Community and Recreation Committee

Agenda

Tuesday 18 December 2018

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Councillor Al Blackie (Chairperson)
Councillor Kirstyn Barnett
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 CHAMBERS, 215 HIGH STREET, RANGIORA on TUESDAY 18 DECEMBER 2018 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 20 November 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 20 November 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS
6 REPORTS

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

RECOMMENDATION

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.

6.2 Aquatic Facilities Update Report – Matthew Greenwood (Aquatic Facilities Manager)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181030126776

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

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

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

(e) Notes 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) Approves the proposed criteria for groups applying for sponsorship in the form of free passes from the Aquatic Facilities.

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

(h) Circulates the report to the Boards for their information.
6.3 **Youth Development Annual Report— Tessa Sturley (Community Team Manager)**

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receive report No. 181205143969
(b) Adopt the Waimakariri Youth Development Report, 2018
(c) Circulate report No. 181205143969 to the Community Boards

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

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receive report No. 181206144197
(b) Support the work of the Waimakariri Youth Council
(c) Endorse the adoption of the Waimakariri Youth Strategy (2018) as a guiding strategic framework for Youth Development in the Waimakariri District.
(d) Circulate Report No. 181206144197 to the Community Boards

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

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receive 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) Circulate report No. 181206144576 to the Community Boards
7 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP
MEETING OF 3 DECEMBER 2018

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

RECOMMENDATION

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

**RECOMMENDATION**

**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 and tendering for construction 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) **Notes** that staff will enter into a sole-source contract negotiation with Trent Jones (Trent’s Tracks) for the design and construction observation of the BMX track.

(f) **Notes** the preliminary whole project cost estimate is within the budget available.

8 **PORTFOLIO UPDATES**

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

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

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

9 **QUESTIONS**

10 **URGENT GENERAL BUSINESS**

**BRIEFING**

*At the conclusion of the meeting there will be a briefing for the committee on tennis facilities.*
MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH
STREET, RANGIORA ON TUESDAY 20 NOVEMBER 2018 AT 1.00PM.

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

IN ATTENDANCE
Councillors K Felstead, P Williams and J Meyer
Messrs C Brown (Manager Community and Recreation), J Palmer (Chief Executive), C Sargison (Manager Special Projects), M Greenwood (Aquatic Facilities Manager), Mrs T Sturley (Community Team Manager), and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES
An apology for lateness was received and sustained from Mayor Ayers.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 18 September 2018

Movd Councillor Gordon seconded Councillor Brine

THAT the Community and Recreation committee:

(a) Amends the minutes of a meeting of the Community and Recreation Committee, held on Tuesday 18 September 2018. Item 7.3 – Zoe Loffhagen won the ‘University of Canterbury Community Action Award’.

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

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS
5.1 Greg Wright – North Canterbury Mini Bus Trust

Greg Wright of the North Canterbury Mini Bus Trust (NCMBT) introduced Don Fairbrother (NCMBT Chair and Trustee) and Wayne Holden-Jeffries NCMBT Trustee).

G Wright advised the Trust was established in 1986 to provide subsidised specialist transport. The Trust was a registered Charity managed by a Board of six Trustees, including a senior staff representative of ECAN to ensure representation due to the financial involvement they had. G Wright referred
to the ECAN map showing Community Vehicle Trusts in Canterbury. A Trust was also under discussion for Amberley.

The mission statement was ‘Providing virtually free transport for the aged and disabled of North Canterbury’. The cost was minimal at $1 - $2 a time. There were both organised services collecting and returning clients for such things as respite care or the ‘shoppers bus’ as well as self-drive rentals on affordable terms – 50c/km which included a tank of petrol and insurance.

G Wright explained that currently the NCMBT fleet of vehicles were based in Blake Street on a Council owned section. With the proposed upcoming development there was a need for the Trust to find another location to house the fleet in a ‘bus barn’. In the past he noted they had been fortunate to not experience vandalism. One of the issues with the current location was during winter with iced, cold vehicles. The Trust was looking for a parcel of land 800-1000sqm, with affordable rent. They were not looking to the Council for funding for construction but for land to lease. Given the size of the proposed building it would not be relocatable thus a 20-25-year lease within the boundaries of Rangiora was desirable.

G Wright advised that in addition to ECAN funding they received funding from the Rata Foundation, Lotteries and COGs.

G Wright provided details about the NCMBT vehicles. The fleet included 6 based in Rangiora, 3 in Oxford and 1 in Kaiapoi with seating ranging from 3 to 12 people including wheelchair user and driver. The vehicles were equipped with a hydraulic hoist or purpose build wheelchair ramp.

G Wright advised they were always looking for drivers and would be able to assist the community more with more volunteer drivers.

Questions

D Gordon asked if any potential locations for the relocation had been explored. G Wright advised that they had met with Council staff to discuss options. There was a site at River Road and land at the new sports complex however there was concern about the possibility that a 20-year lease would be achievable. The cost of the barn was $120,000 meaning a long-term lease was desirable.

D Gordon asked if the NCMBT had looked at partnering with other community groups for example for storage. G Wright advised they would be building the barn large enough to expand the bus fleet. In the meantime, if there was spare space, he was sure other groups would find storage of that size worthwhile due to the requirement for a high stud height. An example would be Rotary looking for space for storage before the annual book sale.

D Gordon asked if staff could bring a report back to the Committee scoping potential locations. C Brown advised that would be possible and staff could work with the Trust with regard to land and size requirements. The potential timeframe for that was February.

G Wright commented that due to timing there may be a need for a temporary parking location. J Palmer advised he would be surprised if there would be development on that land within a year. The Trust would be given plenty of notice when that was likely to occur and look at options for the Trust to consider. There needed to be clarity on criteria for the Trust.

K Barnett noted that the Trust had a presence in Oxford, Rangiora and Kaiapoi and commented that she had seen the bus in locations such as Cust and Woodend and asked if that was an organised service. G Wright advised that would be private hire. D Fairbrother explained that in the past they had attempted to set up a serve in Woodend and Tuahiwi but had been let down by the public response. D Fairbrother advised that the Oxford Community
Centre were extremely pro-active and had now been given a third vehicle by the Trust.

K Barnett asked Trust were aware of the community bus model for example in Timaru and Geraldine where small towns across the district were connected by a service. Wayne Holden-Jeffries advised every trust was specific for its own area of operation. ECan needed to be careful not to fund in competition to a commercial operation. K Barnett asked if there would be a place in the district for shuttles to connect up smaller settlements, without bus services, to Rangiora or Kaiapoi. Wayne Holden-Jeffries commented that it would need to be community driven with volunteer support. The Trust could be approached by another community organisation.

K Felstead asked what the Trust received in support from ECan. Wayne Holden-Jeffries replied that it was a grant. NCMBT received the largest from ECan at $50,000 annually.

K Felstead asked if Rangiora Racecourse had been looked at as a possible venue. G Wright advised it had been considered however there were concerns about access, with the new road development that may be easier. They would prefer something more within the town boundary. There were a number of other Trusts that had bus barns in Canterbury on Council supplied leased land.

A Blackie thanked the representatives of the NCMBT for their deputation and noted that a report on the matter had been requested.

6 REPORTS

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

C Brown spoke to the report advising a further four groups were requesting exemptions from fees for Community facilities. He outlined the fee waiver requested for each group. If the recommendation was approved the financial implication was $5627 for the 2018-19 year. A significant portion of that was the North Canterbury Academy of Music (NCAM) for their use of the Rangiora Town Hall.

K Barnett asked for clarification – was it ongoing exemption or up for renewal? C Brown advised it would be for the 2018-19 financial year. There had been discussions with the NCAM when the lease was renewed. Ideally it would be a permanent waiver however since there would be an increase of another 50% in 2019-20 it was likely there would be another wave of groups requesting waiver and staff would do a tally up of all the groups with a request.

K Barnett asked why the fees did not have a stepped increase over a longer term. C Brown advised they would be going back to each group that had requested a waiver, discuss the further increase with them and bring that information back to the committee.

R Brine asked with respect to fees, on how many facilities did Council pick up costs directly. C Brown advised that a direct cost was cleaning. Groups had a responsibility to clean however were not supplied with cleaning equipment and so cost fell to Council. R Brine asked if those costs were increasing and C Brown replied there was certainly CPI increase, the minimum wage increase had had an effect. Going forward cleaning costs were not expected to have a large increase except for a proposal for an increase at the Rangiora Town Hall.

A Blackie commented that the purpose of the increase had been to bring the facilities to a cost neutral position. He asked if staff were confident that cost waivers were not affecting that position. C Brown advised that they were
certainly not at cost neutral. The hire fee was a portion of cost recovery. They had been aware groups would ask for a waiver. It was a difficult to evaluate individual requests which was why the committee had been given that discretion. The more fee waivers, the less money there was to offset the operation of the buildings.

Moved Councillor Gordon seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 181109132237.
(b) Notes the submissions for exemption from fees received from users.
(c) Approve a 50% fee waiver for Active Wellness Fall Prevention for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(d) Approve fees of $11.50 per hour for the North Canterbury Academy of Music use of the Rangiora Town Hall Studio room additional hours outside of lease for 2018/19 bookings. That the waiver is backdated to 1st July 2018.
(e) Approve a 50% fee waiver for IDEA Services for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(f) Approve a 50% fee waiver for Oxford Home School Playgroup for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.
(g) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $5627.20 for the 2018/19 financial year.
(h) Notes that fees increases are split over two years with the final increase occurring on the 1st July 2019.
(i) Circulates the report to the Boards for their information.

CARRIED

Councillor Gordon commented that when the fee increase was introduced they had been aware they would get that reaction. The waiver was a small amount in the overall budget but the importance to groups was huge. Not waiving the fee to NCAM would pass on the cost to parents. He took the point of K Barnett and commented there would be more detailed discussion before the next round of increase. He preferred a negotiated process. He thanked staff for using the agreed process.

Councillor Doody concurred with Councillor Gordon.

K Barnett was uncomfortable with not being able to future proof the annual budgets for community groups as it was important to know expenses for the following year. She believed there needed to be work on the overall process rather than requiring groups to come back the following year for further exemption. They were community groups helping the community, using community facilities paid for by rates. She was concerned about the ad hoc way the process was approached. She suggested a review to look at getting surety for the future.

R Brine would have thought surety for the future would have been a building available for a price with an expectation on an incremental increase of about 2%. He had been uncomfortable when the report had been first presented on the increases. He believed there would be more and more fee waiver requests which would make what they had put in place farcical. There was an element of drawing a line in the sand. He did not have an issue with the Town Hall as
that would be covered by a lease. He would vote in favour but was uncomfortable.

Mayor Ayers raised the issue that having groups having different financial years to the Council made it difficult for the organisations.

6.2 Community Team Update– Tessa Sturley (Community Team Manager)

T Sturley advised that the report was to update the Committee on key achievements of the team in September and October. It detailed progress in three priority areas.

T Sturley highlighted three items.

Item 4.4.1 the Youth Development Strategy had been presented to the November Youth Council meeting and would be presented to the Committee at the following meeting.

Item 4.7 – the Community House Steering Group would present as a delegation at an upcoming meeting of the Committee. The feasibility study was complete. An anchor tenant was in discussion with potential landholder around possible arrangements.

Item 4.10.1 – Sustainable Development Goals and Safe Communities – provided clarity on the goals - they were goals related directly to community development rather than an actual framework. The teams work aligned well with the goals and the goals were attached to various plans or strategies for example the Accessibility Strategy or Youth Development Strategy.

T Sturley provided an update with respect to Connecting Communities. Neighbourhood Park events were being held in November, early December, February and March. They were partnered with Green Space and Neighbourhood Support and were targeting nine smaller neighbourhood Parks where those parks were underutilised or ready for development, or where residents groups were not strong. The benefit for Green Space was that it allowed staff feedback on the use of spaces and for Neighbourhood Support it was an opportunity for volunteers to have meaningful engagement in the community. For users of the space it provided an opportunity to share information and provide feedback on how connected they felt.

Mayor Ayers advised that he had received comments regarding the shortage of small community spaces in Kaiapoi and asked if T Sturley concurred. T Sturley noted that there was some shared space available in a shared facility. The Riverside Church Space was available. C Brown commented that the Cure Boating Club would be a good central space however he was unsure of the timeframe for completion. There were some locations that community groups were unaware of as being available. Mayor Ayers asked if there was an inventory of spaces available for hire. T Sturley advised that could be pulled together, it would be difficult to keep comprehensive or up to date but would be a good start. It could be shared online or in Chatter.

A Blackie referred to the minutes of the Youth Council and asked if the Youth Council would provide feedback to the Regeneration Committee. T Sturley would follow up.

K Barnett referred to vacant tenancies in Kaiapoi and asked if there had been any investigation regarding ‘place-making’ where these buildings could be leased out at small rates to artists or groups. T Sturley replied that had not been looked at for a while. After the earthquakes there had been various activities in that space. It was something YouMeWeUs was likely to pick up on. T Sturley could provide feedback on that.

Moved Councillor Barnett seconded Councillor Brine
THAT the Community and Recreation Committee:

(a) Receives report No. 181108131768

CARRIED

K Barnett commented there was a lot work going on behind the scenes and there were excellent community initiatives.

6.3 Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)

M Greenwood spoke briefly to the report highlighting the predicted overspend. Following negotiations with the union the average hourly wage increase for frontline staff was $1.20 resulting in a $80,000 predicted overspend for staffing budget based on current levels of service.

There was a lower than forecast total income for this quarter. It did not include $30,000 invoiced for Learn to Swim program, part of the impact was a result of QE11 re-opening and this facility was still in a honeymoon period.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:

(b) Receives report No. 181030126776

(c) Notes Aquatic Facilities achievement against key performance indicators including Water Quality and Facility Attendance.

(d) Notes predicted overspend of $80,000 in Aquatic staffing budgets for the 2018/19 financial year.

CARRIED

W Doody commented on the number of students celebrated in the Sports Awards that had come through the Swim programme.

6.4 Library Update to 31 October 2018– Philippa Ashbey (District Libraries Manager)

P Ashbey spoke to the report highlighting changes to the kids area in the Rangiora Library which had been well received, the Story Box Library where users could watch videos of authors reading and a new database Comic eBooks. In Term 3 there had been 214 events in the library with 3756 children and 1994 adults attending, average 27 people each session. The events included Kidsfest, Maori Language Week and the Word Christchurch Festival. The lucky-dip book selection was particularly popular in Kaiapoi with 132 participating.

P Ashbey outlined the cultural exchange of Jason Clemence (Learning Connections Coordinator). Before going to China he produced a special edition of the literary journal Catalyst. P Ashbey advised J Clemence was an established poet who represented New Zealand at international poetry festivals. His trip was self-funded and his activities were covered by his host organisations. Jason travelled with a letter of introduction from the Mayor but at no cost to the Council.

P Ashbey advised that it would be her last Committee meeting as she would be leaving the Council in December. She took the opportunity to thank the Mayor and Councillors for their support over the last 7.5 years. She was proud
of the achievements in that time including new buildings and cultural development. She was confident she was leaving the libraries and staff in good heart and she would concentrate her efforts in providing a smooth path for the new manager to ensure a continuation of vision.

A Blackie on behalf of the Committee thanked Phillippa for her efforts over the last seven years describing her contribution as outstanding. He wished her well for the future.

Moved Mayor Ayers seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report No. 181108131993
(b) Notes the customer service improvements, customer feedback, and activities offered by the Waimakariri Libraries in September and October 2018.
(c) Notes the report provided by Jason Clements, Library Learning Connections Coordinator on the Cultural Exchange he undertook with Waimakariri’s Sister City, Enshi, China in October 2018.
(d) Circulates the report to the Boards for their information.

CARRIED

Mayor Ayers endorsed the comments of the Chair.

Councillor Gordon endorsed the comments of the Chair also commenting she left the library staff and volunteers in a good position.

7 PORTFOLIO UPDATES

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

R Brine commented that with the exceptional grass growth at the moment, there may be complaints regarding mowing in parks and sports field.

D Gordon advised that on behalf of the Committee he would be meeting with the Kaiapoi Croquet Club. There was potential to look at shared space and find a way forward. R Brine and N Atkinson had been copied in on communication. A Blackie noted it was not a Regeneration matter.

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

- W Doody advised that the Oxford Museum was progressing, it was hoped to be open prior to Christmas.
- Reynold Pavilion was now completed, it had had a soft opening. Oxford Men’s Shed were looking at building tables and chairs for the Pavilion.
- Commented the new North Canterbury Sport and Recreation Gym was impressive.
- Expressed thanks for opportunity to attend North Canterbury Sports Awards it had been a good evening and it was good to see the dedication of the young recipients.
- North Canterbury Neighbourhood Support – had stood down as chair, would be vice Chair until next year. They were doing well in promoting their role.
- Commented there were a number of community meetings she was unable to attend due to clashes with Council.
7.3 **Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody**

- Acknowledged work of Youth Council who had completed a lot of work for the Youth Development Strategy. Noted the stepping down of Andrew Besuyen who had completed a stirling job in the role of co-Chair.
- Had been a judge at Centre Stage commenting that Art was in good heart in Waimakariri with performances beyond her expectation.
- Age Friendly Strategy Group were working on the Strategy looking at areas doing well and areas that could be improved. Transport kept popping up as an issue for the aging population. It was looking to be developed for the early part of next year.

8 **QUESTIONS**

There were no questions.

9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 2.14pm.

**CONFIRMED**

___________________________
Chairperson

___________________________
Date

**BRIEFING**

At the conclusion of the meeting, there was a briefing on Airfield Fees and Charges with Craig Sargison.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV-01-04, LIB-01-04 / 181130141223
REPORT TO: Community and Recreation Committee
DATE OF MEETING: 18 December 2018
FROM: Mark O’Connell, Acting Libraries Manager
SUBJECT: Library Update to 30 November 2018

1. SUMMARY

The purpose of this report is to provide the Community and Recreation Committee with an update on the customer service improvements, activities, and events provided by the Waimakariri Libraries in November 2018.

In addition, a report is provided on the benefits of participation in the national Kōtui Library Management System Consortium.

Attachments:

i. Benefits realisation against the original Kōtui Business case 2018 as surveyed by the Kōtui Board 23 April 2018. (TRIM: 181026125921)

2. RECOMMENDATION

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.

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

Overdrive eBook Platform

Waimakariri Libraries are joining the “South Island Libraries Overdrive Consortium”. Overdrive is an eplatform that will offer an additional source of ebooks and eaudiobooks to our customers.

The South Island Consortium currently covers 14 library districts and gives us access to a wealth of content built up by the entire group. Library users will have access to over 10,000 items and staff will be able to add content to the platform monthly. OverDrive is compatible with smart phones, tablets, computers, and eReaders.

Lynda.com

The Waimakariri Libraries’ newest database, Lynda.com, offers video courses on software, business, creative and technology skills. Lynda.com has more than 5,000 on-demand courses to help users build professional skills across a vast range of job functions. New courses are added each month. Courses include software, graphic design, business skills, photography, marketing, web development and much more.

All Lynda.com courses are broken into short videos, so users can focus on a key topic of interest. Micro-learning, or watching small snippets of longer courses, helps users gain knowledge across numerous subjects or allows for immediate problem solving.

The uptake in the first three months by Waimakariri Libraries’ members has been very encouraging with 52 hours of video viewed and 9 courses completed. Top ranking courses have included Premiere Pro: Video Production; SolidWorks 2018 CAD: Computer Aided Design; Google Docs Essential Training; Windows 10: Administration; and Marketing Foundations: Social Media.

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Oxford Library Fun Mirror

A concern has recently been raised, that small children might make their way out of the Oxford Library and Service Centre building via the automatic opening doors and onto the street while their parent or caregiver is attending to business. To counteract this potential hazard, a new child-friendly distraction has been installed. It is hoped that a ‘fun mirror’ might capture the interest of children for a few moments and divert them from heading straight for the door while their parents are checking out books or completing business at the Service Centre.

Library staff have received positive feedback on the mirror. Patrons have found it effective at keeping toddlers occupied and distracted from the doors, giving parents a chance to focus on checking items out at the kiosk without having to worry about their children.

4.2. Library activities and events

Summer Reading Challenge 2018

The Waimakariri Libraries Summer Reading Challenge team, led by Reader and Reference Services Assistant Librarian, Hilary Mercer, have been busy working behind the scenes to create a new and exciting set of challenges for our young people to extend their reading over summer.

There are many benefits to participating in the programme. Children who keep up with their reading skills over the six-week break from school, start the new school year at a level similar to, or even above, the level they finished at the year before.
“This year we are offering incentives throughout the programme, to motivate participants to complete the challenge. Everyone that does complete the challenge is able to attend an age-appropriate prize giving and party, where they will receive a Certificate of Achievement and go in the draw to win some really cool prizes,” said Hilary.

Any child or student aged between 0 – 18 years, can enjoy the Summer Reading Challenge. There are three age categories again this year: Preschool (0-4 years); Primary (5-12 years of age); and Youth (12 – 18 years). Each category will also have their own finale parties, including entertainment and prizes that include movie passes, books, Lego, gift vouchers, and more.

Registration is available from Monday 26 November at Oxford, Kaiapoi, and Rangiora Libraries. Once registered, participants will receive the challenge card, and can start the challenge straight away.

**Adult Reading Challenge**

The Reader and Reference Services team have organised another fun reading challenge this summer for adults. The idea behind this challenge is to provide ideas to readers for ways to stretch themselves and try some different books & online reading experiences. It is also a wonderful way for adults to model reading to the young people in their life. The reading challenge runs from December until the end of February. Readers are also encouraged to share what they are reading with each other via the library Facebook and Twitter accounts.

**Christmas Family Events at the Libraries**

The Waimakariri Libraries organised opportunities for families to enjoy some festive fun in the lead up to Christmas. With Christmas stories, songs, and Christmas crafts on offer at the Kaiapoi Library on Saturday 1 December 10am-12pm (Kaiapoi Christmas Carnival and Santa Parade Day); Oxford Library Wednesday 12 December, 5.30-7pm with a special guest appearance by Santa Claus and at the Rangiora Library Friday 14 December, 5.30–7pm.
Christmas Preschool Sessions

The preschool team planned a special final week of Christmas themed Babytimes, Storytimes and Toddler times at the Waimakariri Libraries, from 1 December – 7 December.

The weekly preschool sessions are the libraries’ most popular recurring event throughout the year, and the team have recently received some lovely feedback from Kate Jackett & Family, who are about to move up to the North Island:

Thank you all for the enthusiasm and creativity you invest in making our lives so much richer. Special mention to Sally & Jason for delighting my kids over the years in Baby Times, Story Times, and Toddler Times. And also to whoever selects the kids’ books! (I’m pretty good at keeping up to date with great new kids’ books - but you are always one step ahead!)

Community Christmas Trees

Library customers are invited to place a present under the Christmas trees at any Waimakariri Library, to bring some joy this Christmas. Presents will be distributed, prior to Christmas, by Kaiapoi Community Support, Hope Community Trust Rangiora, and Oxford Community Trust.

Transforming Preschool Storytime

Assistant Librarian, Sally O’Connell, attended a one-day workshop on the topic of “Transforming Preschool Storytimes”. The workshop was led by Dr Betsy Diamant-Cohen, who has worked with thousands of librarians and teachers, to help them to create programmes that reflect their interests and personalities while encouraging them to be facilitators rather than performers.

The weekly Storytimes, Babytimes, and Toddler Times preschool sessions are the most popular recurring events across the Waimakariri Libraries, with 1,305 children, and 972 adults participating in 79 sessions in the Oxford, Kaiapoi, and Rangiora Libraries last term, which equates to an average of 29 people per session.
Wrybill Reading Challenge for Schools 2018

The Learning Connections team have worked in consultation with teachers, and school librarians to create a simplified version of our reading challenges to engage reluctant readers, with the goal of boosting levels of literacy. The Wrybill reading challenge is being utilised this term as part of the weekly class visits scheduled with Kaiapoi Borough School, and North Loburn School.

The goal is to create enthusiasm for reading, and to inspire students to participate in the annual Summer Reading Challenge. More than 150 students from Kaiapoi Borough, and North Loburn Schools have participated in the program this term.

New Stepping Up Classes

Waimakariri Libraries offered new Stepping Up modules this term in response to customer feedback, with sessions on Smartphones, and Computer Basics. These classes are designed for first-time computer users. Participants learn how to use the core functions of a computer and file management and it doesn't matter which brand of smartphone customers have as the class helps with the basic functions common to all smartphone types. The sessions run fortnightly, in all three libraries during term times.

Phil Walsh Typical Coaster

55 people attended the launch of Typical Coaster, by Phil Walsh at the Rangiora Library. Written with the aim of being intentionally light-hearted and entertaining, Typical Coaster is a story about one boy’s aspirations, accomplishments, disasters, and emerging maturity. The book is dedicated to Phil’s grandfather, who developed Alzheimer’s later in life, and the author is donating ‘all proceeds’ from sales of the book to Dementia Canterbury. Darral Campbell, a representative from Dementia Canterbury attended this Friends of the Library event, and thanked the Waimakariri Libraries for their involvement with the Next Chapter Group, who meet monthly at the Kaiapoi Library. She highlighted the significance of continued quality of living for people with dementia and how important it is for people in the community to be able to attend events like this.
Student Printmaking Exhibition

The "Print Print Print" exhibition at the Kaiapoi Children’s Library in November celebrated Arts Media, the contemporary technology curriculum offered at Kaiapoi Borough Technology Centre for both the Borough and North schools' students.

Students selected a variety of printmaking mediums, then tested, experimented, modified and adapted their ideas. “Sharing students’ curated images with the community is an exciting opportunity, to present and also encourage reflection, on the outcomes,” said tutor Louise Johns. Staff received wonderful feedback from customers, and parents, grandparents, and siblings appreciated seeing the children’s work on display.

Museum Exhibit at the Kaiapoi Library

There is a new display, on loan from the Canterbury Museum, at the Kaiapoi Library titled China: Open Empire. This interesting display features artefacts and information provided to the museum from Rewi Alley’s collection. Rewi Alley was born in Springfield, Canterbury, on 2 December 1897, and moved to China in 1927. He played an important role in developing relations between China and New Zealand. The exhibit includes a unique compass, ceramics, and details of Alley’s life in China, where he lived until his death in 1987.
Next Chapter Group

The Next Chapter Group run by Library Customer Services Assistants, Jeanette Busch, and Irene Rodgers, held their final meeting for the year at the Kaiapoi Library recently. Jeanette and Irene put in an extraordinary amount of effort to create intricate displays, as pictured above, and the participants enjoyed the Christmas theme. These sessions utilise a range of media to evoke and trigger memories, including You Tube videos of Bing Crosby and David Bowie singing The Little Drummer Boy, a Memory Box of Christmas decorations, books, pictures, and Christmas crafts. Dementia Canterbury has worked in partnership to facilitate these sessions, and the feedback is always very positive.

Games for Grown Ups

Games for Grownups has been attracting a consistent group of 10-14 people weekly at Kaiapoi and Rangiora libraries. Regular attendees have gotten to know each other well and in Kaiapoi, the group will also get together for a pre-Christmas lunch at a local café.

Games for Grownups will continue over the summer months at Kaiapoi and Rangiora, as will the monthly Movie Mornings at Kaiapoi Library. These activities provide an opportunity for a chat over a cup of tea with old friends and new, which is greatly valued by the attendees. Many customers have commented on how these sessions help to combat loneliness, and isolationism amongst the elderly.
4.3. Kōtui Library Management System Consortium

Waimakariri Libraries have been partners in the Kōtui Library Management System Consortium since March 2011.

In April 2018, the Kōtui Management Board reviewed the expected benefits outlined in the original Business Case to determine whether these had been realised by the Kōtui Consortium and a summary of the findings on the benefits of participation follows.

The rationale for the original business case for participation were predicated on three drivers at that time:

- Many library systems in libraries were out of date, there was inconsistent service to New Zealanders with duplication of effort and assets across public libraries
- The timing was right for a shared service as 23 of the 66 public libraries had systems which would cease support and they would be required to move to a new system, and
- There was an opportunity to address the lack of electronic data exchange between library and council financial systems.

The desired outcome for public libraries was they should be able to access modern library management systems, physical and digital resource discovery, other library support systems, and to have IT support service provided to agreed levels of service for a contracted price without the need to support or maintain their own library system.

By committing to a contracted long term service for the provision of the library systems, councils would achieve known long term costs, guaranteed system modernisation over time, a lessening of IT professional input, and the requirement for periodic capital investment.

The outcome for National Library was to strengthen its place in supporting the work of other libraries, as mandated by the National Library Act, and ensure New Zealanders would have equitable access to a wide range of quality resources through a modern library system.

The key benefits of Kōtui (as it was subsequently named) were expected to be:

- Economies of scale and less duplication of function and resourcing across the libraries, leading to a more cost effective, more capable library system
- Reliable future proofed systems, and ongoing service improvements
- More people using library resources more
- Better reporting and information and budget management

Overall, Kōtui has realised the majority of the benefits identified in the business case, with some exceptions or provisos noted below.

1. Economies of scale and cost effectiveness

The first library went live on Symphony in November 2011. By the end of May 2018, the Consortia will consist of 36 library systems from 38 Councils which represent 58% of the total number of local authorities in New Zealand.

Benefits that have been realised include:

- libraries have a better level of service than most would have been able to afford or achieve independently
the size of the Consortia on the national stage means greater influence with the supplier than might have been achieved by a stand-alone library using the same system

- the Kōtui office provides very effective support, reducing the need for council IT support for library systems
- positive perceptions for being in a shared service
- hidden costs of library staff time and resources otherwise required to manage the library system are avoided

The upfront joining fee has made it difficult for some of the smaller councils to commit and so a review of the financial model has been flagged for consideration.

2. Reliable, future proofed systems with ongoing improvements

The chosen systems have kept up to date and delivered new improvements, delivered on the future proofing of systems, and implemented improvements:

- libraries no longer need to worry about or manage the next upgrade
- libraries no longer have to make the case to their councils for implementing new products or spending the time and funds to go out to RFP for a new system
- libraries are able to spend their time on improving the customer service delivered from the systems
- SirsiDynix is one of the bigger library system suppliers and has on the whole, kept up with new developments over the 7 years, including: blue cloud analytics, web services, blue cloud mobile and Syndetics Unbound etc.
- Kōtui has done an excellent job in integrating electronic resources, including eBooks into a single search for customers. This is far ahead of what most Kōtui libraries could have achieved and more than some larger libraries not in the consortium have yet to achieve
- Kōtui takes care of disaster recovery, vendor liaison and ensures back office suppliers of services keep up to date with latest developments.

3. More people use library resources more

As noted earlier one of the benefits for library customers has been the integration of electronic resources into a single search which has gone a long way to reducing gaps in the equity of service between larger and smaller library systems. Because of this integration it is easier for library users (including those of the Waimakariri Libraries) to access both physical and electronic resources, including eBooks, in a single search.

Libraries in the Bay of Plenty region have implemented a ‘one’ card system whereby library users within the region can easily borrow from other districts using their own library card.

4. Better reporting and information and budget management

This benefit in the Business Case was initially seen as better integration of data from the library management system with council’s financial management systems enabling time saving and efficiency in carrying out debt management activity. SirsiDynix has a Web Services feature which would enable the various council financial systems to exchange data but this would need to be at the cost of the individual councils.

Other benefits from the Consortia in regard to reporting and information, include:

- Blue Cloud Analytics, which enables libraries to build their own reports and or to use the reports generated by others
• Kōtui’s provision of collective data for Kōtui libraries, for public library statistical reporting and analysis and Official Information Act requests.

Conclusion

Overall, Kōtui has delivered the benefits originally projected for the shared service. The service is stable and is providing quality services to 58% of the countries libraries. There is still room for development and the Kōtui Board believes more value can be extracted particularly through greater collaboration. The Board was pleased to note the leadership and increasing activity of the Kōtui Library Managers Executive in helping to achieve such things as online library membership registration and recent establishment of a Cataloguers Project Group.

The Waimakariri District Council undertook a major commitment when joining the Kōtui Library Management System Consortium at the outset in 2011. The benefits of being party to this shared service have been significant for the Waimakariri Libraries and hugely beneficial for the users of library services in this district.

4.6 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 October 2018.

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>64,458</td>
<td>45,480</td>
</tr>
<tr>
<td>Rates</td>
<td>1,210,630</td>
<td>1,228,030</td>
</tr>
<tr>
<td></td>
<td>1,275,088</td>
<td>1,273,827</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>653,467</td>
<td>666,717</td>
</tr>
<tr>
<td>Overheads</td>
<td>118,991</td>
<td>158,867</td>
</tr>
<tr>
<td>Internal Interest</td>
<td>244,720</td>
<td>241,890</td>
</tr>
<tr>
<td>Depreciation</td>
<td>7,306</td>
<td>8,365</td>
</tr>
<tr>
<td></td>
<td>347,882</td>
<td>299,770</td>
</tr>
<tr>
<td></td>
<td>1,309,953</td>
<td>1,353,359</td>
</tr>
<tr>
<td><strong>Surplus/ (Deficit)</strong></td>
<td>(94,867)</td>
<td>(81,811)</td>
</tr>
</tbody>
</table>

Key

↑ Good results compared to Budget

In line with budget

↓ Poor results compared with budget
6.2. **Community Implications**

Through the delivery of the Waimakariri Libraries' Strategic Framework 2018-2020, users of the libraries are better informed, connected, engaged, and empowered, and the community can 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.

Phillippa Ashbey
District Libraries Manager
Benefits realisation against the original Kōtui Business case

On 23 April 2018 the Kōtui Board reviewed the expected benefits outlined in the original Business Case¹ to determine whether these had been realised by the Kōtui Consortium. The rationale for the original business case was predicated on three drivers at that time:

- Many library systems in libraries were out of date, there was inconsistent service to New Zealanders with duplication of effort and assets across public libraries.
- The timing was right for a shared service as 23 of the 66 public libraries had systems which would cease support and they would be required to move to a new system, and
- There was an opportunity to address the lack of electronic data exchange between library and council financial systems.

The desired outcome for public libraries was they should be “able to access modern library management, physical and digital resource discovery, other library support systems and IT support service provided to agreed levels of service for a contracted price without the need to support or maintain their own library system”.

For Councils by “committing to a contracted long term service for the provision of the library systems” they would achieve “known long term costs, guaranteed system modernisation over time, a lessening of IT professional input” and the requirement for periodic capital investment.

The outcome for National Library was to strengthen its place in supporting the work of other libraries, as mandated by the National Library Act, and ensure New Zealanders would have “equitable access to a wide range of quality resources through a modern library system”.

The key benefits of Kōtui (as it was subsequently named) were expected to be:

- Economies of scale and less duplication of function and resourcing across the libraries will lead to a more cost effective, more capable library system
- Reliable future proofed systems, ongoing service improvements
- More people use library resources more
- Better reporting and information and budget management

Overall the Board thought that Kōtui had realised the majority of the benefits identified in the business case, with some exceptions or provisos noted below.

1. **Economies of scale and cost effectiveness**

The first library went live on Symphony in November 2011. By the end of May 2018, the Consortia will consist of 36 library systems from 38 Councils which represent 58% of the total number of local authorities in New Zealand.

The Board noted the following points which demonstrated that this benefit had been realised:

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• Libraries had a better level of service that most would not be able to afford or achieve as a stand-alone library service
• The size of the Consortia on the national stage means greater influence or ‘clout’ with the supplier than a stand-alone library using the same system
• The service from the Kōtui office provides very effective support reducing the need for council IT resources to be applied to managing the library system
• Some identified the positive political perceptions for being in a shared service
• The hidden costs of library staff time and resources into managing the library system are avoided

One issue was identified and that is the subscription model where the upfront joining fee has made it difficult for some of the smaller councils to commit. It was noted that this model was that preferred at the time by libraries because they had capital sums in their forward plans for library system replacements but it was much harder to get an increase in operational capital. The Board noted that it may be timely to review the financial model, particularly at contract renewal time.

2. Reliable, future proofed systems with ongoing improvements

The Board considered there were two aspects to this benefit: have the chosen systems kept up to date and delivered new improvements, and has Kōtui delivered on the future proofing of systems and implemented improvements in a timely manner?

The Board noted the following points:
• Libraries no longer need to worry about or manage the next upgrade
• Libraries no longer have to make the case to their Councils for implementing new products or spending the time and funds to go out to RFP for a new system
• Libraries are able to spend their time on improving the customer service delivered from the systems
• SirsiDynix is one of the bigger library system suppliers and has mostly kept up with new developments over the 7 years: blue cloud analytics, web services, blue cloud mobile and Syndetics Unbound etc. There has been some delay with responsive design but on the whole Sirsi as a supplier is keeping up with new developments
• Kōtui has done an excellent job in integrating electronic resources, including eBooks into a single search for customers. This is far ahead of what most Kōtui libraries could have achieved and more than some larger libraries not in the consortium have yet to achieve.
• Kōtui takes care of disaster recovery, vendor liaison and ensures back office suppliers of service keep up to date with latest developments.

3. More people use library resources more

As noted earlier one of the benefits for library customers has been the integration of electronic resources into a single search which has gone a long way to reducing gaps in the equity of service between larger and smaller library systems. Because of this integration it is easier for library users to access both physical and electronic resources, including eBooks, in a single search. However, not all public libraries in Kōtui provide access to subscriptions databases through EPIC. For those that do provide access, this service is available as an add-on service. This change was made after consultation with libraries, to enable the consortium to purchase Blue Cloud Mobile.

The Board noted the following points:
• The impact on customer use is unclear. Anecdotal evidence suggests use is plateauing but there is no causal link between this and the impact of the single search across all resources. The Kōtui Managers Executive is proposing a future survey that libraries could use with their customers to understand their experiences.

• Real time availability of eBooks is available at the time of search leading to greater satisfaction of customer searches.

• It is possible for users to have access to a much wider range of resources than their own library’s collection and it is possible to push a search to someone else’s catalogue.

• Libraries in the Bay of Plenty region have implanted an ‘one’ card system whereby library users can easily borrow from other libraries using their own library card.

• One area not yet realised is using the buying power of the service to select products other than those related to the system, e.g. collective buying of book stock.

4. Better reporting and information and budget management

This benefit in the Business Case was initially seen as better integration of data from the library management system with council’s financial management systems enabling time saving and efficiency in carrying out debt management activity. SirsiDynix has a Web Services API which would enable the various council financial systems to exchange data but this would need to be at the cost of the individual council or councils.

The Board noted other benefits from the Consortia in regard to reporting and information:

• Blue Cloud analytics enables much great ability for libraries to build their own reports or to use the reports generated by others.

• Kōtui has been able to provide collective data for Kōtui libraries for the public library statistics collected by APLM.

Conclusion

The Board was confident that overall, Kōtui has delivered the benefits originally projected for the shared service. The service is stable and is providing quality services to 58% of the countries libraries. There is still room for development and the Board believes more value can be extracted, particularly through greater collaboration. The Board was pleased to note the leadership and increasing activity of the Kōtui Managers Executive in helping to achieve such things as online registration and setting up the recent Cataloguers project group.

Rachel Esson
Chair, Kōtui Board
Director Content Services, National Library
1. SUMMARY

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

Attachments:
Not applicable

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181030126776

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

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

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

(e) Notes 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) Approves the proposed criteria for groups applying for sponsorship in the form of free passes from the Aquatic Facilities.

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

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

3.1 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 table below provides a summary of the Aquatic Facilities income from attendances for the 2018/19 year to October 2018.

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Dudley Park Aquatic Centre</th>
<th>Kaiapoi Aquatic Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Actual</td>
<td>YTD Budget</td>
</tr>
<tr>
<td>Programmes</td>
<td>167,919</td>
<td>219,128</td>
</tr>
<tr>
<td>Recreation</td>
<td>76,333</td>
<td>85,230</td>
</tr>
<tr>
<td>Pre-Paid</td>
<td>37,691</td>
<td>35,170</td>
</tr>
<tr>
<td>Total</td>
<td>281,943</td>
<td>339,528</td>
</tr>
</tbody>
</table>

While Recreation and Programmes activity is still lower than budget, the figures in the table above show a recovering trend when compared to those of the previous report, moving back towards a positive budget figure.

Programmes attendance continues to be the main area of concern with the figure reflecting the fluctuations inherent with schools. With the warmer weather, it is normal to see increased attendance by the schools at facilities. As we are coming to the end of the school term, invoicing will be going out shortly for term four, which will see Programmes income trend back to the positive.

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. **Replacement compressor required for Kaiapoi Aquatic heating plant**

As part of ongoing routine maintenance, contractors identified an issue with the heating plant at Kaiapoi Aquatic Centre. The issue was in one of the two main compressors, which operate on demand all year round to keep the air and pool water at a comfortable temperature for customers.

Upon further inspection, it was found the issue was caused by an internal fault and the unit was close to a critical failure. Options were sought including repair and replacement and while the repair option was slightly cheaper, it would include a shorter warranty and increased risk of potential future failure due to the already advanced age of the unit.

The cost of the compressor unit is $22,000. The current financial year capital replacement budget for Kaiapoi Aquatic Centre has a provision of $16,810 for the replacement of inflatables. Staff have deferred the replacement of the inflatables which leaves a shortfall in the current year's budget of $5,190. The Manager, Community and Recreation authorised this expenditure as the compressor is essential to the ongoing operating of the Kaiapoi Aquatic Centre.

Deferring the replacement of the inflatables will not impact levels of service as there is some flexibility around the replacement date for these items.

Staff are in the process of refining asset management in the aquatic centres. To date we have all of the major plant and equipment items scheduled for replacement. The schedule needs further enhancement in terms of identifying key components of larger plant items that require separate replacement.

The current issue is an example of the need to identify key components of the heating plant. The process of replacement of one compressor has identified that there are actually two which have an expected lifespan of 10-12 years. Staff will amend the replacement schedule for 2019 / 20 to reflect this which will result in the second compressor being scheduled for replacement next financial year.

4.4. **Aquatic support for future sponsorship requests**

The Aquatic Facilities receive between two to three requests a month from various community groups looking for support for events and raffle prizes. These groups include various primary schools throughout the district, churches, preschools, clubs and community trusts.

In the past, we have supported such groups on an ad hoc basis with family passes, to the value of $32.00, for an annual outlay of between $800 to $1200. While these passes hold a financial value, the impact on income is negligible, as these passes would not necessarily detract from our customer base. Furthermore, the positive reputation potential for both the Council and Aquatic brands by working with and supporting community groups balances any cost.

With the volume of requests slowly increasing, we propose to set clear criteria that these groups must meet to ensure future sponsorship benefits deserving groups. We recommend the criteria include that recipient groups are not for profit with charitable, philanthropic or cultural activities, which will see positive outcomes within the Waimakariri Community.

We propose to continue supporting groups who match the above criteria on an ad hoc basis, documenting the groups, outcomes and support provided to be reviewed by this committee in a years' time for discussion and analysis.
Other options include

- Declining all requests, with no cost but a negative impact on reputation and image.
- Forwarding all requests on to the Community and Recreation Committee for discussion. While the committee has delegated authority to decide on such matters, most groups only request sponsorship two to three weeks out from the date they propose to use said passes.
- Support some requests to an agreed level, of either a proposed budget figure, or set number of passes and issued on a first come first served basis. Depending on the agreed level, this would have a similar outcome to the proposed course of action up until the cut-off point, with some potential impact on reputation and image, from there on.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The options as proposed, for continuing to support groups who meet our criteria with swim passes, will see negligible impact on our income and would continue to show Council and Aquatic support for valuable causes with our community.

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 $'000</th>
<th>YTD Budget $'000</th>
<th>Variance $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Income</td>
<td>479</td>
<td>546</td>
<td>(67)</td>
</tr>
<tr>
<td>Rates Funding</td>
<td>1,014</td>
<td>1,028</td>
<td>(14)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>1,493</strong></td>
<td><strong>1,575</strong></td>
<td><strong>(81)</strong></td>
</tr>
<tr>
<td>Operation Expenses</td>
<td>991</td>
<td>1,035</td>
<td>44</td>
</tr>
<tr>
<td>Maintenance</td>
<td>75</td>
<td>62</td>
<td>(13)</td>
</tr>
<tr>
<td>Overheads</td>
<td>196</td>
<td>193</td>
<td>(2)</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 decreased helped by further savings in Operation Expenses of $44,000.

The impact on income is due in part to the reopening of Taiora QEII in the north east of Christchurch and the customers this draws from the market. This trend is moving back towards budget when compared to the previous report, which highlights the seasonal nature of attendance at Aquatic Facilities.

6.2. Community Implications

As detailed in 4.4 Aquatic support of future sponsorship requests, the proposed recommendations will see largely no impact however as outlined with the other options there may be negative impact on Council and Aquatic images as well as undue delay.

6.3. Risk Management

As detailed in 4.3, the risk of not moving forward with the works would have been potential further damage throughout the heating system as well as an impact to customer comfort at the Kaiapoi Aquatic Centre. The other similar compressor has been checked over by the maintenance team and they are confident that this unit is not currently in danger of a similar failure.

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

7.3. 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:        GOV-01-04 / CMS-09-10-02 / 181205143969
REPORT TO:                  Community and Recreation Committee
DATE OF MEETING:            18 December 2018
FROM:                      Tessa Sturley – Community Team Manager
SUBJECT:                   YOUTH DEVELOPMENT ANNUAL REPORT 2018

1. SUMMARY

1.1 This report presents the Waimakariri Youth Development Annual Report, for the 2018 calendar year.

1.2 This report also outlines key priorities in Youth Development, looking toward the 2019 calendar year.

1.3 The activities of Waimakariri Youth Council, WaiYouth Action Group and the North Canterbury Youth Services Network, are undertaken with support from the Youth Development Coordinator.

Attachments:
   i. Youth Development Annual Report 2018 (Trim # 181130141398)
   ii. Minutes of the November meeting of Waimakariri Youth Council (Trim # 181205143967)

2. RECOMMENDATION

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

3. BACKGROUND

3.1. The role of the Youth Development Coordinator is to facilitate the delivery of the Waimakariri Youth Development Strategy, support the Waimakariri Youth Council and WaiYouth Action groups and to support the North Canterbury Youth Services Network. This involves working with a range of local and regional stakeholders to:
   • Increase the positive profile of young people in our district
   • Support the development and delivery of youth-led initiatives
   • Identify and facilitate opportunities for the local youth sector
• Create mechanisms whereby young people can have a greater voice in local
decision-making

3.2. Waimakariri Youth Council was established in 2013 as a means to formally support the vision set out in the Waimakariri Youth Development Strategy. Youth Council consists of 16 members from across the District, representing the mainstream high school, home school, employee and tertiary sectors.

Staff support is via the Youth Development Coordinator, supported by the Community Team Manager. The Mayor (ex officio), and two elected Councillors appointed by the Community and Recreation Committee also sit on Youth Council. Typically, a councillor acts as liaison between the Youth Council and Waimakariri District Council.

3.3. WaiYouth was established in 2011, following the employment of a Youth Development Coordinator. The aim was to create a ‘core crew’ of young people who would plan youth-led initiatives that gave young people more ‘things to do’ and a means to present local youth in a more positive light across the District.

3.2 Activities align with objectives and actions detailed in the Waimakariri Community Development Strategy Implementation plan, 2018/19

This work sits under the four pillars of that strategy, to:

- **Engage** with the community and so capture its views, imagination, skills, experience and ideas.
- **Inform** the community about significant relevant issues and opportunities that affect the lives of our residents.
- **Connect** people, groups and organisations with others who can help to address those issues and opportunities.
- Help them to establish working groups and **empower** them with the skills, information and resources they need, so that they can (collectively) translate their ideas into action.

4. **ISSUES AND OPTIONS**

4.1. **Overview**

The attached report, number 181130141398, collaboratively prepared by Youth Council and WaiYouth members and the Youth Development Coordinator, provides an overview of the priorities and some key achievements for Waimakariri Youth Council, WaiYouth and broader Youth Development during the 2018 calendar year. It introduces current Youth Councillors and includes member perspectives regarding the strengths and value of the work of Youth Council and WaiYouth. It also presents an overview of wider youth development connections, collaborations, activities and opportunities facilitated by the Youth Development Coordinator.

4.2. **Key Results**

Youth Development in 2018 has focussed on engagement, strategy and capacity building. This has covered four key areas:

4.2.1. **Recruitment of new Youth Council and WaiYouth members**

After a significant number of ‘retirements’ from long serving members and following a temporary reduction in coordinator hours, membership for both WaiYouth and Youth Council had reduced. A key priority for the incoming coordinator was to facilitate a youth-led recruitment drive to increase and broaden
representation. The aim was that WaiYouth and Youth Council be more representative of youth across the District, representing a broad range of demographics.

The recruitment drive engaged young people in:

- design of promotional material,
- promotion at events, local workplaces, schools, home-school network, tertiary institutions and in local media,
- reviewing applications for WaiYouth and Youth Council membership,
- recruitment of new members.

This extensive and well-planned process has meant that we now have a strong core membership in both groups. A few gaps will be filled with an early 2019 intake.

4.2.2. Youth Strategy Review

The review process for the Waimakariri Youth Strategy created an opportunity for our young leaders in Youth Council to learn skills in the following areas:

- Community engagement
- Researching various models and examples of youth-related strategic plans
- Collating information to identify common themes and identify clear goals and objectives
- Designing, populating and editing a succinct, youth-friendly, document that could form an appropriate framework for future youth development.

Youth Council will seek its endorsement at the December meeting of the Community and Recreation committee

4.2.3. North Canterbury Youth Services Network Facilitation.

A key priority for the Youth Development Facilitator has been reconvening, reviving and refocussing the North Canterbury Youth Services Network. With membership of over 40 local stakeholders, this network has the potential to be a significant driver of positive outcomes for young people in the Waimakariri District. However, in recent years, under autonomous facilitation, the network had disbanded, limiting the opportunity for collective insight and impact to address issues and opportunities for local young people.

In response to our own concerns, our Youth Development facilitator has successfully undertaken to re-engage the network. Key priorities have been identified and the network will now meet quarterly, with working groups established to progress these, as appropriate.

4.3. Looking forward – 2019

4.3.1. Youth Council and WaiYouth will reconvene for 2019 in February, recruitment for both groups to be completed in February.

4.3.2. The incoming Youth Council will support the development of an implementation plan to progress the objectives of the Waimakariri Youth Strategy; including priorities that will inform planning for Youth Council, WaiYouth and North Canterbury Youth Services Network over the 2019/2020, financial year.

This will, by necessity, be led by the Youth Development Coordinator, in collaboration with Youth Council, WaiYouth, the various groups and agencies.
represented on the North Canterbury Youth Services network and other key local agency networks, such as Social Services Waimakariri, Waimakariri Health Advisory Group and Waimakariri Access Group.

4.3.3. A project funding plan will be developed to align with the Waimakariri Youth Strategy Implementation Plan

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

In line with Community Development practice, a wide range of Community Stakeholders continue to be engaged as the Youth Development function of the Waimakariri District Council Community Team foster a collaborative response to identified community issues.

5.2. Wider Community

Broad community engagement is an important part of the work of the Community Team. This ensures 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. External project funding was utilised to deliver these initiatives.

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

Youth Development aligns with the following Council Community Outcomes:
There are wider ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

People are friendly and caring, creating a strong sense of community in our district.

People have wider ranging opportunities for learning and being informed.

The community’s cultures, arts and heritage are conserved and celebrated.

7.4. Delegations

The Community and Recreation Committee has the delegation for oversight of the Community Team, which includes the facilitation of Youth Development in the Waimakariri District.

Tessa Sturley
COMMUNITY TEAM MANAGER
I have really enjoyed working with WaiYouth and Youth Council in 2018, as well as supporting the North Canterbury Youth Services Network. I was appointed to the Youth Development Facilitator role in January this year after working for six years as a Youth Worker at Rangiora High School. I found the transition interesting, challenging and engaging as I adjusted to the broader perspective and got to know the ins and outs of working at a District Council.

I have been so impressed by the hard work and dedication that WaiYouth and Youth Council have given in 2018. They are talented and passionate; and have provided some amazing events and initiatives for the young people of the Waimakariri District.

WaiYouth

This year WaiYouth have planned and executed a number of events and initiatives. They began the year with a recruitment drive to fill their ranks again as some previous members stepped down to move on to new things. The group now has a total of 15 members, with 8 of those being new recruits. A large influx of new members created an interesting dynamic as the team was able to draw on past experience while also benefitting from the fresh ideas and energy of the new recruits.

The first event which WaiYouth undertook was a family movie in the park. The team went through the process of planning and gathering resources, but unfortunately had to cancel on the day due to poor weather. They learned a lot from the experience and, after attending the South Island Youth Connect training in April, they were inspired to run a new event - the All Night Party.

This event ran from 7pm one evening until 9am the next morning, a total of 14 hours, during which over 100 young people were bussed between seven different venues. These included; Mega Air Trampolining, QE2 Pools, Bowling, Timezone, Laser Strike and a chill zone. This was a massive undertaking, from planning through to running the event on the night, and I was so impressed by the way the team worked together and pulled it off without a hitch. The feedback we received from this event was overwhelmingly positive, with many young people asking if we could do it again the following week!

WaiYouth’s final event of the year was their flagship event, Centre Stage 5. This was another big event, but the team were confident in their past experience and were able to pull together 20 acts and 4 judges, culminating in an entertaining and exciting night of singing, dancing and competition. A special mention goes out to the MC, Eugene Dickie, who put on a real show! The WaiYouth team are looking forward to 2019, with another round of recruitment and some new event ideas and initiatives in the works.

Youth Council
Youth Council have been equally busy this year, starting out with a round of recruitment, they brought on board four new members after a few of the previous youth councillors finished up at the start of 2018.

The year was a big year, and I’ll leave the rest of this document to fill in some of the details, but suffice to say, I was so impressed by the dedication, hard-work and vision expressed by our Youth Councillors in 2018.

One piece of work that I must give special mention is the Youth Strategy, which was officially adopted by our Youth Council at the end of November after a long year of planning, research, discussion and hard-work. The team were so keen from the start that the Strategy be a document that was “by youth, for youth”, and I think they did an amazing job of keeping that goal front and centre. They can be proud of a job well done and look forward to the positive impact the Strategy will have in the years to come.

**North Canterbury Youth Services Network**

I have also been facilitating the North Canterbury Youth Services Network this year. After a period of time with no meetings, this year the network has gathered twice and have put in place a quarterly schedule for next year.

In 2019 the network will be travelling around North Canterbury, having meetings in Kaiapoi, Amberley, Pegasus and Rangiora. A key priority will be to further strengthen the connections between youth services throughout the region. I’m looking forward to seeing this happen, and expect to see positive results for the young people of the region.

Sam Redman
*Youth Development Facilitator*
MEET THE TEAM

WAIYOUTH:

- Sophie Marsh - Chair
- Alex Tindall
- Courtney Matthews
- Raven Purdom
- Markus Hatcher-Blacklock
- Jordan Jarman
- Monica Hodgson
- Jacob Coxhill
- Lucas Iles
- Alex Vermeulen
- Azil Ali
- Josh Fisher
- Becca Barnett
- Joel Croucher

YOUTH COUNCIL:

- Andrew Besuyen - Co-Chair
- Arabella Jarman - Co-Chair
- Aurora Melville
- Caitlin Tipping
- Jacob Harford
- Katie Lange
- Stella Graydon
- Ellie Tizzard
- Olivia Silby
- Alex Jackson
- Benya Ickenroth

Below are just a few of the faces around the Youth Council table. Read on to find out more about what’s been good this year and why they decided to get involved with Youth Council:

Andrew Besuyen

“I’m Andrew Besuyen, co-chair of the Waimakariri Youth Council. I have been a part of the Youth Council since 2015 and, regrettably, this is my fourth and final year working with the team.

Without a doubt, the highlight for 2018 for me was being involved in the revision of the Youth Development Strategy. The opportunity to write parts of a document that will help guide the District Council’s decisions and continue to make the Waimakariri a great place to live as a young person was incredible. It was really encouraging to see the amount of feedback we got from the District-wide survey and other sources. Young people, when given the opportunity in the right way, want to participate in policy making.

I look forward to hearing what the Youth Council gets up to in 2019.”
Stella Graydon

“I’m Stella, I’m 17, I live in Oxford and I’ve been a member of the Waimakariri Youth Council for 2 and a half years. Something I’ve really enjoyed about the Youth Council this year, is the sense of being a real ‘team’. We’ve had a lot of new Youth Councillors join us this year, and it has been so cool to see how the Youth Council is changing and growing.”

Alex Jackson

“Hello there, my name is Alex Jackson, I’m 15 and homeschooled (although the term “life-educated” sounds a bit more 2018). I’ve enjoyed being a part of the Waimakariri Youth Council this year. It was great to get 400 responses from the Youth Survey that questioned young people on issues that impact them. I’ve learnt so much about what happens behind the scenes in a Council setting, which was something I was always interested in. I like to know what’s going on around the place so I have appreciated the opportunity. Rangiora has grown so much since I moved here six years ago which is exciting. I’m looking forward to seeing some different things come up for youth in 2019.”

Caitlin Tipping

“To whoever is reading this, hi! My name is Caitlin Tipping and I am a year 11 student at Rangiora High School. I’ve really loved being a part of the Waimakariri Youth Council in 2018 because, I feel as though the Youth Council is making a difference and an impact in the community by working closely with the youth and making sure that they get everything they want and need. My favourite part of the Youth Council this year was being able to attend the Youth Voice Canterbury awards at the end of August, because it was lots of fun and I got to see what other people are doing and how they are making a difference and impact in their community. I am looking forward to seeing how many of our upcoming projects are going to work out and see if they have an impact on youth in the Waimakariri community. Well that’s all I got, see ya!”

Ellie Tizzard

“Heya, my name is Ellie Tizzard and I go to school at Oxford Area School and I have also recently been elected as the Youth MP for Waimakariri. I have really enjoyed being a part of the Waimakariri Youth Council this year because it has given me the opportunity grow and I have been able to involve myself in several important discussions regarding youth in our community. The highlight of my year on the WYC was getting to know other young people from our area who share the same passions and want to be a part of changes in our District. I’m looking forward to continuing this experience in 2019!”
Jacob Harford

“2018 was a busy year for the Waimakariri Youth Council. During the year I took part in the election of new members to be part of the Youth Council. We sent out a request for applications to the Waimakariri District for potential recruits. Soon afterwards we selected several candidates to be interviewed. By the end of the process, four new recruits had been added to the council.

The interview process was a very enjoyable one. I got to meet multiple new people and was put in the opposite position to the one I was in almost three years ago. I feel as though I helped contribute to the council. I would like to thank the new members, Alex, Ellie, Benya and Olivia for joining and would also like to thank the rest of the council for a successful and productive year. Bring on 2019!”

OUTGOING LETTER

In April 2015 I joined the Waimakariri Youth Council as an easy “CV booster”. The awesome people I got to meet, the projects I was a part of and positive impact that the Youth Council was making meant that I stayed on for another four years. University commitments sadly mean this will be my final year on the Youth Council, however, I’m sure I’ll keep in touch.

2018 was a slightly slow-starting year for the group. We got to recruit a bunch of super talented new members, and, once everyone was up to speed, we produced some great work in the second part of the year. A huge focus for us was updating the Youth Development Strategy, a document first created in 2010. It was a very involved process that started with creating a new survey based on old questions but revised to cover more topics, especially mental health. Once the questions were finalised, Sam did an incredible job rolling it out through the schools and we got over 400 respondents. This gave a starting point to address key issues in the writing of the new strategy. The Youth Council, along with Sam, then produced the content to create the strategy. Ultimately the strategy became a substantially more user-friendly, modern and youth-led document, that I believe will be invaluable for the future.

Other highlights for me this year were hearing from a variety of departments within the council, and other organisations associated with the council, at the start of our meetings. It was nice to get a broader context of other council operations, how it might impact on young people and to gain those connections with departments we might not otherwise interact with.

Attending the biennial Canterbury Youth Awards put on by YVC was also a very enjoyable evening.

Finally, we made use of funding from the Creative Communities Board to get the Kaiapoi skate park painted. A Christchurch graffiti artist Wongi Wilson, who has painted a lot of notable murals throughout the rebuild, created a large mural in the bowl of the skate park. Painted alongside students at the Kaiapoi High School, it was nice to have a very Waimakariri themed piece of art that also gave the students some hands-on experience with an artist.
Since this will be my last time writing for the end of year report, I like to say a massive thank you all the District Council Councillors and the Mayor for sitting in on our meetings, providing advice, support and most importantly taking on our feedback. Also to the Council staff, especially Sam and Tessa, the work you do behind the scenes to keep things running is amazing.

I know this Youth Council will continue to great things in 2019 with some fresh leaders. I am certainly going to miss being involved in the fantastic projects that no doubt lie ahead. It’s been a pleasure working with the 2018 Youth Council and I’ll be sure to catch up with you all sometime in the New Year.

Andrew
Co-Chair

REPORT FROM COUNCILLORS

Congratulations to the Waimakariri Youth Council on another successful year!

All three of us have appreciated being part of the Youth Council’s activities through 2018 and have been impressed by the enthusiasm and dedication they have shown. The group has been cohesive and has had a great mix of ages and interests and this should mean it will be able to perform its role into the future.

With Andrew Besuyen and Arabella Jarman they have been well-led and we thank them for that. Under that leadership the activities of the Youth Council have been directed towards a range of matters and concerns, from mental health issues, to the District Council’s Local Alcohol Policy, to initiating a redesign in a local park.

We thank the Youth Council for its contribution to the Waimakariri community over the past year and wish it all the best as it looks towards 2019.
Events:

Below are photos from some of the events run in 2018:
1. **SUMMARY**

1.1 This report provides an overview of the process undertaken in the recent review of the Waimakariri Youth Development Strategy. It aligns this process with six ‘best practice’ principles for youth development.

1.2 The report also details four key focus areas and corresponding goals and objectives for positive youth development in the coming years. These will provide a framework for an annual implementation plan to guide specific youth development activity in the Waimakariri District.

1.3 Youth Council would like to acknowledge the support of Waimakariri District Council staff and elected members in the development of this strategy; and seek its endorsement by the Community and Recreation Committee.

**Attachment:**

i. Waimakariri Youth Strategy 2018 (Trim # 181128139844)

2. **RECOMMENDATION**

**THAT** the Community and Recreation committee:

(a) Receives report No. 181206144197

(b) Supports the work of the Waimakariri Youth Council

(c) Endorses the adoption of the Waimakariri Youth Strategy (2018) as a guiding strategic framework for Youth Development in the Waimakariri District.

(d) Circulates Report No. 181206144197 to the Community Boards

3. **BACKGROUND**

3.1. The Waimakariri Youth Development Strategy 2010 was developed in response to concerns that local youth didn’t have enough to do, had poor employment prospects and were, therefore unlikely to remain in the District past high school. A broad community engagement was undertaken, resulting in the publication of a well-researched and well-
evidenced document that would provide a framework for youth development in the Waimakariri District.

3.2. The key objectives of the original strategy were to:

- Increase the positive profile of young people in our district
- Support the development and delivery of youth-led initiatives
- Identify and facilitate opportunities for the local youth sector
- Create mechanisms whereby young people can have a greater voice in local decision-making

3.3. It was agreed that, to implement the objectives detailed in the strategy, it would be necessary to engage a Youth Development Coordinator. This role was filled with short-term funding in 2011 and has been fully funded by Waimakariri District Council since 2013; with project related costs covered by external funding.

3.4. In line with an objective to support the development of youth-led activities, WaiYouth was established later that year. The aim was to create a ‘core crew’ of young people who would plan youth-led initiatives that gave young people more ‘things to do’ and a means to present local youth in a more positive light across the District.

3.5. Waimakariri Youth Council was established in 2013 to formally support the vision set out in the Waimakariri Youth Development Strategy. Over recent years, Youth Council has grown in capacity and capability. It now consists of 16 members from across the District, representing the mainstream high school, home school, employee and tertiary sectors. Staff support continues via the Youth Development Coordinator, supported by the Community Team Manager. The Mayor (ex officio), and two elected Councillors appointed by the Community and Recreation Committee also sit on Youth Council.

3.2 While the objectives of the 2010 Youth Development Strategy are still sound and relevant, much has changed in our District in the eight years since its release. The impact of the Canterbury earthquakes has placed considerable stress on our young people. Our District has grown and its demographics have changed considerably. As a new Waimakariri District emerged, Youth Council felt that it was timely to review this somewhat dated document.

4. ISSUES AND OPTIONS

4.1. Overview of Review Process

4.1.1. Best Practice Principles of Youth Development

In reviewing the strategy it was important that process was in line with ‘Best Practice for youth-led development. These are that:

The principles are:

- **Youth development is shaped by the ‘big picture’**
  The ‘big picture’ is the values and belief systems; the social, cultural, economic contexts and trends; the Treaty of Waitangi and international obligations such as the United Nations Convention on the Rights of the Child.

- **Youth development is about young people being connected**
  Healthy development depends on young people having positive connections with others in society. This includes their family and whānau,


their community, their school, training institution or workplace and their peers.

- **Youth development is based on a consistent strengths-based approach**
  There are risk factors that can affect the healthy development of young people and there are also factors that are protective. ‘Strengths-based’ policies and programmes will build on young people’s capacity to resist risk factors and enhance the protective factors in their lives.

- **Youth development happens through quality relationships**
  It is important that everyone is supported and equipped to have successful, quality relationships with young people.

- **Youth development is triggered when young people fully participate**
  Young people need to be given opportunities to have greater control over what happens to them, through seeking their advice, participation and engagement.

- **Youth development needs good information**
  Effective research, evaluation, information gathering and sharing is crucial.

These six principles aim to help young people to gain a:

- sense of contributing something of value to society
- feeling of connectedness to others and to society
- belief that they have choices about their future
- feeling of being positive and comfortable with their own identity.


4.1.2. **Research and Consultation**

Our Youth Development Coordinator worked with Council’s Policy Team to gather relevant data sets that would paint a picture of the youth demographics in our District.

Waimakariri Youth Council then began the consultation process by drafting a survey to gather the voice of local youth to inform strategic priorities. The team embarked on a campaign to get as many responses as possible from a wide range of young people. They went into schools, talked to local employers; and worked with youth workers, counsellors and the local youth network, to capture a broad range of perspectives to inform key objectives in each area of the strategy.

4.1.3. **Design**

The Youth Council team undertook research into other more recently developed, youth strategies, alongside the Waimakariri Youth Development Strategy, 2010. The 2010 document was 56 pages long and its goals and objectives not clearly defined. The group wanted a document that was simple, concise and clearly detailed priority areas, goals and objectives for youth development in the coming years.

They identified four common themes, under which they could set objectives that would address the needs, aspirations and opportunities identified through the survey:
• Connection with Community,
• Involvement and Action,
• Locations and Services
• Developing Young People.

4.1.4. Setting the vision, goals and objectives

An important aspect of the review was the creation of a vision for young people in the Waimakariri District. This involved workshopping what a positive future would look like for young people in the Waimakariri District, and how the community might play a part in that. The new vision reflects that

“A District where young people are engaged and connected to a community that values and supports them. – Where young people have opportunities to grow, develop and get excited about the future.”

Once the vision was captured, the data, community feedback and existing commitments were brought together to form the goals and objectives for the new Waimakariri Youth Development Strategy. The Team then worked with Council to create the appealing, easily accessible document that is Waimakariri Youth Strategy, 2018.

4.2. The Document

The new strategy paints a picture of our youth demographic; and of the issues and opportunities that are relevant for them today. It also captures the collective perspective of a number of stakeholder agencies and community groups that support local young people in our District and frames that into a course of action for the future of young people in our District. The goals and objectives set out in Youth Strategy 2018 represent a collation of the views, challenges and aspirations of over 400 local young people.

Youth Council are proud to have produced a document that is unique to them. It is compact, concise, and user-friendly. They look forward to working together in the new year to develop an implementation plan that will inform specific youth development activities and priorities for the 2019/20 financial year.

The final document details four goals, each in alignment with one of the four key areas. A set of objectives aligns with each goal, as detailed in the following page.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

In line with Community Development practice, a wide range of Community Stakeholders continue to be engaged as the Youth Development function of the Waimakariri District Council Community Team foster a collaborative response to identified community issues.

5.2. Wider Community

Broad community engagement is an important part of the work of the Community Team. This ensures 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. External project funding will be sought for project costs associated with the implementation of Waimakariri Youth Strategy 2018. The required extent of funding will be ascertained as part of planning for the 2019/2020 financial year.

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**

Youth Development aligns with the following Council Community Outcomes:

- There are wider ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.
- People are friendly and caring, creating a strong sense of community in our district.
- People have wider ranging opportunities for learning and being informed.
- The community’s cultures, arts and heritage are conserved and celebrated.

7.4. **Delegations**

The Community and Recreation Committee has the delegation for oversight of the Community Team, which includes the facilitation of Youth Development in the Waimakariri District.

Tessa Sturley
COMMUNITY TEAM MANAGER
FOREWORD

Letter from Youth Council

This strategy is the revision of the original work that was completed in 2010. A lot has changed in the past eight years. There was a major earthquake which has led to a dramatic increase in growth in the District, new infrastructure from the rebuild, and new stresses for young people. In light of this, the Waimakariri Youth Council felt that updating the strategy would provide a great deal of value for young people and the Council itself.

Young people represent the future of the District. This strategy aims to capture their perspectives and needs in a concise form. Investing in youth will help them prepare for the challenges that life brings; and the Waimakariri District Council has a part to play in this development. The Youth Council aims to act as the link between the Council and the District’s young people. In constructing the strategy we hoped to create a document which gives direction to the Council and guide their policies. The Council’s policies provide the support and services to give opportunities and foster growth for youth.

The foundation for the strategy was a survey of youth in the District. Ultimately over 400 young people from the ages of 12 to 24 filled out the survey, highlighting which services they had used, what they wanted to see in the District and key issues for the future. It also showed how, given the opportunity and in the right format, young people want to engage in civic matters and can bring fresh ideas and energy to this area. The strategy is, therefore, one written by young people, capturing their viewpoints and will reflect what is of greatest importance for them.

Four key themes are presented in this strategy which arose from the results of the youth survey. These are: Connection with Community; Involvement and Action; Developing Young People; Locations and Services. These four areas are interconnected with our overarching vision for the strategy and represent four main ways that the Council can look to develop the young people of the Waimakariri.

The Youth Council would like to acknowledge the support Waimakariri District Council has provided. Their staff and funding have made the implementation of the survey and the creation of the strategy possible. We would like to especially mention the late Peter Allen, his championing for young people lead to the creation of a Youth Council and this document is just another small part of his legacy.

- Waimakariri Youth Council, October 2018
Our Vision

A District where young people are engaged and connected to a community that values and supports them. Where young people have opportunities to grow, develop and get excited about the future.

Letter from the Council Appointees

We, the three Council appointees to the Waimakariri Youth Council, commend the Youth Council for this revision of Te Rautaki Taiohi o Waimakariri / the Waimakariri Youth Strategy.

With the large number of young people in our District, the Youth Council plays an important role in giving voice the aspirations, views and concerns of Waimakariri youth to the wider community and to the District Council.

This strategy provides context and helps guide both councils.

We are particularly impressed by the way the Youth Council went out to their peers to help bring the Strategy together. In this, they showed that they are already attuned to one of their key themes, Connection with Community.

We wish the Waimakariri Youth Council all the best as it moves into the future using this excellent strategy as its guide.
WHY HAVE A STRATEGY?

As of 2013, there were 7,917 young people aged 12-24 years old living in the Waimakariri District (approximately 16% of the total population). This figure stands to rise as the District continues to have rapid growth post-earthquake. These young people add to the vibrancy and diversity of the District and will make up its future population. They are valuable members of society and deserve to have a voice about their future.

The environment in which young people develop plays a large role in shaping their identity as adults. Investing in youth will both benefit the District’s young people directly and the community as a whole as they interact with them. It is in everyone’s best interests to support young people and provide the opportunities to give them a fulfilling future.

New challenges face young people of every generation, and updating the strategy acknowledges that there are new issues and opportunities to confront. Since the 2011 earthquake, there has been fresh attention for supporting good mental health, and this is but one of many new topics this strategy wishes to highlight. Creating a document that addresses these topics, with information gathered from young people and writing it with a large input from young people, produces invaluable material to guide the Waimakariri District Council’s decision making on issues affecting youth.

This Youth Development Strategy aims to deliver the purpose set out in our vision: A District where young people are engaged and connected to a community that values and supports them. Where young people have opportunities to grow, develop and get excited about the future. By identifying clear goals, it outlines ways Waimakariri District Council can begin to achieve this vision.
**Expected Youth Population**

The youth population is expected to continue rising over the next ten years and beyond.

**Population Breakdown**

- 53% male
- 47% female
- 92% European
- 11.3% Maori
- 4.6% Other

**Education Levels of Young People**

The Waimakariri has 26 SCHOOLS including two secondary schools, three special character schools, one young parents college, and two schools covering years 1-13.

Students in the Waimakariri are slightly more likely to achieve NCEA levels 1 & 2, but slightly less likely to achieve NCEA level 3 than the NZ average.

**Staying in the District**

The Waimakariri has a significant number of 20-24 year olds who leave the District.

**House prices in the District**

House prices in the Waimakariri are rising and in September 2018 the average house price was $445,973.

**Note:** statistics largely gathered from local census data (2013)
WHAT WE DID

Once it had been decided that a review of the Youth Development Strategy (2010) was required, the Waimakariri Youth Council got to work drafting some questions for a survey to go out to the young people of the District. In line with the six principles of youth development, the team was keen to get the youth voice into the picture from the very start and, after consulting with a number of local experts on the content and style, their survey was released to the general public. Over the next month the team embarked on a campaign to get as many responses as possible from a wide range of young people. They went into schools, talked to local employers, worked with youth workers, counsellors and the local youth network, bringing in a total of 408 responses. These responses helped to inform the goals, vision and ultimate direction of the youth strategy.

At the same time the team were working on other details for the Strategy. They undertook research into other youth strategies from around the country, both near and far, as well as the previous youth strategy from the Waimakariri District. Through this process they were able to identify four themes which they thought would cover the key areas of importance for young people in the District. The four themes include: Connection with Community; Involvement and Action; Locations and Services; Developing Young People.

The next steps for the Youth Council was to form a vision, and expand on the four themes, providing goals, identifying key issues and needs and suggesting next steps for the District in these areas. Once this work was completed the team worked alongside Council to pull together an appealing, easily accessible design which you hold in your hands today. It was a long but fulfilling process and the team is really pleased with the final product. The hard work, time and energy was worth it to provide a robust, relevant and easy to access youth strategy for the Waimakariri.

6 PRINCIPLES OF YOUTH DEVELOPMENT

- Youth development is shaped by the big picture
- Youth development is about young people being connected
- Youth development is based on a consistent strengths-based approach
- Youth development happens through quality relationships
- Youth development is triggered when young people fully participate
- Youth development needs good information.
CONNECTION WITH COMMUNITY

IN INVOLVEMENT
AND ACTION

DEVELOPING
YOUNG PEOPLE

LOCATIONS
AND SERVICES
How easy is it for a young person to get a job in the Waimakariri?
3.5/10 (on average)

How much do you think the local Council values your opinion?
4.5/10 (on average)

How connected do you feel with your local community?
4.75/10 (on average)

How easy is it for young people to access important services in the Waimakariri?
5.5/10 (on average)

Have you ever struggled with your personal mental health?
Yes 50%
No 29.47%
Don't know 12.89%
Prefer not to say 7.63%

Has someone you know ever struggled with their mental health?
Yes 75.79%
No 8.95%
Don't know 11.84%
Prefer not to say 3.42%
Are there opportunities for young people to have leadership roles in the Waimakariri?

- Yes: 41.42%
- No: 19.12%
- Don't know: 39.46%

Are there opportunities for young people to gain new skills in the Waimakariri?

- Yes: 46.57%
- No: 12.01%
- Don't know: 41.42%

Which of the following do you think provide the best support for young people?

- Youth workers (56.84%)
- Youth groups (50%),
- Counselling (47.37%)
  (these are the top 3)

When asked about the biggest issues facing young people:
Bullying, drugs and alcohol were identified as the top 3 issues

When asked about their own personal struggle:
Stress, self-esteem and bullying came out on top
Developing Young People

Young people have many talents and should be invested in. Upskilling youth allows them to maximise their potential and live a fulfilling life.

Having opportunities for young people to develop and improve their mental/emotional/physical/social lives and health facilitates a positive future for the District and good pathways for the development of our young people.

Having well-rounded, passionate individuals prepared for leadership is valuable for both the present and future of the Waimakariri District.
GOAL

YOUNG PEOPLE HAVE THE SUPPORT AND OPPORTUNITY TO GROW, DEVELOP AND MAXIMISE THEIR POTENTIAL.

OBJECTIVES

• Actively support and encourage initiatives that develop young people’s skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership.

• Facilitate a strong network of youth services with good lines of communication and collaboration to ensure all young people have the opportunity to grow, develop and get the help and support they need.

• Support young people to be in education and employment, giving them the tools and incentives to develop, grow and pursue their goals.
Being integrated into their local community gives young people a sense that they are valued and that they belong. These are important mental and emotional needs and contribute towards young people living healthy and happy lives.

Connection to the community through voluntary work and participation in sports and other clubs enables youth to add value to their community.

Supporting the development of these connections will facilitate positive outcomes for our young people and create more vibrant communities.
GOAL

YOUNG PEOPLE ARE CONNECTED TO THEIR COMMUNITY AND INVESTED WITH A SENSE OF BELONGING.

OBJECTIVES

• Support existing initiatives that build positive relationships and connections with young people.

• Provide new opportunities for young people to connect positively with their community in meaningful, practical ways.

• Foster an accepting, supportive and healthy youth culture through the provision of youth-led, youth-focussed community events and initiatives.

• Encourage the celebration and nurture of young people across the community.
When they are accepted as key partners in the decision-making process youth feel valued and are more likely to have ownership of the eventual outcomes.

Enabling young people to be genuine agents of change in their community is an important aspect of their personal development. It gives them an idea of what they can accomplish. Drawing on the talents, skills and energy of young people to get things done will benefit individuals, groups and the community as a whole.
GOAL

YOUNG PEOPLE HAVE A VOICE THAT IS VALUED AND THEY ARE PROVIDED WITH WORTHWHILE ACTIVITIES AND OPPORTUNITIES.

OBJECTIVES

• Continue to support youth action groups like Youth Council and WaiYouth providing opportunities for young people to get involved and have their voice heard and acted on.

• Provide broader opportunities for a wider range of young people to get involved with decision-making and influencing change through forums, events and other forms of engagement.

• Engage, inform and encourage young people in the ways they can get involved and have their say - locally, regionally and nationally.

“We need readily available public transport from rural communities to the town centre.”
Good spaces, places and services are essential in providing opportunities and reasons to continue to live, work and play in the Waimakariri District.

Having good public spaces for recreation and sport, creating robust transport systems and services, and working on the upkeep and maintenance of our local environment all contribute towards making the District a quality place for young people.

Building and strengthening our locations and services gives young people the chance to live their best lives, and gives them an appreciation of their local community and environment.
GOAL
SPACES, PLACES AND SERVICES ARE CREATED AND MAINTAINED FOR YOUNG PEOPLE TO ENJOY.

OBJECTIVES
- Provide a range of public spaces and facilities for young people to use.
- Invest in transport systems and networks that support young people’s movement around the District.
- Work to maintain, conserve and promote our local natural environment, and encourage the active participation of young people in this effort.

“I love the Waimakariri District as a home.”
ACKNOWLEDGEMENTS

As we move toward the implementation of this Strategy we would like to acknowledge the various Community groups, organisations and individuals who support this important work.

We would also like to thank Rata Foundation, Creative Communities and those local businesses who contribute to resourcing youth-led initiatives in the Waimakariri District.
Sam Redman, Youth Development Facilitator
Email: sam.redman@wmk.govt.nz
Phone: 0800 965 468 | Mobile: 021 567 544
Visit: Rangiora Service Centre, 215 High Street, Rangiora

Go to waimakariri.govt.nz/community/youth-development to find out more about youth development in the Waimakariri District.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV–01-04 / CMS-09-10-02 / 181206144576

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 20 November 2018

FROM: Tessa Sturley – Community Team Manager

SUBJECT: COMMUNITY TEAM UPDATE

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

Department Manager

Chief Executive

1. SUMMARY

This report provides a brief update on key activities carried out by the Community Team in November 2018. It details progress in key priority areas, aimed at facilitating the creation of safe, connected and empowered communities, including:

- Supporting and empowering migrants and newcomers
- Connecting and involving residents
- Facilitating connection and collaboration across the local community, social, disability and health sectors
- Youth Development
- Facilitating and support and empowerment for an ageing population
- Family violence prevention
- Suicide prevention and wellbeing

Attachment

i. Infographic: ‘People aged 65+ living in the Waimakariri’ (Trim # 181204142854)

2. RECOMMENDATION

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

3. BACKGROUND

3.1 The work of the Community Team aligns with three areas for a safe, healthy, resilient District:

- Safe Communities
3.2 Activities align with objectives and actions detailed in the Waimakariri Community Development Strategy Implementation plan, 2018/19

This work sits under the four pillars of the Waimakariri Community Development Strategy, 2015-2025, to:

- **Engage** with the community and so capture its views, imagination, skills, experience and ideas.
- **Inform** the community about significant relevant issues and opportunities that affect the lives of our residents.
- **Connect** people, groups and organisations with others who can help to address those issues and opportunities.
- Help them to establish working groups and **empower** them with the skills, information and resources they need to collectively translate their ideas into action.

4. **ISSUES AND OPTIONS**

4.1 **Migrants and Newcomers**

4.1.1 **Events to Support Local Migrants and Showcase other Cultures**

Philippines Embassy Alpha Phi Omega South Island Group and the Migrants and Newcomers Group recently hosted the Embassy’s Passporting Service at a workshop at Rangiora Town Hall. This was incredibly popular and facilitated the completion of over 800 applications.

With the Ambassador in attendance, the weekend also provided an opportunity to identify and address concerns affecting local Filipino workers. The Ambassador, Jesus S Domingo, met with Mayor David. Ambassador Domingo is impressed by the work of the Waimakariri Migrants’ Group and has expressed interest in the possibility of developing a similar model in the Philippines.

The passporting event included a Filipino Food Festival and the first-ever local showing of a Filipino film, ‘First Love’. Following on from this, an international migrant celebration is to be held in the grounds Kaiapoi Community Garden on 18th December. This will be co-hosted by Community Garden members and Person to Person Help Trust.

Alongside these events, the Group are in the process of developing a project brief for the new ‘Suitcase’ exhibition – a thought provoking and powerful initiative developed and led by Stéphane Pannoux, our new French Migrants and Newcomers group member. The brief is ‘If you were a migrant or a refugee who had 10 minutes to pack, what special things would you take with you to a new country?’

Staff are submitting a Lotteries funding application for $41,000 to support the implementation of projects and initiatives from the Migrants and Newcomers Group Strategic Priorities and Objectives and Action Plan 2019.
4.2. Connecting Residents

4.2.1. Neighbourhood Connection – Neighbourhood Park Events

Three of nine Community Team/Greenspace neighbourhood barbeques have been held, to date: One in Kaiapoi at Baker Park, one in Woodend at Panckhurst Park, and one in Good St Park, Rangiora.

Attendance has ranged between 60 and 80 at each, despite less than ideal weather conditions. We have been delighted with the turnout and the extent to which attendees connected to enjoy the spaces available. The events prove a useful means for Greenspace staff to engage residents regarding any potential development of those parks, and for Community Development Team staff to gather formative information on neighbourhood connection.

We are most grateful for the support of Councillors and Community Board members, without whom we would not be able to run these events. The photos below perfectly capture the atmosphere!
4.2.3. **Partnering with Neighbourhood Support**

We recently met with the new Chair of Neighbourhood Support North Canterbury to discuss how we can support this well-recognised organisation to increase its capacity and profile across the District. We are very keen to link them into the Neighbourhood Barbeques, currently running across the District. They have agreed that it is an opportunity to increase their profile and to spread the Old Fashioned Picnic concept a bit more widely than the ‘once a year, in one place’ model. The Community Team are pleased with this development and look forward to seeing how this might progress.

4.3. **Family Violence Prevention**

4.3.1. **Family Harm Speaker – David White**

As part of ‘White Ribbon’ week, Violence Free North Canterbury hosted two community talks, with noted Family Harm speaker and Family Violence sector supported, David White. David’s daughter, Helen Meads, was murdered by her husband 10 years ago.

David shared our shocking statistics and detailed his experience; painting a graphic picture of the affect right across his family and the community. He also recounted the many cases where unveiling the issues that surround family violence has had ‘life-changing’ results for perpetrators and their families. The take-home message was that all of us can play our part in family violence prevention in our local communities.

4.3.2. **Family Violence Awareness in Schools**

The Violence Free North Canterbury network marked White Ribbon week by going into seven local high schools with the Police and a handful of councillors. Students helped themselves to a delicious gingerbread White Ribbon biscuit (thank you Oxford Community Trust!), received a White Ribbon card and were given a rundown from Police on the White Ribbon campaign, why we say “yes” to respecting women and where to go if you feel unsafe. There were many positive conversations had with young people throughout the week with a number of referrals made where attendees were experiencing the effects of significant relationship violence.
4.4. **Suicide Prevention/Wellbeing**

4.4.1. **Falls Prevention Strength and Balance**

Our Safe Facilitator provides support for local community based strength and balance exercise providers. Falls remain a significant and growing issue for our ageing population. With age, we naturally anticipate decreased muscle strength and bone mass, reduced flexibility and balance, and increased reaction times. These factors increase our risk of preventable falls.

Most people are aware of the benefits of aerobic exercise for their health but fewer people recognise the health benefits of strength and balance exercise. Undertaking this type of exercise, three of four times a week, particularly for people 60 years of age, offers a significant reduction in the risk of having a preventable fall.

ACCs ‘Live Stronger for Longer’ campaign seeks to enable people to stay independent and injury free in their own home for longer by encouraging participation in community-based strength and balance exercise classes.

For more information, you can visit: https://www.livestronger.org.nz/

Sport Canterbury are funded to increase the number of classes available to people across the Canterbury region and ensure that these classes, targeted to older people, are effective at improving strength and balance.

4.4.2. **WaiLife Suicide Prevention Steering Group**

The WaiLife Suicide Prevention Steering Group have a number of activities currently underway. These include:

- An AEIOU Suicide Prevention talk to Big Brothers Big Sisters North Canterbury. This will take place early next year.
- Promoting the WAVES (Bereaved by Suicide) programme, to be delivered in North Canterbury next year.
- Planning is underway for the 2019 Older Persons Expo: ‘Live and Give’ in partnership with Presbyterian Support and a variety of local and regional stakeholders supporting active ageing and wellbeing. Last year’s event was extremely successful, with a turnout of over 200 local over 65s.

The WaiLife group are looking to rename themselves, following discussions that arose from designing their own brand/logo. This will be a priority for the first meeting of 2019.

4.5. **Youth Development**

4.5.1. **Youth Development Strategy Review**

The Youth Development Strategy Review is now complete, with the document to be presented to the December meeting of Council’s Community and Recreation Committee for endorsement.
4.5.2. **Youth Council Final Meeting**

At their final meeting for the year, Youth Council discussed a project in Dudley Park, centred on making the skate park and surrounding area more youth and community friendly. Youth Council will be working in collaboration with the Greenspace Team on this project and hope to see some progress at the start of 2019.

The Youth Council were delighted to officially adopt the Waimakariri Youth Strategy after a long process of engagement, research and design work. Over December and January they will undertake a recruitment process to fill a couple of vacant roles.

4.5.3. **North Canterbury Youth Services Network**

North Canterbury Youth Services Network held their last meeting for the year in late November. Following an opportunity to network and discuss key issues, the Youth Development Coordinator led a discussion and brainstorming session around youth spaces and youth centres. In groups, the Network asked the questions “Why?”, “Who?” and “What?” in relation to youth spaces.

The discussion was interesting and engaging, with some great ideas and concepts shared. In particular, the network is interested in how to meet the genuine needs and issues of young people, in developing such a space, and in how that might work for the whole district. In line with the newly updated Waimakariri Youth Strategy, 2018, the Youth Development Coordinator will lead the group in a planning workshop to explore next steps. This will potentially include establishing a working group to start making practical steps towards a youth centre/hub/space in the region. Whatever that might look like!

4.5.4. **WaiYouth Recruitment Drive**

WaiYouth met to discuss plans for next year; including the development of promotional material for their pending recruitment drive, which will begin in December and will run through the holidays with a view to bringing in some new recruits at the start of 2019.

4.6. **TimeBank Waimakariri**

With its first 30 signed up members, the official TimeBank Waimakariri Pilot is well underway. The new TimeBank Waimakariri Coordinator, Lee Lawrence ran two orientation sessions and signed-up members have already begun posting offers and requests. The participants shared their motivation for joining, some are interested in alternative economies, others are now retired and find they have more time to offer to others and some are keen to make more connections in the community. Members are also required to agree to a police criminal check as a safety precaution for other members.

Membership to TimeBank Waimakariri is open to anyone within the District and beyond, but the scope of the pilot is to focus promotion and activities within the Rangiora Township for the first six months. The management committee are currently looking at funding options to support a promotional budget for the pilot. They will be focussing on larger grant applications, to extend the coordinator’s contract past the initial six months, early in 2019.

4.7. **Community House Steering Group**

With the Feasibility Study now complete, discussions continue between key partners. The group Chair will present as a delegation at the February meeting of the Community and Recreation Committee. This will include an overview of the feasibility study process and proposed next steps.
4.8. **Supporting our Ageing Population**

4.8.1. **Age Friendly Community Project**

Community consultations are underway for the Age-friendly Waimakariri Plan Project. There was a smaller than expected turnout at a recent Pegasus consultation; however participants were very engaged and rated the process highly. Public meetings are planned for Oxford and Waikuku Beach in the coming weeks; and a presentation is planned for Kuia attending the Tuahiwi Marae-based ‘Healthy Day at The Pa.’

Both the Council Advisory Group and Community Steering Group are meeting again in December and great news that we have secured an intern over the summer months for this project.

The Community Development Facilitator has worked closely with a number of stakeholder groups and Council Departments to ensure that a broad evidence base informs this project. A detailed infographic on ‘People aged 65+ Living in the Waimakariri’, is attached to this report, for your interest.

4.9. **Safe Communities**

4.9.1. **National Safe Community / ACC Steering Group**

The Community Team Manager continues to be actively involved in a national steering group aimed at identifying opportunities to increase the capacity and capability of the national Safe Communities Network. The group envisage that its work will result in increased support and resourcing for Safe Communities; and in an intentional addressing of issues around quality and accessibility of data. It is expected that this will spearhead a review of a very data New Zealand Injury Prevention Strategy.

Another aspect of national involvement in Safe Communities has been attendance at workshop in national guidelines and framework for Safe Community and Reaccreditation. The aim is to streamline this process; making it less onerous for some of the smaller communities to achieve accreditation.

4.10. **Waimakariri Access Group**

The Community Team continue to support the work of the Waimakariri Access Group, which advocates and provides support to improve accessibility for local residents. The aim is to raise awareness and ensure that accessibility considerations are included in planning across Council and the wider community.

Current priorities for the group include:

- Promoting accessible parking and misuse of accessible carparks
- Input into the current Signage Bylaw review.
- Usability of local footpaths and local facilities. - A training/demonstration of accessibility issues (using chairs and vision impediments) for staff from Council’s Planning, and Building and Roading departments is planned for early next year.

4.11. The Management Team have reviewed this report and support the recommendations.
5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Through its various working parties, project coalitions and steering groups, the Community Team has established and maintains 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 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. However, Community Team staff will assist with the acquisition of external funding for some of the key projects that are under development:

- Youth Housing
- Community House
- Empowerment-based Family Violence Programme
- Migrant and Newcomers’ Group Activities

The extent of such funding will be determined as part of planning for the various working groups charged with progressing these projects.

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**

The Community and Recreation Committee has the delegation for oversight of the work of the Community Team.

Tessa Sturley
COMMUNITY TEAM MANAGER
People aged 65+ living in Waimakariri

2013 Census

In 2013 there were 8379, or 16.8% usual residents aged 65 and over in the Waimakariri District.

48% are men and 52% are women.

By 30 June 2018, residents aged 65+ are estimated to be 19% (11,500) of the District’s population.

Geographic Location
Proportions of people aged 65+ living in neighbouring areas

20.5% The proportion of Marlborough people aged 65+, the highest in the country.

Work and unpaid activities
Proportion of 65+ employed

9 people aged 65+ participated in full-time study.
36 studied part-time.

Household composition
Age breakdown of people aged 65+ who live in private dwellings

Well-being
According to the 2016-17 New Zealand Well-being Survey, for people in NZ aged 65+:

70% Report having enough or more than enough money.
78% Feel good, very good, or excellent self-rated health.
87% Have high life satisfaction (1-10 on 11-point scale).

Visit Statistics NZ website for more information
www.stats.govt.nz/census

* People reporting more than one response were counted in each stated category.
This infographic is based on information from the Statistics NZ website.
Sources:
Visit Statistics NZ website for more information
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RGN-05-12/1810121119151

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 3 December 2018

FROM: Michelle Flanagan, Landscape Planner – District Regeneration

SUBJECT: Kaiapoi East, sport field area development options.

1. SUMMARY

1.1 The purpose of this report is to set out the options for the development of the new sport field area in the Kaiapoi East sport and recreation reserve. It considers the following matters:

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

1.1. A Regeneration budget of $2,700,000 has been allocated for the development of the sport field area. This is separate to the $1,000,000 contribution to the enabling site works which form a foundation for the sport field area development. The preliminary cost estimates for the recommended development options included in this report are within the allocated Regeneration budget.

Attachments:

i. Reserve Master Plan for Kaiapoi East (180823005041, Sheet 15)
ii. Conceptual toilet/changing room/clubroom layout (181108131659)
iii. Clubroom funding and ownership assessment (181108131649)

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Community and Recreation Committee:

(a) Receives report No. 1810121119151

(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.

3. BACKGROUND

3.1 The Waimakariri Residential Red Zone Recovery Plan (Recovery Plan) includes a new sport and recreation reserve in the Kaiapoi East Regeneration Area. Council are now working towards implementing this approved land use.

3.2 The new reserve centres on Cass Street, which will be closed from the entrance of the reserve through to Jollie Street. North of Cass Street, the approximate 10 hectares of reserve will contain the sport fields and softball diamonds. South of Cass Street, the approximate 8.4 hectares will contain a stormwater management area (including extensive native planting), community BMX track and dog park.

4. ISSUES AND OPTIONS

4.1 This report focuses on development options for the sport field area north of Cass Street. It outlines and considers development options for:
- Playing fields
- Softball diamonds
- Buildings (toilets/totaling rooms, storage, clubrooms)
- Field lighting

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1 Confirmed by Council, 5 September 2017, 171104119816
2 While the road is physically closed, the road corridor remains (i.e. it is still legal road).
• Car parking
• Pathways
• Park furniture

Key users of the sport field area

4.2. The Kaiapoi Softball Club and the Northern Bulldogs Rugby League Club (NBRLC) have been identified as the two key users of the proposed sport and recreation reserve.

4.3. Softball

4.3.1. The Kaiapoi Softball Club do not have a home ground and are currently based at Kaiapoi Park on Smith Street (sharing with the Kaiapoi Rugby Club). The Softball Club have confirmed their intent to be based at the new sport reserve and their willingness to be part of a code-sharing arrangement at the reserve.

4.3.2. The softball season runs from October through to March. On a home club day, the Kaiapoi Softball Club have advised that they can have approximately 720 players throughout the day. The club plays competition games Friday and Monday evenings and on Saturday and Sunday. There are additional training evenings during the week.

4.4. Rugby League

4.4.1. Council invited the NBRLC to relocate from their current home at Murphy Park to the new sport and recreation reserve. The Club have advised that they require additional fields, and there is insufficient space to provide these at Murphy Park. In addition, Murphy Park is bounded on two sides by the Kaiapoi River, and located on the river-side of the Environment Canterbury stopbank. Therefore, future sea-level rise could affect the Kaiapoi River and the effective use of Murphy Park. The NBRLC have confirmed that they wish to remain at Murphy Park, but would like to use the fields at the new sport ground. The key drivers for remaining at Murphy Park appear to be:

• The club have worked hard to re-establish themselves at Murphy Park post-earthquake, including developing clubrooms.
• The club does not want to commit to significant debt in the future.
• The Murphy Park fields drain well (given their riverside location).
• Murphy Park is the traditional home of the Club (since 1958) and they value the atmosphere at the park.

4.4.2. The rugby league season runs from April to August (pre-season training often commences in February). On a home club day there can be 134 players on site. At a recent tournament at the NBRLC drew approximately 6,000 spectators/supporters. Competition games are played on a Saturday and Sunday (women's competition), with training on weekday evenings.

3 Letter received 21 March 2018, 18040004654
4 Letter received 25 June 2018, 180625070074
Facility Layout

4.5. The Reserves Master Plan shows the following key assets for the sport and recreation reserve (refer Attachment i):

4.6. North of Cass Street:
- Two senior rugby league fields (120m x 88m) (grass turf)
- One intermediate (or mod) field (grass turf)
- Four junior rugby league fields (grass turf)
- Two softball diamonds (artificial diamond with grass turf outfield)
- Car parking area
- Space for changing room/toilets
- Pathways and earth embankments.

4.7. South of Cass Street:
- Dog park
- Community BMX track
- Stormwater management area (wetland) with extensive native planting (Honda Forest)
- Pathways.

This report concerns the sport assets generally north of Cass Street.

Playing fields

4.8. Field provision

4.8.1. Given that the NBRLC have elected to remain at Murphy Park, it is proposed that only the two senior fields will be constructed at this stage. Should the junior/mod field area be required in the future, this could be developed then. It is noted that the current site works contract prepares the junior/mod field area to approximately 80% complete.

4.8.2. Preliminary discussions with the NBRLC indicate that the field immediately north of the car park area would likely be the number one (game) field. The field to the east of the car park (adjacent to the softball diamonds) would be the number two (training) field. Field lighting would be required for the training field (the club would be responsible for providing this).

4.9. Field options

4.9.1. Staff have worked with New Zealand Sports Turf Institute (NZSTI) on the design of the proposed sports fields. NZSTI have provided a feasibility study for the development of new sports fields, which identifies seven different sport field options (refer Table 1).
Table 1: Sport field options for Kaiapoi East

<table>
<thead>
<tr>
<th>OPTION</th>
<th>FIELD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Soil based field</td>
</tr>
<tr>
<td>2</td>
<td>Low LOS Soil based field + subsoil drainage</td>
</tr>
<tr>
<td>3</td>
<td>Mod LOS (a) Soil based field + subsoil drainage + gravel banding</td>
</tr>
<tr>
<td>4</td>
<td>Mod LOS (b) Soil based field + subsoil drainage + sand banding</td>
</tr>
<tr>
<td>5</td>
<td>High LOS (a) Soil based field + subsoil drainage + slit draining</td>
</tr>
<tr>
<td>6</td>
<td>High LOS (b) Soil based field + subsoil drainage + slit draining + sand topdressing</td>
</tr>
<tr>
<td>7</td>
<td>Sand carpet Full sand carpet</td>
</tr>
</tbody>
</table>

1. Subsoiling, laser levelling, preparing seed bed and sowing, grass establishment.
2. Network of lateral drains at 5-20m centres and main drains.
3. Injecting 10-25mm wide gravel bands, at 400-800mm centres, to a depth of 250mm.
4. Injecting 10-22mm wide sand bands, at 200mm centres, to a depth of 200mm.
5. Installing narrow slit drains, 50mm wide at 1-2m centres, to a depth of 250-300mm. The slit drains are backfilled with differing depths of gravel and sand. Gravel in the slit drains interlinks with the gravel in the lateral drains.
6. Establishing a narrow sand carpet (25mm in depth) by spreading an initial 15mm depth of sand prior to sowing and two applications of 5mm top dressed sand during the grow-in.
7. Construction of a 50-100mm sand layer into which the grass is established.

4.10. Preliminary cost estimate – playing fields

4.10.1. NZSTI also provided a preliminary cost estimate (for construction) for each of the sport field options for the Kaiapoi East sport fields.

Table 2: Preliminary costs estimates for Kaiapoi East sport field options.

<table>
<thead>
<tr>
<th>OPTION</th>
<th>Soil based field ($/ha)</th>
<th>Subsoil drains ($/ha)</th>
<th>Gravel banding ($/ha)</th>
<th>Sand banding ($/ha)</th>
<th>Silt draining ($/ha)</th>
<th>Sand topdressing ($/ha)</th>
<th>Total cost estimate ($/ha)</th>
<th>Playing hours/week in winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Basic</td>
<td>75,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>2 - Low LOS</td>
<td>75,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>190,000</td>
<td>2-4</td>
</tr>
<tr>
<td>3 - Mod LOS (a)</td>
<td>75,000</td>
<td>20,000</td>
<td>32,000</td>
<td></td>
<td></td>
<td></td>
<td>254,000</td>
<td>&lt;8</td>
</tr>
<tr>
<td>4 - Mod LOS (b)</td>
<td>75,000</td>
<td>20,000</td>
<td></td>
<td>26,000</td>
<td></td>
<td></td>
<td>240,000</td>
<td>&lt;8</td>
</tr>
<tr>
<td>5 - High LOS (a)</td>
<td>75,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td>45,000</td>
<td></td>
<td>280,000</td>
<td>5-12</td>
</tr>
<tr>
<td>6 - High LOS (b)</td>
<td>75,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td>75,000</td>
<td>430,000</td>
<td>5-12</td>
</tr>
<tr>
<td>7 - Sand carpet</td>
<td>75,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>700,000</td>
<td>5-12</td>
</tr>
</tbody>
</table>

Note:
- A portion of the subsoil drains is included in the enabling site works package (this is in addition to the above $/ha).
- These figures do not include infrastructure services, design fees, contingency, cost escalation, and GST.
- The total per hectare approximates the total cost estimate per field. The Total Cost Estimate is for two fields.
- Management and maintenance costs are additional to the construction costs.

4.10.2. In addition to the preliminary cost estimate for the playing fields ($280,000), funding will also be required for irrigation and providing a power connection for field lighting. A preliminary cost estimate of $85,000 has been identified for irrigation, although this excludes the drilling of a new water supply well if required. A preliminary cost estimate of $30,000 has been identified for the provision of a power connection.
4.11. Recommended option – playing fields

4.11.1. Selection of the recommended field option is based on cost, balanced against the desired performance and expected usage.

4.11.2. The option recommended by NZSTI is the High LOS (b) option - Soil based field + subsoil drainage + slit draining + sand topdressing. This has an estimated cost of $215,000 per hectare ($430,000 for the two senior fields). This would enable 5-12 playing hours per week on the fields.

4.11.3. The option recommended by NZSTI exceeds the Regeneration budget allocation for sport field construction. After discussions with the Community and Green Space Manager the recommended option for the sports fields is the High LOS (a) - soil based field + subsoil drainage + slit draining. While the NZSTI estimates that this would give approximately 6 playing hours per week, it is felt that this is a conservative estimate and additional playing hours would be possible.

4.11.4. Note that a sand topdressing could be added at a later date (to get to the High LOS (b) option). It is considered that the current expected use of the proposed fields does not justify this.

Softball diamonds

4.12. Diamond provision

4.12.1. Softball New Zealand have prepared a National Facilities Plan (2018). This Plan identifies a facilities hierarchy with four levels:
- Olympic - Ability to host Olympic level competitions
- International - Ability to host international competitions
- National - Ability to host national and regional representative tournaments
- Association - Ability to host local and association competitions

4.12.2. It is proposed that the facility in Kaiapoi East will be an Association level facility. The National Facilities Plan sets out the following asset provision for an Association facility:
- At least two diamonds.
- Warm up area adjacent to main diamonds.
- Light towers with adequate illumination if night games are to be played.
- Two dugouts/player seating on each field with entrance to the playing field.
- Basic scoreboard preferable.
- Backstop fencing 7.62m - 9.14m from home plate.
- Minimum 76.2m outfield (males) and 67.06m (females).
- Pitching blocks and pitching mats for each diamond.

4.12.3. Preliminary discussions with the Kaiapoi Softball Club indicate that they would use two softball diamonds for senior matches and would mark out grass diamonds across the fields for junior games. The Club also indicated that an area for a future third senior diamond would be desirable in the future. There is insufficient room to accommodate this at the reserve (largely due to the surface drainage network on site); however, this could be accommodated in the rural area to the east, or on the Memorial Gardens area to the south prior to its development (development is not expected within the next 25 years).

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4.13. Diamond options

4.13.1. Staff have identified three options for softball diamonds:
   - Option 1: All turf diamond and outfield.
   - Option 2: Artificial diamond and turf outfield, and
   - Option 3: Artificial diamond and artificial outfield.


4.14.1. This preliminary cost estimate (for Options 2 and 3) is based on a project recently completed in Christchurch.

Table 3: Preliminary costs estimates for Kaiapoi East sport field options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Diamond ($/diamond)</th>
<th>Outfield ($/diamond)</th>
<th>Fencing ($/diamond)</th>
<th>Drainage ($/diamond)</th>
<th>Subtotal ($/diamond)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20,000</td>
<td>30,000</td>
<td>120,000</td>
<td>20,000</td>
<td>180,000</td>
</tr>
<tr>
<td>2</td>
<td>60,000</td>
<td>60,000</td>
<td>120,000</td>
<td>20,000</td>
<td>260,000</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>880,000</td>
<td>120,000</td>
<td>20,000</td>
<td>1,020,000</td>
</tr>
</tbody>
</table>

Notes:
- These figures do not include infrastructure services, design fees, contingency, cost escalation, and GST.
- The fencing is the behind diamond protective fencing. This is necessary for safe operation of the diamond. The fencing estimate does not include any outfield fencing (either permanent or temporary).

4.15. Recommended option – softball diamonds

4.15.1. The following asset is recommended for the softball diamonds:
   - Two softball diamonds with artificial diamond and turf outfield.
   - Diamonds to be constructed to an Association level.
   - Diamond fencing provided to Diamond #1 and Diamond #2.
   - Permanent outfield fencing on Diamond #1 (to be supplied by key user).
   - Temporary outfield fencing on Diamond #2 (to be supplied by key user).
   - Field lighting for Diamonds #1 and #2 (to be supplied by key user, Council will provide a power supply).

Changing room/toilet

4.16. The provision of changing rooms and toilets at the new sport and recreation reserve is considered necessary for the effective functioning of the reserve. Current facility design indicates that the following amenities are required:
   - Four player changing rooms
   - One officials changing room
   - Seventeen showers (four per change room, one for officials room)
   - Nine toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
   - Three toilets for public use (at least one to be accessible)
   - Two toilets for future clubrooms (both to be accessible)
   - Fourteen basins (located with toilets)
   - Two storage facilities

Recreation Sport Leisure Consultancy has confirmed that the above facilities would be appropriate at the new sport and recreation reserve.
4.17. A conceptual layout plan is included at Attachment ii. This plan is intended only to assist with facility sizing and asset provision, and generating preliminary cost estimates.

4.18. There are three options for the provision of facilities at the sport and recreation reserve; minimum construction, staged construction (Option 2) or full construction (Option 3).

4.19. Option 1, minimum construction includes three public toilets (with at least one to be accessible).

4.20. Option 2, staged construction includes:
   - Two player changing rooms
   - One officials changing room
   - Nine showers
   - Five toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
   - Three toilets for public use (at least one to be accessible)
   - Eight basins (located with toilets)
   - Two storage areas

   It is considered that these would be the minimum facilities required for the operation of the sport and recreation reserve.

4.21. Option 3, full construction includes the full complement of facilities listed in Section 4.16.

4.22. Preliminary cost estimate – changing room/toilet

4.22.1. A high-level preliminary cost estimate for the changing rooms/toilets is based on a par square metre rate for construction of approximately $4,000\(^7\).

Table 4: Changing room/toilet – preliminary cost estimate

<table>
<thead>
<tr>
<th>OPTION</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 (minimum facility)</td>
<td>$90,000</td>
</tr>
<tr>
<td>Option 2 (staged construction)</td>
<td>$565,000</td>
</tr>
<tr>
<td>Option 3 (full construction)</td>
<td>$935,000</td>
</tr>
</tbody>
</table>

Note - These figures do not include ground remediation, infrastructure services, design fees, contingency, cost escalation, and GST.

\(^7\) The preliminary cost estimates are based on advice from AECOM (181026125886).
4.23. Recommended option – Changing room/toilet

4.23.1. Option 2, staged construction is recommended for the changing room/toilet at the sport and recreation reserve. This would include the following asset:

- Two player changing rooms
- One officials changing room
- Nine showers
- Five toilets for sport use (two per change room, one for officials, at least one per change room to be accessible)
- Three toilets for public use (at least one to be accessible)
- Eight basins (located with toilets)
- Two storage areas

4.23.2. Given that there is only one key user who has committed to being based at the reserve, it is considered that staged construction of the changing room/toilet facility is appropriate. The planning and design of the changing room/toilets would need to take into consideration the addition of asset in the future (e.g. two additional changing rooms).

Storage

4.24. Storage is an important facility required by sport clubs. Storage is used for field, playing and training equipment, and needs to be close to the playing area, easy to access, secure and dry.

4.25. Currently, the NBRLC has three twenty-foot containers (each container is approximately 6m x 2.5m, giving a total floor area of 45m²) at Murphy Park. The Kaiapoi Softball Club currently uses a forty-foot container for storage (12m x 2.5m, giving a total floor area of 30m²).
4.26. There are a number of options for the provision of storage space at the new sport and recreation reserve:
- Option 1 – Integrate with the proposed changing rooms/toilet facilities (some allowance for storage is made in the changing room/toilet conceptual layout (approximately 30m²)).
- Option 2 – Allocate space for the sport clubs to relocate their existing containers to the new reserve.
- Option 3 – Allocate space for the clubs to provide purpose built storage buildings at the new reserve.
- Option 4 – Council provides purpose built storage building at the new reserve.

4.27. Each of the storage options has a number of advantages and disadvantages as follows:

**Table 6: Storage – option assessment**

<table>
<thead>
<tr>
<th>OPTION</th>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
</table>
| Option 1 – Integrate with changing rooms/toilets | - Single storage building on the reserve.  
- Council controls the size and amenity of the new building. | - Cost of construction will fall to Council.  
- Given cost constraints, storage provided is unlikely to be enough for clubs.  
- Potential additional storage likely to be required (e.g. container). |
| Option 2 – Relocate existing club containers. | - Could locate containers near playing area.  
- Clubs already have access to containers.  
- No cost to Council for container (relocation costs likely to fall to Council).  
- No costs for building foundations. | - Multiple building structures across reserve.  
- Containers are not visually appealing, could detract from new reserve. Some external improvement works required. Cost of this may potentially fall to Council.  
- Containers are often viewed as a short-term or temporary option. |
| Option 3 – Clubs to provide a purpose built storage building(s). | - Could locate new building(s) near playing area.  
- No cost to Council for buildings. | - Potentially multiple buildings across reserve.  
- Sport clubs unlikely to be able to afford new storage buildings, could potentially look to Council to fund.  
- Council would need to control the size and amenity of any new buildings. |
| Option 4 – Council provides a purpose built storage building. | - Clubs could share storage space. Fewer buildings/structures on reserve.  
- Could locate new building near playing area.  
- Council would control the size and amenity of any new building. | - Costs for building fall to Council. |
4.28. Preliminary cost estimate - storage

4.28.1. The preliminary cost estimate for the provision of storage is as follows:

<table>
<thead>
<tr>
<th>OPTION</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Costed as part of toilet/changing room construction</td>
</tr>
<tr>
<td>Option 2</td>
<td>$20,000 (for potential external improvements and relocations)</td>
</tr>
<tr>
<td>Option 3</td>
<td>Costs fall to key user clubs</td>
</tr>
<tr>
<td>Option 4</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Note:
- Council would be responsible for assisting the clubs to obtain building and resource consents. This could potentially include engineered foundation design if required.

4.29. Recommended option - Storage

4.29.1. The following provision of storage is recommended (a combination of Option 1 and 2 above):
- Provide some storage as part of the changing room/toilet construction (e.g. small storage area integrated into the building).
- Work with key users to relocate existing club storage containers to the reserve. This could include:
  - Identifying an appropriate location at the reserve.
  - Potentially providing some hard fill as a foundation for the containers
  - Undertaking potential external works to ensure the containers do not detract from the amenity of the reserve.

Physical provision of clubrooms

4.30. Clubrooms are the social spaces associated with code or club use of sport and recreation reserves. Clubrooms may contain kitchen and bar facilities, function space(s), and space to display memorabilia. They are important for the successful operation of the club or code, and essentially give the code/club a home. They can also be an important revenue source for the code/club.

4.31. This section looks at the physical provision of clubrooms. The following section considers potential funding and ownership models.

4.32. Council policy S-CP 0725 covers 'Council's role in the provision of community facilities'. The purpose of this policy is to provide a consistent basis for the Council's involvement in providing new (or upgrading existing) community facilities. Under the policy, sport pavilions are included as a community facility. The policy describes sport pavilions as buildings that "are primarily designed to provide changing and toilet facilities to support those sports codes that use Council sports grounds for active forms of recreation. Pavilions may also incorporate function or meeting rooms for use by the club's using the sports-ground".

4.33. The policy states that Council's role in new sports pavilion development is through forming partnerships with local sport clubs. Through these partnerships, Council may provide funding for external access toilets and changing rooms, parking facilities and security arrangements (Section 4.1.3 of S-CP0725). The policy notes that "it is the responsibility of the clubs using the pavilions to provide meeting or function spaces with catering and bar facilities as required" (Section 4.1.3 of S-CP0725).
4.34. In the recreation sector, the sharing of clubrooms by codes/clubs is preferred for the following reasons:
- Higher quality facilities often result (pooled funding)
- Increased membership
- Improved financial health for the clubs
- Shared administration and management tasks/costs
- More efficient use of resources; and
- More sustainable in the long term

4.35. At the new sport and recreation reserve, this is currently problematic with the NBRLC electing to remain at Murphy Park. This would see the Kaiapoi Softball Club looking to potentially develop a clubroom facility on their own. This poses challenges in terms of raising sufficient funds, and would see any clubroom facility potentially unused during the off-season.

4.36. A preliminary cost estimate was sought for an approximate 200m² of clubroom space that could be integrated with a toilet/changing room facility (refer Attachment II). The preliminary cost estimate for this would be $660,000. At a high level, this could be split into approximately $500,000 for the shell and $150,000 for fit out. The size of the clubroom area could be increased at a cost of approximately $3,250/m².

4.37. Four potential options for the physical provision of clubrooms have been identified:

<table>
<thead>
<tr>
<th>CLUBROOM OPTIONS</th>
<th>KEY ADVANTAGES</th>
<th>KEY DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Do nothing; make no provision for clubrooms at the new reserve.</td>
<td>No expenditure from Council on clubroom facilities.</td>
</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Option 2</td>
<td>Build a fully integrated clubrooms/changing room/toilet facility.</td>
<td>- Integrated, purpose built facility to complement the new sport and recreation reserve.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cost savings potentially achieved through integrated construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Clubs have a social space to build culture and support their use of the reserve.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reserve likely to be used to its full potential.</td>
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<tr>
<td></td>
<td></td>
<td>- Viability of key user clubs enhanced.</td>
</tr>
<tr>
<td></td>
<td>Council would likely be required to fund at least a portion of the clubroom construction (potentially directly or through loans/grants to key user clubs etc.).</td>
<td></td>
</tr>
<tr>
<td>Option 2a</td>
<td>Build only the shell with internal fit out by the key user clubs.</td>
<td>- Some (limited) cost savings to Council.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Clubs make a contribution and take some responsibility for the clubrooms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Significant costs still fall to Council for clubroom construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clubs may not progress with the fit-out due to cost constraints.</td>
</tr>
<tr>
<td>Option 3</td>
<td>Plan for the construction of clubrooms as a future extension of the changing rooms/toilets.</td>
<td>No cost to Council in the short-term for clubrooms. Some potential savings through planning for future clubrooms.</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Option 4</td>
<td>Relocate the current NBRLC clubrooms from Murphy Park.</td>
<td>NBRLC could potentially have a presence at the new reserve in the short-term. Re-use of an existing facility. Rugby league and softball could share the facility.</td>
</tr>
</tbody>
</table>

4.38. Relocation of the NBRLC clubrooms from Murphy Park

4.38.1. Staff requested feasibility and preliminary cost estimate from WSP Opus on the potential to relocate the existing NBRLC clubrooms from Murphy Park. This report states:

- Additional strengthening for seismic and wind loadings would be required.
- Normal shipping containers are made from corten steel and are typically used from 10-20 years. If the shipping containers are not made from corten steel the lifespan would be less and additional durability/weather protection may be required.
- There may be key risks around durability of structure and weather tightness.
- A Technical Category 3 foundation solution would be required due to the poor ground conditions at the reserve.
- There is the potential that the foundation platform may need to be raised to accommodate the flood risk.  

4.38.2. The preliminary cost estimate for relocating the building is $575,550. This would include the following:

- Building relocation ($430,250)
- Professional fees, building consent, contingency ($145,500)

4.38.3. The above preliminary cost estimate excludes any ground remediation, dealing with contaminated materials, raising of the foundation platform and any furniture, fixtures and equipment. It also excludes remediation works at Murphy Park and the relocation of the external storage containers.

4.38.4. The report from WSP Opus recommends the following next steps should the relocation of the existing clubrooms be the preferred option:

- Undertake a preliminary design review, geotechnical/site investigation and costing update.
- Procure a contractor or early contractor involvement.
- Undertake detailed design updates for building consent.

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8 The potential requirement to raise the foundation platform would be common across all building options.
4.38.5. Should relocating the clubrooms be deemed a desirable option, further discussion would be needed with the NBRLC who at this stage have indicated their desire to remain at Murphy Park.

4.38.6. There are also a number of other issues to consider including:
- Who pays for any ground remediation works or specific foundation design/construction at the reserve?
- Who pays for the relocation of the building and any upgrades needed?
- Is the existing clubrooms suitable for dual use by rugby league and softball, and possibly other clubs/codes?
- What is the whole of life cost/lifespan of the building?
- The flexibility of the building for the future.
- The consent requirements in terms of relocating a second-hand building to the reserve (building and resource consent).

4.39. Recommended option – clubroom provision

4.39.1. In accordance with Council Policy S-CP 0725, 'Council's role in the provision of community facilities'; should the sports pavilion at the new sport and recreation reserve be for exclusive club/code use, then Council would generally not provide or contribute to clubrooms. Council would provide toilets and changing rooms to enable effective use of the reserve.

4.39.2. However, Policy S-CP 0725 also states that 'if a sports pavilion is made available for wider community use on a regular basis and continuing wider use is evident, then the Council may consider a contribution to meeting, kitchen or function spaces in sports pavilions' (Section 4.1.3). The consideration of a contribution by Council under this policy is dependent on thirteen criteria, which broadly look at:
- The multi-functionality of the facility
- The availability/suitability of other space locally
- The social, economic and cultural benefits to the community
- Any community or third party financial contributions; and
- The suitability of the facility for wider community use.

4.39.3. It is recommended that the potential for clubrooms at the new sport and recreation reserve to be a community facility should be explored. A Community Facilities Report prepared for Council in 2017 notes that growth in the key activity area of Kaiapoi 'may justify additional facilities or community hubs, where none exist currently' (p.15). This report also notes that there is community meeting space in the Ruataniwha Kaiapoi Civic Centre, and in the Kaiapoi Community Centre, although the latter space is very small.

4.39.4. Should it be considered in the future that additional community space is required in Kaiapoi for community and recreation activities, a multi-use space at the reserve could be combined with any clubrooms. The Kaiapoi Softball Club have also expressed their willingness for a clubroom facility to be available for community use.

4.39.5. It is recommended that a business case be prepared to consider the development of a community facility space at the sport and recreation reserve. Should the business case support a community facility/clubroom, Council could consider making a contribution to the funding of this in accordance with Policy S-CP 0725. It is important to note that any funding would be subject to future Long Term Plan processes as no funds have been allocated for this in the Regeneration or Green Space budgets.

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6 Waimekariri District Council Community Facilities Report, October 2017 (171017112201)
4.39.6. As the Kaiapoi Softball Club are the only key user looking to base themselves at the reserve at this time (as the NBRLC have elected to remain at Murphy Park), it is considered that the absence of a clubroom facility does not prevent effective use of the reserve. The provision of a toilet/changing facilities would enable the Club to adequately establish at the reserve. In addition, it is considered that it would be a challenge for the softball club, as a single club/code, to provide clubroom facilities without funding support from Council (or other third parties). Therefore, it is recommended that the provision of a clubroom facility be subject to further discussion with current and potentially future users during the preparation of a business case for wider community use.

**Clubroom – funding and ownership models**

4.40. In addition to the actual physical provision of a clubroom, there are also options for the potential funding and management model. The appropriate model will be influenced by whether the facility is exclusively for sport club/code use, or whether it operates as a multi-use community space. The following options have been identified as potential clubroom funding and ownership models:

- **Option 1**: Small clubroom owned and maintained by Council but used exclusively by key users (e.g. Loburn Domain, Ashley Rugby Club).
- **Option 2**: Individual club/code owns and manages clubrooms.
- **Option 3**: Key user clubs/codes co-own, use, and manage clubrooms (e.g. Milton Memorial Park, Rangiora Croquet Club, Rangiora Table Bowls Club).
- **Option 4**: Trust or legal entity owns and manages a facility, individual clubs are affiliated (e.g. Southbrook Park, Southbrook Community Sports Trust).
- **Option 5**: Council owns and manages a larger multi-use facility (e.g. Woodend Community Centre).
- **Option 6**: Council owns a larger multi-use facility, managed by third party (e.g. Coldstream Reserve, North Canterbury Sport and Recreation Trust).

As assessment of the advantages and disadvantages of these options is included in Attachment ii.

4.41. It is important to note that regardless of which option is preferred, Council would need to provide changing rooms and public toilets at the sport and recreation reserve. Council would also potentially need to assist with the building consent and resource consent processes (in accordance with Policy S-CP 0725) for any facility.

4.42. Of the identified funding and ownership models above, Options 2, 3, and 4 are considered consistent with the current Council policy (S-CP 0725). Under these options the key clubroom users are responsible for their provision. Council partners by providing changing rooms, public toilets and car parking. Options 1, 5, and 6 would see Council as the provider of clubrooms, which is not considered consistent with the current policy (if they are for exclusive sport club/code use).

4.43. Options 5, and 6, and to some extent Option 4; provide an opportunity to look at whether there are other local community, sport, recreation and/or hobby groups that could broaden the use of the clubroom facility, potentially creating a hub. This would have benefits in terms of increasing the funding pool, providing accommodation for local groups, and could maximise the use of the facility, making it more sustainable. As outlined in section 8.34 above, should the clubroom be considered a necessary community facility, there is the potential for a Council funding contribution under Policy S-CP 0725 (subject to the criteria in the policy and futureLong Term Plan processes).
4.44. If creating a sports hub was an option Council wished to explore, staff would need to work with the known key users, and existing contacts potentially (e.g. North Canterbury Sport and Recreation Trust) and potentially call for public expressions of interest to identify parties that may wish to be part of a hub. Council would also need to lead the establishment of the hub model.

4.45. Recommended option – clubroom funding and ownership model

4.45.1. As mentioned in section 4.3.1, the Kaiapoi Softball Club are the only key user currently confirmed to be based at the reserve, and it will be a challenge as a single club to provide clubroom facilities. In addition, single club use of a building is also inefficient given that during weekdays, in the off-season the facility will be largely unused.

4.45.2. A clubroom facility at the sport and recreation reserve provides a real opportunity to create a multi-use space for varied community and recreation activities (a hub). Therefore, it is recommended that the provision of a clubroom facility be subject to further discussion with current and potentially future users during the preparation of a business case for wider community use. The outcome of this business case will provide some direction on the potential clubroom funding and ownership model.

Field lighting

4.46. Council typically does not fund field lighting as it has a direct and exclusive benefit to the sport club. The Kaiapoi Softball Club have indicated they wish to light both the diamonds, and the NBRLC would potentially light one playing field (the training field). It is expected that the clubs would fund and install any field lighting themselves. Any field lighting would need to meet the requirements of the Waimakariri District Plan, particularly regarding light spill.

4.47. A power supply for future field lighting will be available at the sports grounds for the clubs. Lighting design may also need to be considered during the construction of the sports fields/diamonds to avoid conflicts with services, drainage and pathways. A provision for this is included in the preliminary cost estimate.

4.48. The recommended option for field light is for the key user clubs to provide this as required. Council will make a power supply available to support this.

Car parking

4.49. On-site car parking

4.49.1. A car park is proposed on the sport and recreation reserve at the termination of Cass Street. It is intended that this car park would be available to sport field/diamond users, users of the dog park and community BMX track, and general reserve users. This car park would be gated and locked at night time.

4.49.2. The Waimakariri District Plan sets out the following minimum on-site parking requirements for land uses (Rule 30.6.1.34 (Table 30.8)): 
Table 9: Minimum parking requirements from the District Plan.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PARKING SPACES TO BE PROVIDED</th>
<th>LOADING SPACES TO BE PROVIDED</th>
<th>CYCLE PARKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Places of assembly (includes club houses on sports grounds)</td>
<td>10 spaces per 100 m² net floor area</td>
<td>1 per 1000 m² net floor area</td>
<td>2 short term parks, plus 1 per 1000m² gross floor area</td>
</tr>
<tr>
<td>Sporting grounds, playing fields.</td>
<td>25 spaces per hectare used for the activity</td>
<td></td>
<td>3 short term parks, plus 3 additional short term parks per hectare used for the activity</td>
</tr>
</tbody>
</table>

4.49.3. When applied to the sport and recreation reserve this would require the following on-site parking:

Table 10: On-site parking requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>AREA</th>
<th>PARKING REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club house</td>
<td>500m²</td>
<td>50 parking spaces, 1 loading space, 3 cycle parks</td>
</tr>
<tr>
<td>Sport field area</td>
<td>8 hectares (80000m²)</td>
<td>200 parking spaces, 27 cycle parks</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>250 parking spaces, 1 loading space, 2 bus parks, 30 cycle parks</td>
</tr>
</tbody>
</table>

4.49.4. The design of the reserve car park is currently with Abley transportation consultants for concept design. The Reserves Master Plan shows an area of approximately 0.9 hectares set aside for car parking. Based on a nominal 25m² per car this would equate to approximately 250 spaces (with area for manoeuvring and landscaping) with additional loading and bus manoeuvring.
4.50. Preliminary cost estimate – car parking

Table 11: Car parking - preliminary cost estimate

<table>
<thead>
<tr>
<th>OPTION</th>
<th>LEVEL OF SERVICE</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 - Sealed</td>
<td>• 250 parking spaces</td>
<td>$1,100,000</td>
</tr>
<tr>
<td></td>
<td>• Loading space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A bus-drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A general drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 30 cycle parks</td>
<td></td>
</tr>
<tr>
<td>Option 2 - Unsealed</td>
<td>• 250 parking spaces</td>
<td>$738,000</td>
</tr>
<tr>
<td></td>
<td>• Loading space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A bus-drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A general drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 30 cycle parks</td>
<td></td>
</tr>
<tr>
<td>Option 3 – Staged and sealed</td>
<td>• 100 parking spaces</td>
<td>$457,000</td>
</tr>
<tr>
<td></td>
<td>• Loading space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A bus-drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A general drop-off zone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 30 cycle parks</td>
<td></td>
</tr>
</tbody>
</table>

Note:
- Sealed (asphalt) car park is costed at $150/m²
- Unsealed carpark is costed at $100/m²

4.51. Recommended option – on-site car parking

4.51.1. Based on the Waimakariri District Plan, and potential usage of the sport and recreation reserve, providing 250 parking spaces on site is considered appropriate. It is comparable with Southbrook Park, where approximately 200 spaces are provided; Kaiapoi Park, where approximately 150 spaces are provided; and Kendall Park, where approximately 225 spaces are provided.

4.51.2. However, the preliminary estimated cost of this (refer Table 11 above) exceeds the allocated provision in the Regeneration budget. The estimated cost could be reduced by choosing to provide an unsealed surface, however it is likely this reduced level of service would be considered unacceptable by reserve users.

4.51.3. Therefore, it is recommended that the provision of the on-site car parking at the reserve be staged (Option 3). It is considered that the initial shortfall in on-site car parking would be accommodated by on-street parking proposed on Cass Street, Charles Street and Jollie Street, and the existing parking on Feldwick Drive. In addition, the initial parking demand will be reduced through the NBRLC opting to remain based at Murphy Park. The additional parking at the reserve could be provided at a later date once demand increases (this is accommodated in the Reserves Master Plan). Future budget provision for this would be subject to Council’s Long Term Plan processes.

4.51.4. Both rugby league and softball advise that at tournament times, additional parking may be required. There is the potential to offer over-flow parking for events on the rural area to the east or the Memorial Gardens area to the south if necessary.
This would be most suitable for use during the summer softball season when ground conditions are better.

4.52. On-street parking

4.52.1. As well as the car park in the sport and recreation reserve, on-street car parking is proposed on Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street. Fieldwick Drive also provides on-street parking along the northern boundary of the sport and recreation reserve.

4.52.2. Abley transportation consultants are currently working on concept designs for Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street. Their brief includes looking at how on-street parking can be accommodated. At this stage, it is unknown how many parking spaces will be provided as part of the street designs.

4.52.3. It is likely that users of the dog park will park primarily on Charles Street with overflow onto Jollie Street. It is likely that users of the softball diamonds will potentially park on Jollie Street as this is reasonably close to the diamonds. It is envisaged that the accessways to the private properties at 65a Cass Street and 10 Fieldwick Drive will be gated to prevent reserve users accessing this for parking.

4.53. Recommended option – on-street car parking

4.53.1. It is recommended that on-street parking be provided on Cass Street (east of Jones Street), Charles Street (east of Jones Street), and Jollie Street during the rebuild of these roads.

Pathways

4.54. Walking and cycle paths are a key part of the sport and recreation reserve development. Two types of paths are proposed through the reserve, a shared walking/cycling path (sealed at 3.0m wide) and a foot path (sealed at 1.5m wide). The paths provide links through and around the sport and recreation reserve (north of Cass Street). There will be additional pathways (south of Cass Street) through the stormwater wetland area, BMX track area and dog park. Funding for the pathways south of Cass Street will come from a different Regeneration budget allocation and are not included in the preliminary cost estimate.
Table 12: Pathways - preliminary cost estimate

<table>
<thead>
<tr>
<th>PATH TYPE</th>
<th>LOCATION</th>
<th>APPROXIMATE AREA</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared walking/cycling path – 3.0m wide, sealed.</td>
<td>Linking Feldwick Drive shared path with the reserve carpark and toilets/changing rooms (North-south direction)</td>
<td>840m²</td>
<td>$63,000</td>
</tr>
<tr>
<td></td>
<td>Linking the reserve entrance/carpark area with Cass Street (East-west direction)</td>
<td>510m²</td>
<td>$38,000</td>
</tr>
<tr>
<td>Foot path 1.5m wide, sealed</td>
<td>Along the eastern boundary of the reserve linking Feldwick Drive with Cass Street (1.5m wide).</td>
<td>1000m²</td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$176,000</strong></td>
</tr>
</tbody>
</table>

Notes:
- Sealed (asphalt) path is costed at $75/m²

4.55. Recommended Option - pathways

4.55.1. It is recommended that a sealed shared walking and cycling path (at 3.0m wide) be provided from Feldwick Drive to Cass Street, and along Cass Street to the reserve entrance.

Park furniture

4.56. Park furniture is an important part of parks. It supports the use of the reserve and caters to the needs of reserve users. Park furniture can include the following asset types:
- Seating
- Picnic tables
- Drinking fountains
- Rubbish bins
- Standard signage (i.e. not interpretive signage)
- Shade structures
- Bollards
- Fitness equipment; and
- Earth mounds (for spectator viewing).

4.57. The Reserve Master Plan outlines the provision of park furniture in the sport and recreation reserve and this is consistent with the Green Space Activity Management Plan (with regard to the level of service).
4.58. Preliminary cost estimate – park furniture

Table 13: Park furniture - preliminary cost estimate

<table>
<thead>
<tr>
<th>PARK FURNITURE</th>
<th>QUANTITY</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seating</td>
<td>6</td>
<td>$15,000</td>
</tr>
<tr>
<td>Picnic tables</td>
<td>2</td>
<td>$12,000</td>
</tr>
<tr>
<td>Drinking fountain</td>
<td>2</td>
<td>$14,000</td>
</tr>
<tr>
<td>Rubbish bins</td>
<td>4</td>
<td>$12,000</td>
</tr>
<tr>
<td>Standard park signage</td>
<td>Lump sum</td>
<td>$10,000</td>
</tr>
<tr>
<td>Fitness equipment</td>
<td>5</td>
<td>$50,000</td>
</tr>
<tr>
<td>Bollard barriers</td>
<td>400</td>
<td>$12,000</td>
</tr>
<tr>
<td>Earth mounds</td>
<td>Lump sum</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$150,000</strong></td>
</tr>
</tbody>
</table>

4.59. Recommended option – park furniture

4.59.1. It is recommended that the following park furniture be provided in the sport and recreation reserve:
- Seating
- Picnic tables
- Drinking fountain
- Rubbish bins
- Standard park signage
- Bollard barriers; and
- Earth mounds

4.59.2. The preliminary cost estimate for the above park furniture is $100,000.

4.59.3. It is recommended that the fitness equipment be provided in a staged manner in the future from Green Space budgets.

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

5. Community Views

5.1. Groups and Organisations

5.1.1. Staff have been working with the Kaiapoi Softball Club and NBRLC during the development and planning of the sport field area. This will continue during the detailed design and construction phases of the project.

5.2. Wider Community

5.2.1. Significant community engagement was undertaken during the preparation of the Recovery Plan, and the reserve land uses and activities discussed in this report give effect to the Recovery Plan. Similarly, the Reserves Master Plan provides further detail on the development of the sport and recreation reserve (both north and south of Cass Street) and was subject to community consultation in September/October this year. This master plan gives effect to the Recovery Plan.
6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. A provisional allocation of $2,700,000 has been made for the development of the sports field area (generally north of Cass Street) from the Regeneration budget. A separate $1,000,000 from this budget has been allocated to the enabling site works package currently underway. These enabling works are the foundation of the sports field development.

6.1.2. The preliminary cost estimate for development of the sports fields, in line with the recommended options included in this report, is as follows:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>PRELIMINARY COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playing fields</td>
<td>$365,000</td>
</tr>
<tr>
<td>Softball diamonds</td>
<td>$520,000</td>
</tr>
<tr>
<td>Toilets/changing rooms</td>
<td>$565,000</td>
</tr>
<tr>
<td>Storage</td>
<td>$20,000</td>
</tr>
<tr>
<td>Car parking</td>
<td>$456,000</td>
</tr>
<tr>
<td>Pathways</td>
<td>$176,000</td>
</tr>
<tr>
<td>Park furniture</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>$2,232,000</strong></td>
</tr>
<tr>
<td>Allowance for design fees, and consents (10%)</td>
<td><strong>$223,000</strong></td>
</tr>
<tr>
<td>Contingency allowance (10%)</td>
<td><strong>$245,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,700,000</strong></td>
</tr>
<tr>
<td><strong>REGENERATION BUDGET</strong></td>
<td><strong>$2,700,000</strong></td>
</tr>
</tbody>
</table>

6.1.3. The overall preliminary cost estimate is within the Regeneration budget allocation.

6.2. **Community Implications**

6.2.1. Both the Recovery Plan and the Reserve Master Plan outline the development of the sport and recreation reserve (north of Cass Street). There is a community expectation that the proposed assets, signalled by these plans, are provided in the short-term.

6.2.2. The development of the sport field area is a key aspect of the Recovery Plan and will contribute to the wellbeing of Kaiapoi.

6.3. **Risk Management**

6.3.1. The development of the sport field area is consistent with the reserve land uses and activities approved in the Recovery Plan.

6.3.2. The preliminary cost estimates included in this report exclude the following:

- Design fees (internal and external to Council) and resource and/or building consent costs (these are included as a separate line item).
- Any land remediation works.
• The provision of supporting infrastructure costs.
• Escalation

There is the potential that the above items could have additional budget implications. To address this, a standard contingency is included in the preliminary cost estimate.

6.4. Health and Safety

6.4.1. Future development of the sport field area will follow all relevant Council policies, procedures and guidelines relating to Health and Safety.

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. Greater Christchurch Regeneration Act, 2016

The development of the sport field area is consistent with the Waimakariri Residential Red Zone Recovery Plan, approved under the Greater Christchurch Regeneration Act in December 2016.

7.2.2. Reserves Act, 1977:

The development of the sport field area is consistent with the anticipated use of Recreation Reserves under the Act (Section 17), and the Reserves Master Plan.

7.2.3. Resource Management Act, 1991:

Resource consent will be sought, if required, during the development of the sport field area.

7.2.4. Building Act, 2004:

Building consent will be sought, if required, during the implementation of the development of the sport field area.

7.3. Community Outcomes

7.3.1. The following Community Outcomes are considered relevant:

• There are wide ranging opportunities for people to contribute to the decision making that effects our District
• There is a safe environment for all
• There is a healthy and sustainable environment for all
• There are areas of significant indigenous vegetation and habitats for indigenous fauna
• The community’s cultures, arts and heritage are conserved and celebrated
• Public spaces and facilities are plentiful, accessible and high quality
• The distinctive character of our takiwā - towns, villages and rural areas is maintained

7.4. Delegations

7.4.1. In accordance with their Terms of Reference, the Regeneration Steering Group can make recommendations on key documents and strategies and budgets.
Key:
- New reserve
- Mixed-use business
- Rural
- Existing trees
- Proposed trees and gardens
- Points of interest
- Swale drains
- Future key pedestrian link

Key activities & Features:
1. Sports fields & softball diamonds
2. Car parking
3. Toilets & changing rooms
4a. Proposed shared walking/cycling path
4b. Existing shared walking/cycling path
5. Space for outdoor events
6. Beswick stormwater area
7. Dog park
8. Community BMX track
9. Historic railway station precinct
10. Maritime heritage precinct
11. Boat trailer parking
12. Petanque court & jetty
13. Pump station lookout
14. Children’s cycle training track
15. Playground renewal
16. Stormwater drain
17. Fieldwick stormwater area
18. Future Memorial Gardens

Scale 1:4000 @A3
Draft for discussion

Caiapoi East sport and recreation reserve

Conceptual facilities layout

DRAFT - THIS IS NOT COUNCIL POLICY

CLUBROOMS 195.5m²

- 2 x accessible toilet
- 2 x basin (with toilet)

CHANGE ROOMS

- 4 x showers
- 1 x tub
- 2 x basin (with toilets)

OFFICIALS CHANGE ROOM

- 1 x accessible toilet
- 1 x shower
- 1 x basin (with toilet)

TOTAL CLUBROOMS AREA = 195.5 m²

TOTAL CHANGING ROOMS/TOILET AREA = 233.45m²

TOTAL AREA = 428.95m²
# KAIAPOI EAST SPORTS FIELDS - CHANGING ROOM/TOILET/CLUBROOM OPTIONS.

## PHYSICAL PROVISION

<table>
<thead>
<tr>
<th>OPTION</th>
<th>DETAIL (S/B = softball, R/L = rugby league)</th>
<th>WHERE COSTS MIGHT FALL</th>
<th>PRO</th>
<th>CON</th>
<th>ISSUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staged (or modular) construction of public toilets and changing rooms. Stage 1</td>
<td>• Stage 1 – cater for S/B and part use by R/L (facilities at Murphy Park to remain). 2 x player changing room, 1 x officials changing room 9 x showers (4/change room, 1 for umpires) 5 x pans for sport use (2/change room, 1 for umpires) 3 x pans for public use (1 x accessible, 2 x standard) Storage space for each code.</td>
<td>Council</td>
<td>• Asset tailored to immediate expected use. • Short-term cost saving for Council. • Design/construction would enable the addition of future stages as required.</td>
<td>• Economies of scale in construction not realised. • If R/L later chose to relocate to Kaiapoi East there will be a second construction period (provision of funding for this?). • Funding may not be available later for Stage 2 development.</td>
<td>• Council may come under pressure to upgrade Murphy Park facilities. R/L unlikely to use Murphy Park facilities, as these will be inferior to new facilities – could result in a need to expand facilities at Kaiapoi East in the short-term. • Will need to consider how the facility could best integrate with future clubrooms.</td>
</tr>
<tr>
<td>Full changing room/toilet construction (Stand-alone facility, no clubrooms) Stage 2</td>
<td>• Stage 2 – cater for S/B and R/L 4 x player changing room, 1 x officials changing room 17 x showers (4/change room, 1 for umpires) 9 x pans for sport use (2/change room, 3 for umpires) 3 x pans for public use (1 x accessible, 2 x standard) 2 x pans for clubrooms (2 x accessible) Storage space for each code.</td>
<td>Council</td>
<td>• Full changing room/toilet facility in place (catering for immediate use and future growth). • Potential economics of scale. • Single construction period.</td>
<td>• Full cost outlay for Council in the short-term.</td>
<td>Will need to consider how the facility could best integrate with future clubrooms.</td>
</tr>
<tr>
<td>Relocate NBRRL temporary clubrooms to site and make permanent</td>
<td>• Integrate with Stage 2 changing room/toilet construction. • Dismantle, transport and reassemble clubrooms (including foundations). • Remediate site at Murphy Park.</td>
<td>Council for toilets/changing rooms. Council for building/resource consents. Council for foundations and infrastructure servicing (?). S/B to contribute to relocation. R/L have indicated no funds for relocation. Support from external funding agencies (?)</td>
<td>• Potential cost savings over a new build. • Would encourage R/L to utilise new grounds – avoids duplication of facilities at Murphy Park.</td>
<td>• Building will need upgrading to a permanent standard. • Appropriateness of a reusing a temporary, second-hand building. • Significant work required to improve exterior of building. • Potentially not appropriate for wider community use.</td>
<td>Cost effectiveness or ‘value’ in moving the building unknown. Feasibility report needed from an appropriate consultant. Suitability for use unknown (size, internal spaces, storage availability, life span, aesthetics). S/B have not committed to funding any relocation option. Likely to be perceived as a ‘second-hand’ solution for Kaiapoi. If the temporary clubrooms remains at Murphy Park, upgrading to a permanent standard will be required for ongoing use.</td>
</tr>
<tr>
<td>Clubrooms for softball use only (stand-alone)</td>
<td>For example a port-a-com located near softball diamonds. Stage 1 toilets/changing room still required.</td>
<td>Council for toilets/changing room. Council for building/resource consents. Council for foundations and infrastructure servicing (?). S/B (for building). Support from external funding agencies (to assist S/B) (?)</td>
<td>S/B have a space for club gatherings and storage. Council investment reduced in the short-term.</td>
<td>Small building may not be fit for purpose in the long-term. Shared use of facilities rather than individual clubrooms preferred. Clubrooms unused during off-season. Clustering of buildings/facilities preferred. Potential infrastructure servicing at multiple points (power, water etc.).</td>
<td>Could potentially lead to a number of small buildings (associated with various clubs) at the reserve. This is not desirable from a serving perspective, as well as taking up open space.</td>
</tr>
<tr>
<td>Unlikely to be appropriate for wider community use.</td>
<td>Clubroom space would be fit for purpose.</td>
<td>Inconsistent with current Council policy.</td>
<td>Equity issues – defining the contribution of each club.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlikely to be appropriate for wider community use.</td>
<td>Council does not fund clubroom fit out.</td>
<td>No Council funding currently available for this option.</td>
<td>Equity issues may be raised by other sport clubs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlikely to be appropriate for wider community use.</td>
<td>External funding agencies may be able to assist R/L and S/B (T).</td>
<td>Timing for fit out unknown – would depend on R/L and S/B and the funding available to the clubs.</td>
<td>Will R/L still wish to maintain a clubroom at Murphy Park? If not, who pays for removal of this structure?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Council constructs a clubroom ‘shell’ as part of the changing room/toilets construction. Fit out by primary users (R/L and S/B).**

- Council for changing rooms, toilets (Stage 1 and/or 2)
- Council for clubroom shell.
- S/B and R/L for fit out of clubrooms.
- Council for building/resource consents.
- Council for foundations and infrastructure servicing (T).

**E.g. addition to full changing room/toilets construction.**

- Clubroom space could be made available for community use.
- Inconsisttent with current Council policy.
- No Council funding currently available for this option.
- Equity issues – defining the contribution of each club.
- Equity issues may be raised by other sport clubs.
- Will R/L still wish to maintain a clubroom at Murphy Park? If not, who pays for removal of this structure?

**Council constructs changing rooms, toilets and clubrooms (including full fit out).**

- Council for all capital costs.
- Users may contribute to operational costs.
- Clubroom space would be fit for purpose.
- Could cater for multiple sport and community uses (via Council’s booking system).

**Assumptions:**

- All options require building consent and potentially resource consent.
- All buildings will required site specific, engineer designed foundations (to TC3 Level).
- All buildings will require infrastructure servicing.
# NEW CLUBROOM MODEL OPTIONS (FOR KAIAPOI EAST)

## Funding and Ownership

<table>
<thead>
<tr>
<th>FUNDING/OWNERSHIP MODEL (5/8 = softball, R/L = rugby league)</th>
<th>WHERE COSTS MIGHT FALL</th>
<th>Pro</th>
<th>Con</th>
<th>Issues (note for all options there is currently no Council funding available for clubrooms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key users may be involved in the day-to-day management of the building (e.g. booking)</td>
<td>Council would need to negotiate for community use. Council would need to manage internal relationships between clubs/codes. Council would need to manage the establishment of the trust or legal entity.</td>
<td></td>
<td>All risk and responsibility for clubrooms sits with a single club/code. Non-owning clubs/codes have no sense of ownership, and are subject to an ongoing good relationship with the owning club/code. Non-owning club/code may not gain the facilities/space they need.</td>
<td>Council may be asked to contribute funding (e.g. either via a grant or via a loan). Council would likely need to manage internal relationships between clubs/codes. Council would need to negotiate for community use.</td>
</tr>
<tr>
<td>Council provides toilets/changing rooms (including public toilets).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.g. Loburn Domain (Ashley Rugby Club) Kendall Park (Waimakariri United).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual club/code owns and manages clubrooms, used by all sport clubs. Non-owning clubs/codes may need to lease/hire space off head club. Council issues a licence to occupy/lease at the reserve for the building. Council provides toilets/changing rooms (including public toilets).</td>
<td>Owing club/code for clubroom building construction, maintenance and management. Council for building and resource consents, infrastructure services. Council for toilets and changing rooms (construction and maintenance). Council could potentially contribute funds if there is to be community use of the building.</td>
<td>Council only provides toilets/changing rooms (including public toilets). Limited costs to Council for clubrooms (both capital and operational expenditure). Council may have access to the building for community use. Consistent with Council policy SC 0725*</td>
<td></td>
<td>Council may be asked to contribute funding (e.g. either via a grant or via a loan). Council would likely need to manage internal relationships between clubs/codes. Council would need to negotiate for community use.</td>
</tr>
<tr>
<td>Key user clubs/codes co-own, use, and manage clubrooms. Council issues a licence to occupy/lease at the reserve for the building. E.g. Rangiora Table Bowls and Rangiora Croquet Club (at Milton Memorial Park)</td>
<td>Shared between clubs/codes for clubroom construction and management. Council for building and resource consents, infrastructure services. Council for toilets and changing rooms (construction and maintenance). Council could potentially contribute funds for community use.</td>
<td>Council only provides toilets/changing rooms (including public toilets). Limited costs to Council for clubrooms (both capital and operational expenditure). Council may have access to the building for community use. Consistent with Council policy SC 0725*.</td>
<td>All risk and responsibility for clubrooms sits with a single club/code.</td>
<td>Council may be asked to contribute funding (e.g. either via a grant or via a loan). Council may need to manage internal relationships between clubs. Council would need to negotiate for community use.</td>
</tr>
<tr>
<td>Trust or legal entity owns a facility, individual clubs are affiliated (sport hub or sportsville model). Council issues a lease/licence to occupy for the building. E.g. Southbrook Community Sports Trust (at Southbrook Park) Mandeville Sports Club (at Mandeville Domain)</td>
<td>Trust or legal entity for clubroom construction, maintenance and management. Council for building and resource consents, infrastructure services. Council for toilets and changing rooms (construction and maintenance). Council could potentially contribute funds for community use.</td>
<td>Sharing of administrative and facility management costs. Likely to be a more sustainable model in the long-term. A number of parties could contribute financially to the construction and management of the facility. A small contribution by individual clubs gives access to greater facilities.</td>
<td>Reconciling the needs and wants of multiple clubs in a single clubroom facility. It is likely Council would need to lead this. Identifying clubs and establishing the trust or legal entity takes time.</td>
<td>Council would need to call for registrations of interest for potential users of the facility, manage the establishment of the trust or legal entity, and likely manage relationships between clubs. Established clubs may not be open to innovative ownership models and view them as requiring a surrender of identity.</td>
</tr>
<tr>
<td>Council owns and manages a larger multi-use clubroom facility.</td>
<td>Council for construction, maintenance and management of clubrooms. Council for building and resource consents, infrastructure services. Council for toilets and changing rooms (construction and maintenance). Facility users could contribute via a hire/lease agreement.</td>
<td>Better facilities for sport club and community use. Better facilities create opportunities for regional code competitions. The larger clubrooms may enable Council to generate some income (e.g. hiring out clubrooms, space for complementary commercial activities).</td>
<td>Significant costs for construction, management and maintenance sit with Council for clubrooms, toilets and changing rooms.</td>
<td></td>
</tr>
<tr>
<td>Council owns a larger multi-use clubrooms, managed by third party. E.g. Hockey Turf at Coldstream Reserve (managed by North Canterbury Sport and Recreation Trust).</td>
<td>• Council for construction and maintenance, although the third party could contribute to fit out costs. • Management costs fall to third party (potentially a contribution from Council). • Users of the facility could contribute via a hire/lease agreement.</td>
<td>• Better facilities for sport club and community use. • Better facilities create opportunities for regional code competitions. • Third party works to get maximum sporting and community use of the facility. • The larger clubrooms may enable Council to generate some income (e.g. hiring out clubrooms).</td>
<td>• Some management and maintenance could be devolved to the third party, albeit potentially at a cost to Council.</td>
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</tbody>
</table>

*Council policy relates to S-CP 0725 Council’s Role In The Provision Of Community Facilities*
1. SUMMARY

1.1 This report is to seek the Regeneration Steering Group approval of the proposed concept design, and for staff to progress the design and construction of the Kaiapoi East Community BMX track.

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

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 and tendering for construction 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) Notes that staff will enter into a sole-source contract negotiation with Trent Jones (Trent’s Tracks) for the design and construction observation of the BMX track.
(f) Notes the preliminary whole project cost estimate is within the budget available.

3. BACKGROUND

3.1 The approved Kaiapoi Regeneration Areas Reserve Masterplan includes the construction of a community BMX track south of Cass Street. This was one of the planned activities outlined in the Waimakariri Residential Red Zone Recovery Plan.

3.2 A community BMX track is typically smaller and less challenging for riders than a competition track. It can be described as a recreational track as opposed to a competition track.
3.3 The BMX track will need to be integrated with the surrounding landscape which includes the proposed Honda Forest and planted swales being constructed as part of the Beswick SMA.

4. ISSUES AND OPTIONS

4.1 Construction of the track requires prior construction of a platform to raise the general level of the area. The platform construction is to be completed as a variation to the Kaiapoi East Enabling works.

4.2 The current programme sees the track construction starting early February.

4.3 Any significant delay in construction of the platform would inevitably delay the start of construction of the track. This is not ideal as the track construction should not take place during the winter months.

4.4 Design and construction of a quality BMX track requires specific knowledge and skills. Availability of suitable track designers and builders is very limited within Canterbury.

4.5 The president of the North Canterbury BMX Club (Aaron Clark) has recommended Trent Jones (Rio BMX Olympian) as suitable for this work. Trent is designing and building a new Nationals standard track in Rangiora for the club in late 2108.

4.6 Trent Jones has provided cost estimates for the design and construction the proposed track. The preliminary concept design (refer to Figure 2.) has been provided pro bono by Trent Jones (trading as Trent’s Tracks).

Figure 1. Example of a community (recreational style) track provided by Trent Jones
4.7. The design provides a recreational style track suitable for 4 bikes. It has been tailored to the desired level of service, budget and space available, and is suitable for use by the general community. The track layout allows for widening for 8 bikes at a later date if required, to bring it to a basic regional style race track standard.

4.8. The track surface is crushed lime chip with asphalt corners, starting mound and linking path. The use of asphalt reduces degradation of the track surface and therefore the level of ongoing maintenance requirements.

4.9. Track lighting has not been included.

4.10. Due to the current availability of Trent, and synergy with the renewal of the North Canterbury Club track, it is proposed to engage Trent’s Tracks for the design and construction observation for this project.

4.11. The construction of the track will be procured by inviting 3 suitably selected contractors to price.

4.12. Staff would work with Trent’s Tracks to integrate the track design into the surrounding landscape, and provide project management where required for the design, procurement and construction of the track.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

   The concept design will be sent to North Canterbury BMX Club seeking comments on the design.
5.2. **Wider Community**

An indicative track design will be included on the Regeneration display at the Kaiapoi Christmas Carnival 2108.

The proposal for a community BMX track was included in the Waimakariri Residential Recovery Plan and the Kaiapoi Regeneration Areas Reserves Master Plan, both of which had extensive community consultation.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. The concept design work done to date was undertaken pro-bono by Trent’s Tracks.

6.1.2. The budget available is for the BMX project is $310,000. This is included in the District Regeneration programme budget and is funded from the $2M Christchurch Earthquake Appeal Trust grant.

6.1.3. Earthworks to create a platform and drainage for the track are to be done as part of the current enabling works contract. The contract amount for this work is approximately $70,000, based on the contract schedule of rates.

6.1.4. The preliminary cost estimate for construction of the track is $205,000, which includes a 30% contingency sum.

<table>
<thead>
<tr>
<th>Available budget for the BMX project</th>
<th>$310,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Estimates</strong></td>
<td></td>
</tr>
<tr>
<td>Platform earthworks (under the enabling works contract)</td>
<td>$70,000</td>
</tr>
<tr>
<td>Detailed design and construction observation</td>
<td>$15,000</td>
</tr>
<tr>
<td>Track construction estimate (including 30% construction contingency)</td>
<td>$205,000</td>
</tr>
<tr>
<td>Internal council costs estimate</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total Cost Estimate</strong></td>
<td><strong>$310,000</strong></td>
</tr>
</tbody>
</table>

6.2. **Community Implications**

6.2.1. The Reserves Master Plan includes the development of a community BMX track south of Cass Street. Council communications have stated that the intention is to have the track completed by mid-2019 and therefore public expectation is for this to happen.

6.2.2. The BMX track will be a significant asset for the community and will enhance community health and wellbeing.

6.3. **Risk Management**

6.3.1. Construction of the platform for the track, done as part of the Enabling Works Contract, will be prioritised so that it should be finished by the end of January. This would make the site available to the BMX contractor by early February.

6.3.2. The total project cost estimate includes a construction contingency of $47,000.

6.4. **Health and Safety**

6.4.1. An approved Health and Safety Plan will be required for the Contract works. Council will be auditing compliance with this plan.
6.4.2. Track construction will utilise mobile plant requiring specific health and safety procedures to manage. This includes restricting public access onto the site, during and after work hours.

Truck access may require a Temporary Traffic Management Plan.

6.4.3. Because the site will drain to swales connected to the Beswick Stormwater Management Area, surface water runoff may need to be managed during construction in terms of flow and sediment load.

Dust may need to be controlled subject to weather conditions.

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**

Greater Christchurch Regeneration Act (2016)


Health and Safety at Work Act 2005, S37: Duty of PCBU who manages or controls workplace.

Reserves Act 1977

7.3. **Community Outcomes**

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

7.4. **Delegations**

The Regeneration Steering Group has the delegated authority to approve the concept design for the Kaiapoi Community BMX track.