strong>(104)</strong></td>
</tr>
<tr>
<td>Operation Expenses</td>
<td>1,542</td>
<td>1,600</td>
<td>58</td>
</tr>
<tr>
<td>Maintenance</td>
<td>118</td>
<td>104</td>
<td>(14)</td>
</tr>
<tr>
<td>Overheads</td>
<td>287</td>
<td>290</td>
<td>3</td>
</tr>
<tr>
<td>Internal Interest</td>
<td>200</td>
<td>205</td>
<td>6</td>
</tr>
<tr>
<td>Depreciation</td>
<td>222</td>
<td>250</td>
<td>28</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>2,370</strong></td>
<td><strong>2,450</strong></td>
<td><strong>80</strong></td>
</tr>
<tr>
<td><strong>Total Pools Surplus (deficit)</strong></td>
<td><strong>(75)</strong></td>
<td><strong>(52)</strong></td>
<td><strong>(23)</strong></td>
</tr>
</tbody>
</table>

As detailed in the table above the result for Total Income is lower than forecast, however the variance between Total Income and Total Expenditure has further decreased to $23,000 helped by savings in Operation Expenses of $58,000.
The impact on income continues to be due in part to the reopening of Taiora QEII in the north east of Christchurch and the customers this has drawn from the market. The main areas of impact are all casual swim types and the Learn to Swim programme with decreased booking numbers.

Staff missing out on funding from Water Safety New Zealand has identified a risk in ongoing funding for the Learn to Swim Programme. Staff have met with the NCSRT who continue to work with us to support this highly beneficial programme within our community. As part of these discussions, it was agreed to look at applying to other sources for additional funding. This would have the benefit of diversifying our income stream and ensure we can cover increasing future expenses in the cost of labour and transportation.

6.2. Community Implications

Utilising existing equity within the Aquatics budget enables the Learn to Swim programme to continue as planned in the current financial year. If this was not possible the programme would have to be reduced which would have a negative impact on children’s swim training progress.

6.3. Risk Management

The Waimakariri District Council’s Aquatic Facilities belong to the Poolsafe Quality Management scheme, which sets standards for the identification and management of risk across all aspects of operating a public pool. This involves regular reporting and an annual assessment of our records, staff practices, systems and processes.

6.4. Health and Safety

Poolsafe accreditation requires robust practices around reporting, investigation, trending and management of both staff and public accidents. This is on top of the council's Health and Safety requirements and ensures a comprehensive overview.

7. CONTEXT

7.1. Policy

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. Legislation

Health and Safety at Work Act 2015
Poolsafe - Though not currently a legislative requirement, Poolsafe accreditation is recognised as industry best practice, representing a base safe standard for operating a public aquatic facility following a coronial enquiry delivered in October 2006.

7.3 Community Outcomes

There is a safe environment for all
Public spaces and facilities are plentiful, accessible and high quality
People are friendly and caring, creating a strong sense of community within our District
The communities needs for health and social services are met

Delegations

The committee has delegated authority for the governance of the Aquatic Facilities.
Matthew Greenwood
Aquatic Facilities Manager
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: LIB-01-04 / 190131011192

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 12 February 2019

FROM: Mark O’Connell, District Libraries Manager (Acting)

SUBJECT: Library Update to 31 January 2019

SIGNED BY: (for Reports to Council, Committees or Boards)

1. SUMMARY

1.1. The purpose of this report is to provide the Community and Recreation Committee with an update on the customer service improvements, activities and events, including the Summer Reading Challenge, provided by the Waimakariri Libraries in December 2018 and January 2019.

Attachments:

i. Nil

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190131011192

(b) Notes the customer service improvements, customer feedback, and activities offered by the Waimakariri Libraries in December 2018 and January 2019.

(c) Notes the appointment of Paula Eskett as the new District Libraries Manager

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

3. BACKGROUND

The Waimakariri Libraries aim to promote reading, literacy and learning; support a stronger, healthier and more resilient community; promote a culture of exploration and creativity; contribute to the economic wellbeing of individuals and the community, and deliver excellence in public service.

4. ISSUES AND OPTIONS

4.1. Customer Service Improvements

Waimakariri Libraries Volunteer Functions

The Waimakariri Libraries hosted functions in all three libraries in December to recognise, and celebrate the work done by our volunteers. Just over one hundred volunteers give their time to help in the Oxford, Rangiora, and Kaiapoi Libraries. They perform many duties including shelving returned books, to delivering books to housebound customers. With over 470,000 items borrowed across the district during the calendar year, their work is an invaluable contribution to the day-to-day running of the libraries. Many of the volunteers commented on how much they enjoy their time in the libraries, as they have developed friendships, and a sense of connectedness amongst our community.

Outreach and Mobile Services Seminar

Mark O’Connell, Customer Support Team leader, recently attended a seminar at Turanga where the Christchurch City Libraries hosted two visiting Scandinavian Librarians, Britt-Marie Ingden-Riselle from the Stockholm Public Library, and Tarja Borjesson from Finland. Both have received scholarships to visit public libraries across NZ with a special interest in outreach and mobile services. Britt-Marie, manager of Outreach Services, outlined a number of their initiatives and challenges. Stockholm’s 40 Libraries serve a city of 1.5 million, with interesting outreach initiatives such as small library vans, pop-up libraries around the city, in parks, subways, schools, and malls. Staff on electric bikes take around small collections on trailers, and there are even Personal Librarians at gyms.
Two new couches in the Rangiora Library Children’s Area

The transformation of the children’s area of the Rangiora Library has been a work in progress, with the installation of a digital screen, new layout of the shelving, and the addition of two new couches. The new furniture has received great feedback from parents and children alike, and has been utilised during events, as well as a relaxing place for families to enjoy reading a book together.

4.2. Library activities and events

2018 A Snapshot in Numbers

Library Events Highlights Term 4 2018

1,918 children, and 1,278 adults participated in various library events in Term 4 2018. New initiatives like the Book a Surprise promotion for children had 283 participants, and the new Wrybill reading challenge for schools had 185 students engaged. The newly established Games for Grown Ups in Rangiora had 81 adults participating and 110 in Kaiapoi. 1,104 children and 163 adults engaged in a library training session, which includes activities such as Ancestry, Appy Hour, Book a Librarian, Stepping Up free computer training, as well preschool and school visits. The majority of participants came from school visits, with 17 visits, 875 children, and 77 adults participating across the district, including outreach visits for the first time at North Loburn School. A newly established programme-planning group has been formed to assist Learning Connections to continue to deliver leading edge events and activities for the public in 2019.

Summer Reading Challenge 2018/19

Waimakariri Libraries’ Summer Reading Challenge 2018/19 is a fun and inspiring reading programme designed to keep preschool, school-aged children, and youth reading over the summer holidays. The annual programme is the highlight of the library events calendar, and this year has seen a record number of registrations:

- 118 registered for preschool
- 436 registered for primary
- 29 12 year olds (either in primary or youth category)
- 25 registered for youth (13 Years old and over)
- Total: 611 registered
Library staff have enjoyed seeing the young readers checking in throughout the holidays as they complete the challenges and earn incentives along the way. Upon completion, participants were eligible to attend an age-appropriate finale prize giving and party, and go in the draw to win some incredible prizes. There were three finale parties scheduled for the following categories: Preschool (0 – 4 years), Primary (5 – 12 years), and Youth (12 – 18 years).

The preschool party was held at the Kaiapoi library on Wednesday 23 January, with over 70 pre-schoolers RSVP’d for the party, with a total of 120, including family members participating in the event. The party featured a puppet show with adoptions of Jon Klassen’s children’s picture book, I Want My Hat Back, and Not Me Said the Monkey, by Colin West. Waimakariri District Mayor, David Ayers, attended the event, to congratulate the children on their reading success, present each child with a certificate, and award the prizes to the winners of the prize draw. This year also has seen a record number of participants RSVP for the finale parties, which is a credit to library staff who have worked hard to achieve these results.
The Youth party was held at the Kaiapoi Library, on Thursday 24 January, and featured a pizza and movie party, as well as a prize giving ceremony. 21 people attended the party, including family members. The Primary party was held at the Rangiora Town Hall, Saturday 26 January, and featured a prize giving and magic show by Josh Grimaldi. Josh Grimaldi is a Christchurch based magician with a wide range of shows, and his fun/quirky entertainment style appeals to children and adults alike. Josh is a skilled unicyclist, escape artist and comedian, and his performance received excellent feedback from the attendees. Waimakariri District Mayor, David Ayers, attended the event, to congratulate the children on their reading success, present each child with a certificate, and award the prizes to the winners of the prize draw. Library staff are grateful to have David’s presence at these events, and his support of the reading programme over the past few years has been much appreciated. 294 people attended the party, including family members and children who completed the programme.

Library staff have received wonderful feedback from families including the following comments from Anna Webb sent to our Facebook page: Thanks for running the Reading Challenge. This is our first year and my three boys have really enjoyed being part of it! Here’s my 6year old reading Pete the Cat to his 8 year old brother this morning in the shade. Fabulous! Many thanks!!
Hell Pizza Reading Challenge

The HELL Reading Challenge is a well-established programme, now in its fifth year, which has been successful in encouraging reluctant readers to become interested in books, and enjoy the pleasures of stories, with the bonus of free pizza rewards. This is the third year that the Waimakariri Libraries have offered this reading challenge, and at the conclusion of the 2018 challenge, we have seen 61 pizza wheels completed across three libraries, which equates to 427 books read by children in our community.

Children’s Book Group

The Children's book group at the Rangiora library is held after school every Monday during term time. Children between the ages of 8 and 12 are welcome to engage in book discussions, and reading related activities like puzzles, games, writing, art, and craft. The group is social, busy, friendly and fun, enjoyed by the staff running the programme, and the children who attend regularly. Donna McMillan, and Irene Rodgers, library staff who organise the book group, recently received some wonderful feedback from one of the parents: Thanks for all the lovely work you do with my girls and the other children at book club. They really do enjoy their time at the library and I appreciate it very much. I feel that they have developed a real love of reading which has helped them to learn and I’m sure will continue as a life skill they can enjoy when relaxing as adults. Wishing you and your team a Merry Christmas and a Happy New year.
4.3. **District Libraries Manager**

Staff are very excited by the appointment of the new District Libraries Manager Paula Eskett. Paula is a very experienced libraries professional and is the current president of the Library and Information Association of New Zealand Aotearoa. Paula starts with Council on the 4th of March.

4.4. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Community feedback is captured and reported to the Community and Recreation Committee on a regular basis.

5.2. **Wider Community**

Community views were canvassed through the Libraries’ Annual Customer Satisfaction Survey which was conducted in June 2018. 96.89% of customers rated themselves as Satisfied or Very Satisfied with the Libraries.

(Specific results: 273 (60.53%) Very Satisfied; 164 (36.36%) Satisfied; 10 (2.22%) Dissatisfied; 0 (0.0%) Very Dissatisfied; 4 (0.89%) No Opinion. Total participants: 451)

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Library activities are being met from within the Libraries’ budgets.

The following table summarises the Libraries’ financial position as at 31 December 2018.

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>88,829</td>
<td>88,223</td>
</tr>
<tr>
<td>Rates</td>
<td>1,817,307</td>
<td>1,842,056</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>963,974</td>
<td>970,090</td>
</tr>
<tr>
<td>Maintenance</td>
<td>180,162</td>
<td>237,880</td>
</tr>
<tr>
<td>Overheads</td>
<td>359,557</td>
<td>362,835</td>
</tr>
<tr>
<td>Internal Interest</td>
<td>11,094</td>
<td>12,546</td>
</tr>
<tr>
<td>Depreciation</td>
<td>518,034</td>
<td>445,655</td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>(134,290)</td>
<td>(122,737)</td>
</tr>
</tbody>
</table>

(Numbers in thousands)

6.2. **Community Implications**

Through the delivery of the Waimakariri Libraries’ Strategic Framework 2018-2020, (TRIM: 180314027362 and 180924110635), users of the libraries are better informed, connected, engaged, empowered, and have confidence that the Waimakariri Libraries are providing a high standard of public service.
6.3. **Risk Management**

Risks are identified, analysed and managed in accordance with relevant Council policy and practice.

6.4. **Health and Safety**

Robust reporting, investigation, trending and management of both staff and public accidents and incidents, is maintained in accordance with Council’s Health and Safety policy and practice.

7. **CONTEXT**

7.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. **Legislation**

Local Government Act 2002:

Part 2 - Purpose of local government, and role and powers of local authorities

Subpart 2 - 11A Core services to be considered: in performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities: including (e) libraries…

Part 7 - Specific obligations and restrictions on local authorities and other persons

Subpart 4 - Public libraries - 142 Obligation to provide free membership of libraries

7.3. **Community Outcomes**

Library activities support the following community outcomes:

- Public spaces and facilities are plentiful, accessible and high quality
- People have wide ranging opportunities for learning and being informed
- People are friendly and caring, creating a strong sense of community in our District
- The community’s cultures, arts and heritage are conserved and celebrated
- Businesses in the District are diverse, adaptable and growing

7.4. **Delegations**

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

Mark O’Connell
District Libraries Manager (Acting)
1. **SUMMARY**

1.1. This report replaces the broad Community Team Update report. Community Team update reports for the 2019 calendar year and beyond will focus on specific priority areas, as follows:

- Family Violence
- Suicide Prevention
- Age Friendly Communities
- Alcohol and Addiction
- Age Friendly Communities
- Migrants
- Volunteering
- Social Inclusion

This more focussed approach will provide the Committee with in-depth understanding of the issues affecting our community and of the associated community-led response. It will create the opportunity for consideration of the impact of key issues on our residents; and of the part that everyone can play in addressing those issues.

1.2. Staff will present a broad overview report in July 2019, in alignment with the release of the Community Team Year in Review report and International Safe Community reaccreditation. Staff will prepare an annual Community Team Update report to the Community and Recreation Committee in July of each year thereafter.

1.3. This report provides an overview of key family violence-prevention activities in the first half of the 2018/19 financial year and of planned initiatives to June 2019. It refers to recent evidence to guide our local response and an alignment of local family violence prevention with internationally recognised best practice for social change.

1.4. A staff presentation related to this issue will precede the delivery of this report.
2. **RECOMMENDATION**

THAT the Community and Recreation committee:

a) **Receives** report No. 190131010856

b) **Circulates** report No. 190131010856 to the Community Boards

c) **Notes Council’s** ongoing commitment to facilitating a community-led response to this issue.

d) **Notes** that Family Violence Training for Waimakariri District Council managers and team leaders aligns with this commitment.

e) **Notes** that, in line with item 1.1 above, this report replaces the usual Community Team Update report.

3. **BACKGROUND**

3.1. Violence Free North Canterbury is a network of agencies that work collaboratively to address family violence in our communities. These include Police, Corrections, Victim Support, Stopping Violence Services, Oranga Tamariki, Battered Women’s Trust, Aviva, Te Whare Hauora, Barnardos, Wellbeing North Canterbury and local lawyers.

Facilitated by Waimakariri District Council Community Development staff, the work of Violence Free North Canterbury aligns with three key best practice strategies for addressing family violence:

- Early intervention and a life-course approach
- Changing social norms to support positive parenting, healthy relationships and a non-violent New Zealand
- Build workforce capacity and capability for those working and interacting with affected families

Gerrard, J, FRSNZ. (November 2018). *Every 4 minutes: A discussion paper on Prevention family violence in New Zealand*. Office for the Prime Minister’s Chief Science Advisor

This work is undertaken in alignment with the internationally recognised ‘Spectrum of Prevention’ best practice model for social change, ensuring that local response to family violence:

- Is evidence-based
- Strengthens individual knowledge and skills
- Educates support service providers
- Fosters a collaborative approach for collective impact
- Encourages and facilitates organisational change
- Influences policy and legislation

3.2. Recently released evidence related to this issue is detailed in ‘Every 4 Minutes: A discussion paper on preventing family violence in New Zealand’; produced by the Office of the Prime Minister’s Chief Science Advisor on 6 November 2018.

The paper incorporates findings from current research and aims to prompt informed reflection on preventing violence in New Zealand. Its title relates to the scale of family violence across our communities and to its impact across all demographics of New Zealand Society. It refers to the ‘cycle of violence’, which, if unaddressed, can affect generations of New Zealanders. The statistics are alarming:

- The ‘Every 4 Minutes’ title for the report relates to the 158,921 Care and Protection notifications, including Police Family Violence call-outs, that Oranga Tamariki Ministry for
Children received in 2016/17, which related to almost 60,000 children. “There are 525,600 minutes per year; hence, one notification every 4.42 minutes.”

- 80% of child and young offenders that come to the attention of the state have experienced family violence;
- Most (87%) young offenders aged 14 to 16 years old in 2016/17 had had prior reports of care and-protection concerns made to Oranga Tamariki;
- 75% of women in prison have reported sexual and family violence;

The affected children and families come from all demographics. They live in our neighbourhoods, attend local schools, support our sports teams, and shop in our local businesses. Therefore, addressing family violence should be a concern for all of us. The ‘Every 4 minutes’ report puts this very succinctly:

“….. It’s about not ignoring the way your friend’s partner behaves towards her, or not judging the disruptive kid at school and just wanting him kicked out. But it’s also about reflecting on our beliefs about relationships; who is responsible for family wellbeing in our communities; and how public and private resources should be applied.”

Gerrard, J, FRSNZ. (November 2018). Every 4 minutes: A discussion paper on Prevention family violence in New Zealand. Office for the Prime Minister’s Chief Science Advisor

To view the full “Every 4 Minutes’ report, Click here

4. ISSUES AND OPTIONS

4.1. Key Activities July to December 2018

The tables on the following three pages detail the work of the Community Development Facilitator, Safe Communities, to facilitate key Violence Free North Canterbury activities and community-based activities that address family violence. We have reported these against a results-based accountability framework, identifying the role that community-based family violence education and awareness raising has in creating a culture whereby family violence is recognised and addressed. - Where it is no longer ‘somebody else’s responsibility.’

The total direct reach of these initiatives was around 1,500. However, the full reach is significantly greater, when you translate that figure in terms of conversations started and interventions generated from the resulting increased awareness, knowledge and skills related to recognising, referring and responding to family violence.

Note: These figures do not capture the impact of our social marketing campaigns via social and printed media, static displays and roadside billboards.
<table>
<thead>
<tr>
<th><strong>WHAT DID WE DO?</strong></th>
<th><strong>HOW WELL DID WE DO IT?</strong></th>
<th><strong>WAS ANYONE BETTER OFF</strong></th>
</tr>
</thead>
</table>
| 3 x ‘Keeping up Appearances’ workshops for business operators and volunteers. | Partnered with key local stakeholders to deliver presentations to workers and volunteers in customer focussed roles in each of three communities. Sessions were held in Kaiapoi Hanmer and Waipara, reflecting that member organisations serve greater North Canterbury. Content was designed to help attendees to:  
- Recognise the signs of abuse,  
- Understand the dynamics and dangers  
- Know how to help others  

Average attendance at each was around 50 – a total attendance of 150. | Average evaluation response rate was 70%. Of those, on average:  
- 100% had increased their overall knowledge  
- 92% had increased understanding of victim experience  
- 72% had changed their views about the issue  
- 72% indicated a desire to seek further professional development in this area. |
| 2 x Community-based Family Violence Education workshops | Violence Free North Canterbury hosted two community talks, with noted Family Harm speaker, David White, whose daughter, was murdered by her husband 10 years ago. In recounting his story, David referred to:  
- New Zealand’s shocking family violence statistics  
- The snowball effect right across extended family and the community.  
- The responsibility that society has to both victims and perpetrators  

Average attendance at each was 30 – a total attendance of 60. | Average evaluation response rate was 75%. Of those, on average:  
- 87% had increased their overall knowledge  
- 83% said that they would share the information acquired with others  

The most commonly referred to ‘take-home message’ was that all of us can play our part in family violence prevention in our local communities. |
| 7 x School-based White Ribbon promotions | Supported by local police and Councillors, the campaign ensured that over 1000 local young people were educated about what constitutes a safe, healthy relationship. | A number of referrals were made, for students who identified as experiencing the effects of significant relationship violence. |
| 1 x Lawyers Breakfast workshop on Family Violence | 13 local lawyers attended an especially tailored two-hour training workshop. Content included the new Police processes for ‘Safer Whanau’ and the ‘5F’ programme, along with the Family Violence Death Review Committee Recommendations. The event provided an opportunity to promote the willingness of local agencies and Police to offer advice and support to anyone, working to increase an individual’s safety. | 100% of attendees reported increased their overall knowledge  
75% had increased their understanding of victim experience. |
<table>
<thead>
<tr>
<th>WHAT DID WE DO?</th>
<th>HOW WELL DID WE DO IT?</th>
<th>WAS ANYONE BETTER OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 x Service Provider training workshops</strong></td>
<td><strong>1: Death Review Committee workshop</strong>&lt;br&gt;Over 100 professionals from a broad range of social, health, justice and education sector organisations attended a workshop, led Family Violence Death Review Committee. &lt;br&gt;Content included:&lt;br&gt;• Statistics relating to family violence deaths,&lt;br&gt;• Elements that have been standard practise for agencies, but which the findings of the Family Violence Death Review Committee report indicate need to change.</td>
<td>Average evaluation response rate was approximately 80% at each workshop. Respective results were:&lt;br&gt;1: Death Review Committee workshop:&lt;br&gt;• 91% of respondents found the information highly useful&lt;br&gt;• 100% said that they would share the information acquired with others.&lt;br&gt;2: Professional Development workshop for service providers&lt;br&gt;95 professionals from a broad range of justice, social, health and education sector organisations attended a full day workshop featuring nationally recognised guest speaker Ken McMaster. &lt;br&gt;Content included:&lt;br&gt;• A presentation related to working with male perpetrators of violence.&lt;br&gt;• An overview of the Police’s new, more holistic approach to dealing with family violence occurrences, known as “Safer Whanau” an exciting step forward to providing improved service to the community and individuals safety.</td>
</tr>
<tr>
<td>WHAT DID WE DO?</td>
<td>HOW WELL DID WE DO IT?</td>
<td>WAS ANYONE BETTER OFF</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Support for local provision of empowerment programmes for victims and perpetrators of family violence | **Empowerment Programmes for Family Violence Victims and Perpetrators**  
With the move to a Christchurch-based Integrated Safety Response (ISR) model, we had lost our, internationally recognised, locally based ‘Reach Out’, accountability “mentoring for behaviour change”, programme for perpetrators of family violence.  
As well as being Christchurch-based, the new model was mandated, rather than voluntary. It centred on group therapy, rather than a one-on-one mentoring approach. Local family violence-sector workers had expressed their concern that, with a continued increase in family violence across the region, this approach was somewhat ineffective.  
Staff worked with local and central Police to facilitate the potential establishment of an empowerment-focussed service that will (separately) support men and women to address behaviours that make them either perpetrators or recidivist victims of family violence. | Staff gained the support of the Regional Police Commander in presenting a proposal for such a programme to the leader of the Canterbury ISR Team. Potential funders will view this endorsement favourably.                                                                                                                                 |
| Elder Abuse campaign                                                          | Supported by local walking groups and Oxford Community Trust, Violence Free North Canterbury recently undertook a local campaign to promote understanding of Elder Abuse, alongside World Elder Abuse Awareness Day. The aim was to get the message out that one in 10 seniors will experience Elder Abuse or neglect. | Raising awareness of this issue is not only about empowering our older people to get help, but also about raising awareness in the community that we can all play a part in ensuring that our older residents are connected and have support networks in place.                                                                 |

4.2. Planned Initiatives to June 2019

The Family Violence Network aims to influence positive social change within the community about family violence issues. Their goal is to empower the community to send the message that family violence is unacceptable.

Over the coming months, staff will continue to support the network to raise awareness through family violence education in work places and schools, along with professional development training for those working in the field. There will also be a number of community run events to help us increase public awareness. Activities include:

- **February and March**: Three two-hour family violence-training workshops. - One at each of the two largest North Canterbury High Schools; and one to managers and Team Leaders at Waimakariri District Council.
  
  These cover ‘Family Violence in NZ’ - statistics, dynamics of family violence, new Police processes, new legislation, effects of family violence on victims and children, the social context of family violence & myths and responding and action pathways. Celine Donovan, Family Violence Education & Professional Development specialist and Chris Hurring, a Senior Constable and Area Family Protection Officer in North Canterbury, will present each session.
  
  Note: Training for Waimakariri District Council managers and team leaders aligns with the development of a Family Violence Leave Policy for Council staff.

- **April**: Full day professional development workshop for practitioners working in the North Canterbury region. This will cover mental health trauma, safer professional practice, Brainwave Trust material and indictors of child abuse.

- **May**: Keeping Up Appearances Workshop for the general public, local businesses and volunteers.
  
  This breakfast event is part of a District-wide family violence-awareness program for the community that empowers members of the public to play their part in family violence prevention.

- **June**: Awareness-raising and education for year 11 – 13 High School students.

Broader community engagement and awareness raising will continue via social and printed media, displays at local events and on social marketing billboards in prominent places across the District.

Local family violence prevention is delivered with external funding from the Ministry of Social Development and Rata Foundation.

4.3. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The Community Team has established an in-depth working knowledge of the Waimakariri District; and the physical, socio-economic and environmental factors that affect the quality of life of our residents. Collectively collaborating with well over 300 community, business, education, government and non-government stakeholders, the Community Team facilitates a community-led approach to its work.
5.2. **Wider Community**

Broad community engagement is an important part of the work of the Community Team. This ensures that a community-led approach that is relevant to all with a stake in creating a safe, healthy, connected and resilient District.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

There are no significant financial implications for Council in relation to the content of this report.

6.2. **Community Implications**

The application of an evidence-based, community-led approach to this work ensures the development of sound, relevant initiatives that empower residents to plan a part in creating a safe, healthy, connected and resilient District.

6.3. **Risk Management**

The Community Team maintain strong relationships with internal (Council) and external stakeholders to ensure that initiatives are community-led and sustainable.

6.4. **Health and Safety**

Health and Safety considerations are included in planning.

7. **CONTEXT**

7.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. **Legislation:** N/A

7.3. **Community Outcomes**

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

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- Public spaces and facilities are plentiful, accessible and high quality
- People are friendly and caring, creating a strong sense of community in our District

7.4. **Delegations:** None

Tessa Sturley
COMMUNITY TEAM MANAGER