Community and Recreation Committee

Agenda

Tuesday 16 July 2019

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Councillor Kirstyn Barnett (Chairperson)
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Mayor David Ayers (ex officio)
The Chairman and Members

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the COMMUNITY AND RECREATION COMMITTEE will be held in the
WAIMAKARIRI DISTRICT COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on
TUESDAY 16 JULY 2019 at 1.00PM.

Adrienne Smith
GOVERNANCE COORDINATOR

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

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

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 21 May 2019

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 21 May 2019, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS

6 REPORTS

6.1 Airfield Advisory Group Amended Terms of Reference – Craig Sargison (Manager Special Projects)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190626090222

(b) Approves the Rangiora Airfield Advisory Group Terms of Reference(Trim 190617084689)
(c) **Confirms** that the Council Appointees to the Airfield Advisory Group are Bruce Drake and Keith Vallance.

(d) **Approves** Staff seeking nominations for three representatives of Airfield Users not affiliated to an Aero Club.

(e) **Notes** that appointments of the three representatives will be made by the Community and Recreation Committee.

### 6.2 Community Team Update – Social and Health Sector – Tessa Sturley (Community Team Manager)

**RECOMMENDATION**

THAT the Community and Recreation Committee:

(a) **Receives** report No. 190704094780.

(b) **Notes** the role that Community Development staff play in supporting the ongoing work of the Waimakariri Health Advisory Group, Social Services Waimakariri and the Waimakariri Access Group.

(c) **Notes** Community Team staff involvement in regional groups and networks that promote and facilitate health and wellbeing.

### 6.3 Aquatic Facilities Update – Matt Greenwood (Aquatic Facilities Manager)

**RECOMMENDATION**

THAT the Community and Recreation Committee:

(a) **Receives** report No. 190620087197.

(b) **Notes** Aquatic Facilities progress against its key performance indicators including Facility Attendance, Financial results and Water Quality.

(c) **Approves** a 25% discount on Aquatic programmes to be offered to KiwiAble Leisure Card holders, which will have negligible effect on forecasted income.

(d) **Approves** support of a fund raising event run by the North Canterbury Swim Club involving a 50% discount on facility hire and an early closure with a potential income impact of around $350.00, to support the development of both coaching staff and competitive swimmers through additional coaching workshops.

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

### 7 PORTFOLIO UPDATES

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

#### 7.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody
7.3 **Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody**

8 **QUESTIONS**

9 **URGENT GENERAL BUSINESS**

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WORKSHOP

At the conclusion of the meeting will be the following items;

(a) Libraries workshop – Paula Eskett (District Libraries Manager)

(b) Greenspace Priority projects 2019 / 20 – Chris Brown (Community and Recreation Manager)
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1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were reported.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 26 March 2019

Moved Councillor Gordon seconded Councillor Doody

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 26 March 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

5.1 Tag Busters

N Atkinson provided an update on the activities of Tag Busters past year. Tag Busters was an operating arm of Kaiapoi Community Care and Employment Trust. N Atkinson noted that Tag Busters covered a wider area than Kaiapoi.

N Atkinson highlighted the differences that had occurred over the last couple of years. Currently there was not so much trouble in the CBD with tagging as offenders knew where cameras were – offenders had moved outside of the CBD to areas like bridge abutments and walkways. They were also targeting new subdivisions such as Sovereign Palms. Another change was the size of
tags had increased with tags now sometimes requiring 10L of paint to cover and Tag Busters were removing 400m² of tags a month.

N Atkinson advised that since the Christchurch shootings there had been a spate of racial slurs. These were removed particularly quickly.

N Atkinson advised they had not changed their systems over the past few years. They had stepped away from reporting to police as they did not appear to be interested and police had not followed up with them.

Questions

Councillor Williams asked if there had been success with anti-graffiti paint. N Atkinson commented that there were a number of different anti-graffiti products however they were more expensive and had to be replaced after three graffiti attacks. They found it was best to use one of the seven readily Council colours as they could paint over quickly.

Councillor Barnett asked with areas that were getting repeatedly hit, could cameras be considered. N Atkinson replied that those areas often had no power and were dimly lit.

Councillor Barnett asked if Council should start a dialogue with Police around prosecutions and follow-ups. N Atkinson commented that Tag Busters was there to remove the tags, not police. They would help where they could. He noted offenders were clever and now sold their tags.

Councillor Barnett asked from where they received funding. N Atkinson replied it was mostly through Council. The Trust also ran a building company and was financially sustainable.

6 REPORTS

6.1 Community Facilities exemption from fees and charges – Simon Kong (Community Facilities Coordinator)

S Kong noted that this was the fourth such report. There were eleven individual applications in addition to the 20 that had already been approved. The applications were a mixture of recurring bookings and one-off events, some were from events from the previous financial year and one was for the following year. The applications included requests to retain an existing relationship with a flat fee, or to have no fees for a fundraising event.

Councillor Barnett asked when the group applied for an exemption did they supply financial information. S Kong advised they did not go so far as looking at financial information. There was a question regarding legal status of the group and most referred to their group as a ‘community group’.

Councillor Williams noted that ANZAC Services were not charged for the facility and asked if that applied to ANZAC organisation meetings. S Kong advised they are looking to create consistency around that, where he was aware a booking was for ANZAC organisation the fee was waived however there were some bookings he was not aware of. There was currently no defined policy although traditionally they did not charge.

Councillor Williams noted Fernside Hall organisers had been charged and asked if that could be noted so they were not charged in future. C Brown commented that the working group had been created to look at fees and charges and ANZAC day had been discussed at that first meeting. The working group would consider the issues and bring back to the Committee.
THAT the Community and Recreation Committee:

(a) Receives report No.190501062054

(b) Notes the submissions for exemption from fees received from users.

(c) Approve a fixed fee of $500 per annum for Mothers Supporting Mothers booking of the Rangiora War Memorial Hall. That the waiver is backdated to 1st July 2018 and is valid until the 30th June 2019.

(d) Approve a fixed fee of $165 per annum for Loburn Women’s Institute. That the waiver is backdated to the 1st July 2018 and is valid until the 30th June 2019.

(e) Approve a full waiver of $60 for the Woodend Lions running of the Woodend ANZAC Service.

(f) Note that all other ANZAC services in the district are not charged for facilities bookings.

(g) Approve the full waiver of the booking fee of $137.50 for the one-off fundraising film screening of the Tour De France for Mental Health movie.

(h) Approve a flat fee of $160 per annum West Eyreton Small Bore Rifle Club for their 2019 bookings. Recommend that the Rifle Club transfer to a Lease arrangement with the Cust Community Centre.

(i) Approve a 50% waiver of booking fees for one Rockers of Ages concert held in the 2019 financial year.

(j) Approve a 50% waiver of booking fees for the Rangiora Wool Craft Group for the 2019 financial year.

(k) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $3373.75 for the 2018/19 financial year.

(l) Notes that the combined total financial implications of fee exemptions that have already been approved is estimated at $13173.75 for the 2018/19 financial year.

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

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

CARRIED

Councillor Gordon was supportive of the recommendation. He noted the undertaking of the subcommittee to address the issues and the good work of Councillor Doody of chairing that group. It was looking at the process around considering applications and looking at fees more broadly. He acknowledged the current process was messy and was difficult for staff. It needed to be tidied up.

Councillor Doody reiterated the concern of staff needing to deal with issues raised and commented that it come back on to the Councillors as representatives to resolve. She noted the financial implications of $13,000 that had been approved and as a Committee they needed to find the best way forward.
Councillor Brine also referred to the $13,000 financial implications. He noted that fees had not been raised since 2012 and that the increase had been staged over two years to ease the burden. The door had been left open for exemptions and this was the result. He looked forward to the working group returning with solutions. Someone was paying for these facilities and this is either the users or the general community.

Councillor Barnett commented that certain groups did not have the ability to pay for the use of facilities. There was a potential motion to the Annual Plan to freeze fee increases until after the recommendations from the working party. There was the danger exemptions would still be coming to the Committee in the new financial year.

6.2 **Northern Pegasus Bay Bylaw 2016 Implementation Plan Actions – Daniel Cox (Policy Analyst)**

D Cox spoke to the report noting the purpose was to present the Bylaw Research and Monitoring Programme, Intercept Survey 2019 and Infographic and ECan Patrol Records 2016-2018 as part of the Northern Pegasus Bay Bylaw review.

D Cox outlined the reasons for the recommendations were so that the Community Boards and community in general was aware of the work of Council and the basis of evidence for how well the Bylaw was working.

Councillor Barnett asked if it were possible to circulate to all Community Boards and D Cox replied yes.

Councillor Brine asked how many of the respondents were fisher folk. D Cox replied at Kairaki it was most respondents, at the estuary it was a handful and none from Waikuku.

Moved Councillor Barnett seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 190412055403.


(c) **Notes** that staff will implement the recommendations outlined in the Intercept Survey 2019 and Environment Canterbury Patrol Records 2016 – 2018.

(d) **Circulates** the Research and Monitoring Programme, Intercept Survey 2019, Intercept Survey 2019 Infographic, and Environment Canterbury Patrol Records 2016 - 2018 to all the Community Boards, and the Northern Pegasus Bay Advisory Group for their information.

**CARRIED**

6.3 **Community Team Updates – Neighbourhood Park Events – Tessa Sturley (Community Team Manager)**

T Sturley and G MacLeod presented the report. T Sturley explained the report covered the neighbourhood park events from November 2018 to March 2019 and detailed information on activities, feedback and next steps.

T Sturley highlighted that while the events did not fit under business as usual they were deemed successful by both teams and reinforced the Canterbury
Wellbeing index survey results around neighbourhood connection and sense of community. She was looking forward to partnering with Neighbourhood Support (NS).

G MacLeod commented a key benefit of these events as a way to humanise the team as a business unit and thanked T Sturley and the team. It built trend analysis and was a monitoring opportunity helping with efficiencies in design to drive the future capital programme to enhance reserves. It built key rapport with localised communities.

Councillor Brine asked how much Neighbourhood Support were receiving for the events. T Sturley advised that the memo to the last Committee meeting noted that existing resourcing to Neighbourhood Support was $3500 for the Mandeville Old Fashioned Picnic. This was now being diverted to six neighbourhood park style events and provision to cover setup costs to around $5400.

Councillor Gordon asked if staff were confident with Neighbourhood Support running the events that it would retain the impact of a Council led approach, and were they happy to take the lead. T Sturley replied they were very happy to. Staff would hand over but continue to add support and encourage them to apply a similar model. A community led approach was an opportunity for Neighbourhood Support to build capability as currently coordinators did the bulk of work. By identifying emerging leaders it would help create something sustainable.

Mayor Ayers commented that he had attended 2-3 events and asked what were the reasons some reserves were more central to a community than others. For those less well-off areas the events were better subscribed, in wealthier expectations were higher. C Brown commented that it was part of the aim of Greenspace to activate those reserves and some attendees had commented that they had not been aware of the reserve beforehand.

Councillor Barnett referred to emerging leaders and asked if there was a way to apply this to a wider area. T Sturley advised that they would like to further promote and the trailer was available for anyone to use.

Councillor Gordon commented that the event was initially a Greenspace model for reserves. He asked if it were possible for Greenspace to remain involved, not just the Community team. G MacLeod concurred it was a good way of data gathering and relationship building with the community and regular reserves users.

Moved Councillor Gordon seconded Councillor Doody

THAT the Community and Recreation Committee:

(a) Receives report No. 190508065620
(b) Notes that staff have expressed their appreciation of the support from elected members at these events.
(c) Notes the appreciation expressed by the community that Council sought to engage with them in this fashion.
(d) Notes that, while Neighbourhood events will now be led by Neighbourhood Support, community development and greenspace staff will continue to partner in the delivery of the community-led neighbourhood park events.

CARRIED

Councillor Gordon believed it was a highly worthwhile event. He did not have a problem with Neighbourhood Support taking the lead but thought it was
important to engage with the community where they didn't have those connections. There was value in Council attending. He had learnt a lot of little things that made a big difference.

Councillor Doody advised the Neighbourhood Support team were pleased to be involved. It was an opportunity to promote the Gets Ready campaign. There was a lot of work to be done to engage. It was also important for community and greenspace staff to attend. She noted it was important the six events were held during the warmer summer months.

Councillor Barnett saw huge value with engagement in an informal open setting as a way of getting valuable feedback. She had some hesitation for the events to be led by a different group as the community may not find that agenda as attractive, however Neighbourhood Support provided good service to the community. Councillor Barnett suggested the events could be expanded to community facilities to include midwinter events and gain feedback on facilities.

Councillor Doody explained the role of Neighbourhood Support to run the park events.

6.4 **Community Team Update – Migrant and Newcomers – Tessa Sturley (Community Team Manager)**

T Sturley introduced D Wiggins who looked after Community Development, Migrants and Newcomers portfolio. She noted the report provided an update on key activities and detailed the community led approach that was applied. The aim was to engage partners to add value to facilitate connections and empower with skills and opportunities.

T Sturley advised the group was established in 2016 and since then there had been a significant increase in number of nationalities. Funding for this work was through the Office of Ethnic Communities and Lotteries.

D Wiggins spoke to a Powerpoint presentation (Trim 190528075272). Since establishment of the group in 2016, there had been a focus on engaging with Ngai Tuahuriri as well as government organisations including the Office of Ethnic Communities and locals Councils, City, Selwyn and Hurunui.

D Wiggins highlighted that in Citizenship Ceremonies there had been 50 different ethnicities in the last 10 years. Staff had worked alongside event organiser including Festival of Colour, Waitangi Day and the Winter Festival. Local International 'bring a plate' events had 50-100 attendees and celebrated culture. Cooking classes were successful in bringing people together. D Wiggins provided examples and photos from these events. A multicultural celebration at the Marae was planned for later in the year.

D Wiggins highlighted the Migrants Stories Video, the Chinese Information Evening and Photo exhibition and the Philippines Passport Service and Filipino Foot Festival and film. More events showcasing multi-culturalism were being explored. The CAB employment expo had increased from 20 attendees to 350. It was an example of empowering support agencies. English Language classes were going from strength to strength and were able to direct attendees to additional support.

D Wiggins highlighted the upcoming suitcase exhibition in June where a range of cultures would showcase what they would pack if they had 10mins to leave their country.

T Sturley noted the cultural connection education facilitated by D Wiggins that provided employees with a better understanding on how to support migrant employees.
Moved Councillor Doody seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 190508065908

(b) **Notes** that the initiatives developed and delivered by the Waimakariri Migrants and Newcomers group are externally funded by Office of Ethnic Communities, Lotteries and Creative Communities

(c) **Notes** that in the past 12 months an increasingly migrant-led approach has been applied to this work, in line with best practice for community development.

**CARRIED**

Councillor Doody believed the work of the team was wonderful and thanked them for their efforts. They were passionate about their role and getting the migrant group well established.

Councillor Gordon believed the work was an important role in Council. He thanked the team and commented on how valued D Wiggins was. He believed T Sturley could be proud of the ideal community development model that she had developed.

Councillor Brine noted 20 years ago Neighbourhood Support had setup a newcomers network. This was a process that had come out of the work by Neighbourhood Support and had evolved thanks to the passion of those involved.

Mayor Ayers noted the upcoming Art Exhibition in Kaiapoi Library.

6.5 **Libraries Update – Paula Eskett (District Libraries Manager)**

P Eskett noted that she had been away for several weeks and the report had been the work of her team. She wished to draw the committees attention to a number of points.

Item 4.1.1 - despite the recent challenges in the community, Libraries had hosted 182 events with 2000 children and 1600 adults at an average of nearly 20 per session. Staff had also hosted 93 training sessions.

Item 4.2.2 - there had been a nearly 10% increase in visits to the Library website over the past 12 months. The average search time was 4-5minutes.

Item 4.3.1 – the public access computers at the library had been replaced with Google Chromebooks. The benefit to users was that everything was saved in the Cloud and could be accessed from anywhere. Rangiora had 9, Kaiapoi 7 and Oxford 4. There was also a new printer, separate scanner and book in system. The complete library team underwent training and upskilling including using Linda.com for their training modules. Chromebooks were a significant player in education and schools and Google Classroom was a paperless education provision. P Eskett had huge praise for Debbie Lambert and Jennifer Kirkwood for the rollout. They had delivered the setup and rollout without IT resource. The feedback from the public had been positive.

P Eskett commented on central government direction on digital inclusion and the libraries role to deliver on that.

Mayor Ayers asked if it was anticipated that there would be Local Government Act changes on reporting. P Eskett replied yes there were new opportunities
for reporting and demonstrating value. There needed to be a conversation around that.

Mayor Ayers asked if there was concern that the sole source of digital information came from one Company – Google. P Eskett replied yes. Libraries had a role in educating the public in that space.

Councillor Barnett referred to Item 4.2.1 and asked if there could be a breakdown in the future between the libraries. She asked if there could be an explanation of the depreciation variation.

Moved Mayor Ayers seconded Councillor Brine

THAT the Community and Recreation Committee:

(a) Receives report No. 190510066606.

(b) Notes the events and activities customer service improvement, customer feedback, and activities offered by the Waimakariri Libraries in Term 1 2019.

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

Mayor Ayers commented it had been another good report for libraries.

Councillor Barnett commented it was excellent to have P Eskett’s experience on Board and asked if there was potential for a briefing session.

Councillor Doody expressed thanks to C Brown and K Livingstone for their assistance with Creative Communities.

6.6 Aquatic Facilities Update – Matt Greenwood (Aquatic Facilities Manager)

M Greenwood spoke briefly to the report noting the omission outlined in Item 4.3. A 50c increase was recommended to the Aquarobics class which would keep it consistent with other changes.

Item 4.4 and 4.5 explained continued support for Waikuku Beach Surf Lifesaving Club and NZRT12 members. They were seeking changes to ongoing arrangements to best support those groups.

M Greenwood advised that the pools had opened slightly off-temp – but on time following the recent maintenance programme. Additional work had been identified which would be cost offset by savings in operating costs. The main area of concern had been the temperature issue which had been resolved as part of maintenance.

Councillor Williams asked what the percent satisfaction was for the pools and was advised it was 89%.

Moved Councillor Doody seconded Councillor Brine

THAT the Community and Recreation Committee:

(a) Receives report No. 190507064831.

(b) Notes Aquatic Facilities progress against its key performance indicators for Facility Attendance and Water Quality.
(c) **Recommends** a $0.50 increase, effective from 1 July 2019, to the Aquarobics Casual Community Services/Senior rate for Council deliberations on fees and charges.

(d) **Approves** changes to the levels of support offered to Waikuku Beach Surf Lifesaving club being free hire of three lanes and a 50% discount for club members to purchase concessions or memberships.

(e) **Approves** recommendations to increase support of the NZRT12 team from eight to fifteen passes.

(f) **Notes** additional works identified as part of programmed maintenance closure will contribute to a $15,000 overspend in Dudley Parks maintenance budget.

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

**CARRIED**

Mayor Ayers agreed with the changes to support the Waikuku Beach Surf Lifesaving club and NZRT12 as they played an important role.

7 **PORTFOLIO UPDATES**

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

Councillor Brine advised that Oxford-Ohoka Community Board had been looking at the Mandeville parking issue.

Rangiora-Ashley Community Board were negotiating a way forward with regard to NPD landscaping.

A report was going to Kaiapoi-Tuahiwi Community Board regarding re-grassing the domain.

The Sloan Avenue issues were being resolved by the Greenspace team.

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

Councillor Doody provided an update on Creative Communities.

Councillor Doody advised she had taken over as temporary Chair of the Ashley Gorge Advisory Board to help clear an issue and move forward. She had also taken on an interim Chairs role at North Canterbury Neighbourhood Support. She was now also the deputy Chair of Social Services Waimakariri and had been impressed with a meeting with the migrants group.

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

Councillor Barnett had met with Martin Pinkham from the Wellbeing North Canterbury Board.

Councillor Barnett has recently attended a Youth Networking Group in Oxford. She noted there was an Employment Expo at Rangiora High School on 11 June. There would be a wide range of employment opportunities represented.
8 **QUESTIONS**
There were no questions.

9 **URGENT GENERAL BUSINESS**
There was no urgent general business.

As there was no further business, the meeting closed at 2.26pm.

CONFIRMED

_______________________  
Chairperson

________________________  
Date

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**WORKSHOP**

*At the conclusion of the meeting there will be a workshop to discuss the North Canterbury Academy of Music lease*
1. SUMMARY

1.1 This report proposes a revised terms of reference for the Airfield Advisory Group with the key changes from the current terms of reference being the composition of the Group and meeting processes and procedures.

Attachments:

i. Proposed Rangiora Airfield Advisory Group Terms of Reference (Trim 190617084689)
ii. Current Terms of Reference March 2010 (Trim 090624018757(v2))

2. RECOMMENDATION

THAT the Community and Recreation Committee

(a) Receives report No. 190626090222

(b) Approves the Rangiora Airfield Advisory Group Terms of Reference (Trim 190617084689)

(c) Confirms that the Council Appointees to the Airfield Advisory Group are Bruce Drake and Keith Vallance.

(d) Approves Staff seeking nominations for three representatives of Airfield Users not affiliated to an Aero Club.

(e) Notes that appointments of the three representatives will be made by the Community and Recreation Committee.

3. BACKGROUND

3.1 The Airfield was established over 60 years ago and in 1999 there was discussion in the Council about the potential for the Rangiora Airfield to go into private ownership. There was significant opposition to that concept from many airfield users and the Council decided to retain ownership of the Airfield and to re-establish the Airfield Advisory Group.

3.2 The Council decided it would assist with the management of the airfield if it made some appointments to the Advisory Group of people with acknowledged aviation expertise.
3.3  The positions were advertised and Bruce Drake and Keith Vallance were appointed by the Council to the Airfield Advisory Group in 1999. Bruce and Keith have continued to be active members of the Advisory Group.

3.4  The Terms of Reference and composition of the Airfield Advisory Group was last revised in 2010 and while the Group has continued to function successfully there are some current hangar owners and users of the Airfield who feel that the current composition of the Advisory Group does not adequately represent users, particularly those who are not affiliated to one of the aeronautical clubs operating from the Airfield.

4.  ISSUES AND OPTIONS

4.1.  Current Composition

4.1.1.  Under the current Terms of Reference the composition of the Advisory Group is

- 1 Councillor ( currently 2 – Councillors Gordon and Williams)
- 2 Council appointees ( Bruce Drake and Keith Vallance)
- 1 Representative from helicopter operators ( Rob Kitto)
- 1 Representative from Micro light operators ( Kevin Dore**)
- 1 Representative from fixed wing aircraft operators(Vacant)
- 1 Representative from Sports Aircraft Association (John Dugdale)
- 1 Representative from commercial aviation ( Vacant)
- 1 representative from Canterbury Aero Club ( Steve Noad)
- 1 Representative from an aviation related business operating at the Rangiora Airfield ( Vacant)
- Parks Project officer (Staff support) ( Grant Reburn)

Ex officio members:

- Council Property Officer
- Manager Community and Recreation

4.1.2.  The Airfield Safety Officer has also attended the Advisory Group meetings for the last 4 years.

4.1.3.  When Chris Brown was appointed Manager Community and Recreation it was agreed that Craig Sargison would continue as Airfield Manager. It is intended that the Airfield Managers role will transition to Grant McLeod, Community Greenspace Manager.

4.1.4.  The Council also provides Secretarial Support to the Advisory Group.

4.2.  Option 1 – Revised terms of reference including amended composition of the Advisory Group

4.2.1.  The Proposed Terms of Reference has some greater emphasis on meeting process, decision making and on how the Group works together as a well as a complaints procedure.

4.2.2.  This has been designed to assist the Chair when there are challenging behaviours from Group members.

4.2.3.  The key change to the composition of the Group is to allow for 3 representatives of Airfield Users not affiliated to an Aero Club as well as allowing an additional representative from the Canterbury Recreational Aircraft Club (CRAC).
4.2.4. The three general user representatives will be appointed by the Council and prospective representatives will be asked to supply a statement as to why they want to be on the Group and the value that they would add.

4.2.5. The number of Councillors has been increased to 2 which confirms the current practice. But a future Council has the option of reducing that to 1 if they choose.

4.2.6. The additional representatives from the CRAC Club recognises that the CRAC club is the largest aeronautical club operating at the Airfield and was suggested when the Councillor Representatives and Staff were meeting with the CRAC Chair.

4.2.7. It is recommended that the 2 Council appointees with aviation experience continue to be Bruce Drake and Keith Vallance. While appointed in 1999 both are still willing to be involved. Since 2005, when current Staff became involved in the management of the Airfield, they have both provided invaluable advice and guidance to the Group and to Staff.

4.3. **Option 2 – Status Quo**

4.3.1. Council could decide to retain the existing Terms of Reference and composition of the Advisory Group.

4.3.2. This is not recommended for the following reasons:

   (i) The existing terms of reference do not contain references to meeting protocols, complaints process and process for cancelling a meeting.

   (ii) It has proved problematic to get representatives from commercial aviation and businesses on the airfield.

   (iii) There have been several complaints from users of the airfield who consider that the existing Airfield Advisory Group does not have enough representation from actual hangar owners and users of the airfield who are not affiliated with an aeronautical club.

4.4. **Option 3 – Dissolve the Advisory Group**

4.4.1. Council could decide not to continue with an Airfield Advisory Group.

4.4.2. This is not recommended as the Airfield Advisory Group is very helpful to staff managing the airfield, particularly on matters when aviation expertise is required.

4.4.3. There would also be significant opposition from Airfield Users if the Council elected not to continue with an Advisory Group.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.1.1. There is support from the Airfield Users for continuation of an Advisory Group with greater representation from users of the airfield.

5.1.2. The current Chair of the Airfield Advisory Group and the Council appointed members support the proposed terms of reference.

5.2. **Wider Community**

5.2.1. Views of the wider community have not been sought.
6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. The costs of servicing the Airfield Advisory Group are met from staff resources within the Greenspace Unit.

6.1.2. All expenditure is within the budget approved by Council as part of the Annual Plan process and the Advisory Group cannot directly commit expenditure.

6.2. **Community Implications**

6.2.1. The Advisory Group does provide advice to the Council on managing the airfield including safety matters.

6.3. **Risk Management**

6.3.1. The operation of the Advisory Group with advice on operational safety requirements does mitigate the risks to Council of operating an Airfield.

6.4. **Health and Safety**

6.4.1. The Airfield Advisory Group does provide advice to users of the airfield on safety procedures.

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**

Civil Aviation Act

Local Government Act

7.3. **Community Outcomes**

There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities

7.4. **Delegations**

The Community and Recreation Committee has the authority to approve Terms of Reference for Advisory Groups.
Rangiora Airfield Advisory Group

1. PARTNERSHIP WITH THE COMMUNITY

1.1 The Rangiora Airfield is administered by the Council on behalf of the Community of Waimakariri and is regarded as a strategic asset for the region.

1.2 This partnership with the community is given effect to by the Rangiora Airfield Advisory Group who represent the broader interests of the aviation community.

1.3 The Aviation Community includes both commercial aviators and recreational aircraft users as well as industries that are predominantly concerned with aviation.

1.4 This document formalises the relationship between the Council and the Airfield Advisory Group (the Group) and in particular clarifies the respective roles of the Council and the Group in working together to develop and operate the Rangiora Airfield.

2. KEY ROLES OF THE GROUP

The key roles of the Airfield Advisory Group are to advise the Waimakariri District Council on:

- Operational matters concerning the continued use and development of the Rangiora Airfield
- Recommendations for the maintenance of the Rangiora Airfield
- Long term planning and space utilisation of the Rangiora Airfield
- Fees and charges relating to the use of the Airfield
- Appropriate operational safety requirements.

3. COMPOSITION OF THE ADVISORY GROUP

3.1 The Group shall have a maximum of 12 members.

3.2 Membership will consist of:

- Up to 2 Councillors (Appointed by the Council)
- Up to 2 Council appointees with aviation experience (Appointed by the Council)
- 2 Representatives from Canterbury Recreational Aircraft Club (appointed by the Club)
- 1 Representative from Sports Aircraft Association (appointed by the Club)
- 1 Representative from Canterbury Aero Club (appointed by the Club)
- 3 Representatives of Airfield Users not affiliated to an Aero Club (appointed by the Council)
- The Airfield Safety Officer – (appointed by the Council’s Community and Recreation Committee)
TERMS OF REFERENCE
COUNCIL AND COMMITTEES

Rangiora Airfield Advisory Group

Ex officio members:
• Community Greenspace Manager (Airfield Manager)
• Manager Community and Recreation

Staff Support
• Greenspace Operations Team Leader (Staff support)

3.3 A quorum will be 50% of members.

3.4 A Chair appointed by the members of the Group (by a simple majority). The Chair will be appointed annually at a meeting to be held in July each year.

3.5 Waimakariri District Council staff will provide the secretarial services to the Group.

3.6 Members will be appointed for a three year term, but can be reappointed.

3.7 Appointments of the 3 Airfield Representatives will be made by the Community and Recreation Committee of Council. Nominations will be sought from Airfield Users and nominations will be decided by the Community and Recreation Committee.

3.8 The 2 Council appointees will be appointed by the Community and Recreation Committee on the basis of knowledge of airfield operations and the aviation community.

4. MEETING FREQUENCY

4.1 The Group shall normally meet on the fourth Wednesday of each month at the Airfield at 5.30pm, unless no premises are available.

4.2 Other meetings can be made by arrangement.

5. MEETING CANCELLATION

The Chairperson may cancel the meeting if, in consultation with the Airfield Manager, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

6. MEETING AGENDA

6.1 Agendas will be emailed to members and placed on the Council Website 2 clear working days before the Meeting.
Rangiora Airfield Advisory Group

6.2 The Agenda will be prepared by the Airfield Manager, (or nominee) in consultation with the Chairperson.

6.3 Agenda items should be emailed to the Airfield Manager 5 working days before the Meeting.

7. DISCUSSION OF MINOR MATTERS NOT ON THE AGENDA

7.1 At the commencement of each meeting the Chair will ask for any items that members wish to raise under General Business.

7.2 It is the Chairs discretion whether the matter raised is considered under General Business or whether it is deferred to the next meeting Agenda so that more information can be sought by Staff.

8. DECISION MAKING

8.1 Decisions will, in so far as it is possible, be reached by consensus. Where this is not achievable decisions will be made by voting with a simple majority being required.

8.2 The Group will have the option of referring any matter to the Manager Community and Recreation or the Community and Recreation Committee of Council for a decision.

8.3 The Group can only request staff to carry out maintenance work or capital expenditure where there is sufficient budget approved by Council.

8.4 If there is no approved budget for work that the Advisory Group wishes to undertake it will have to make a recommendation to the Community and Recreation Committee of Council.

8.5 All financial work orders and purchase orders can only be issued by Council staff.

9. RELATIONSHIPS - HOW THE GROUP WORKS TOGETHER

9.1 Given the importance of relationships to the effective performance of the Advisory Group, members will conduct their dealings with each other in a manner that:

- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language;
- avoids any form of bullying or harassment;
- is respectful of the Chair of the Meeting and complies with any determination of the Chair around meeting conduct.
9.2 Please note that nothing in this section is intended to limit robust debate within the Advisory Group as long as it is conducted in a respectful and insightful manner.

9.3 Any failure by members to act in the manner described above may result in a further investigation of a member’s actions.

10. **COMPLAINTS ABOUT MEMBERS CONDUCT**

10.1 Any complaints about a member’s behaviour or conduct of the Advisory Group must be made in writing to the Chief Executive.

10.2 On receipt of a complaint the Chief Executive, or his nominee, will consult with the Council Portfolio Holder and the Manager Organisational Development to determine the level of seriousness and the procedure for investigation of the complaint.

10.3 One possible outcome of an investigation could be a recommendation to the Community and Recreation Committee to exclude a person from membership of the Advisory Group.

11. **MEETING PROTOCOL**

11.1 If the Chairperson is absent from a meeting it will be Chaired by a Councillor.

11.2 The Chair will follow the meeting agenda and conduct the meeting in accordance with usual meeting procedures.

11.3 The Chairs ruling on procedures will be final and not subject to discussion.

11.4 In the event of a tied vote the Chair does not have a casting vote and the status quo remains.

11.5 Council staff will be responsible for recording minutes of the meeting.

12. **MEETING DURATION**

12.1 An Advisory Group meeting cannot continue more than 2 hours from when it starts unless the meeting resolves to continue.

12.2 If there is no such resolution any business on the agenda that has not been dealt with must be adjourned and transferred to the next meeting.

13. **FINANCIAL MANAGEMENT**

13.1 The Council will be responsible for issuing all works orders and purchase orders, but the Group can advise the Council of the work that it wishes to be carried out and the timeframe.

13.2 The Council has financial accountability for the airfield and manages all income and expenditure relating to the airfield’s operation and maintenance.
13.3 The Council’s financial year is from 1 July to 30 June.

13.4 Accounts are closed off at the end of each year, and any unspent maintenance budget is not carried forward unless there is a specific request to Council.

13.5 Carrying forward of unspent funds is possible where they relate to capital works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.

14. **LEGAL RESPONSIBILITIES**

14.1 The Council is responsible for all legal obligations relating to the Airfield under various Acts and these cannot be delegated to an Advisory Group.

14.2 These include, but are not limited to:

- Civil Aviation Act 1990 and Subsequent CAA Acts/Legislation
- Local Government Act 2002
- Reserves Act 1977
- Building Act 1991 and 2004
- Any developments or physical improvements to the Airfield including structures
- Leasing part of the airfield or licences to occupy part of the airfield
1. PARTNERSHIP WITH THE COMMUNITY

1.1 The Rangiora Airfield is administered by the Council on behalf of the Community of Waimakariri and is regarded as a strategic asset for the District.

1.2 This partnership with the community is given effect to by the Rangiora Airfield Advisory Group who represent the broader interests of the aviation community.

1.3 The Aviation Community includes both commercial aviators and recreational aircraft users as well as industries that are predominantly concerned with aviation.

1.4 This document formalises the relationship between the Council and the Airfield Advisory Group (the Group) and in particular clarifies the respective roles of the Council and the Group in working together to develop and operate the Rangiora Airfield.

2. KEY ROLES OF THE GROUP

The key roles of the Airfield Advisory Group are to advise the Waimakariri District Council on:

- Operational matters concerning the continued use and development of the Rangiora Airfield
- Recommendations for the maintenance of the Rangiora Airfield
- Long term planning and space utilisation of the Rangiora Airfield
- Fees and charges relating to the use of the Airfield
- Appropriate operational safety requirements.

3. COMPOSITION OF THE ADVISORY GROUP

3.1 The Group shall have a minimum of six members and a maximum of 11 members.

3.2 Membership will consist of:

- 1 Councillor
- 2 Council appointees
- 1 Representative from helicopter operators
- 1 Representative from Micro light operators
- 1 Representative from fixed wing aircraft operators
- 1 Representative from Sports Aircraft Association
- 1 Representative from commercial aviation
- 1 representative from Canterbury Aero Club
- 1 Representative from an aviation related business operating at the Rangiora Airfield
- Parks Project officer (Staff support)
Rangiora Airfield Advisory Group

Ex officio members:
- Council Property Officer
- Manager Community and Recreation

3.3 A quorum will be three members.

3.4 A Chair appointed by the members of the Group (by a simple majority). The Chair will be appointed annually at a meeting to be held in July each year.

3.5 Waimakariri District Council staff will provide the secretarial services to the Group.

3.6 Members will be appointed for a three year term, but can be reappointed.

4. MEETING FREQUENCY

4.1 The Group shall normally meet on the fourth Wednesday of each month at the Airfield at 5.30pm, unless no premises are available.

4.2 Other meetings can be made by arrangement.

5. DECISION MAKING

5.1 Decisions will, in so far as it is possible, be reached by consensus. Where this is not achievable decisions will be made by voting with a simple majority being required.

5.2 The Group will have the option of referring any matter to the Manager Community and Recreation or the Community and Recreation Committee of Council for a decision.

5.3 All financial work orders and purchase orders can only be issued by Council staff

6. IMPLEMENTATION OF THE AIRFIELD MASTER DEVELOPMENT PLAN

6.1 The Group will have a key role in advising the Council of the operational and safety factors surrounding the refinement and implementation of the Airfield Development Plan which covers the development of the land on the southern side of the main runway.

7. RESPONSIBILITIES

7.1 The following table summarises the key responsibilities of the Group in relation to the Airfield:
8. FINANCIAL MANAGEMENT

8.1 The Council will be responsible for issuing all works orders and purchase orders, but the Group can advise the Council of the work that it wishes to be carried out and the timeframe.

8.2 The Council has financial accountability for the airfield and manages all income and expenditure relating to the airfield’s operation and maintenance.

8.3 The Council’s financial year is from 1 July to 30 June.

8.4 Accounts are closed off at the end of each year, and any unspent maintenance budget is not carried forward unless there is a specific request to Council.

8.5 Carrying forward of unspent funds is possible where they relate to capital works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.

9. LEGAL RESPONSIBILITIES

9.1 The Council is responsible for all legal obligations relating to the Airfield under various Acts and these cannot be delegated to an Advisory Group.
9.2 These include, but are not limited to:

- Civil Aviation Act 1990 and Subsequent CAA Acts/Legislation
- Local Government Act 2002
- Reserves Act 1977
- Building Act 1991 and 2004
- Any developments or physical improvements to the Airfield including structures
- Leasing part of the airfield or licences to occupy part of the airfield
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV-01-04 / CMS-09-10-02 / 190704094780
REPORT TO: Community and Recreation Committee
DATE OF MEETING: 16 July 2019
FROM: Tessa Sturley – Community Team Manager
SUBJECT: COMMUNITY TEAM UPDATE – Social and Health Sector
SIGNED BY: (for Reports to Council, Committees or Boards) Department Manager Chief Executive

1. SUMMARY

1.1. This report provides an overview of three key networks supporting the health and wellbeing of Waimakariri Residents:
   - Waimakariri Health Advisory Group (WHAG)
   - Social Services Waimakariri
   - The Waimakariri Access Group

1.2. Recent general meeting minutes for each group are attached to this report. Minutes from the June meeting of Social Services Waimakariri will be tabled.

1.3. Community Development staff facilitate or actively support all three networks and their associated work.

1.4. The report details key activities and emerging issues related to the role of each of these networks and to the physical, mental and emotional wellbeing of Waimakariri Residents.

1.5. It includes an overview of other regionally centred activities, supported by Community Team staff, in relation to health and wellbeing.

1.6. This report does not specifically cover Suicide Prevention and Family Violence projects. These are extensive pieces of work in their own right and are addressed with a community-led approach through their own steering groups, facilitated and supported by Safe Community staff.

Attachments:

i. Minutes of the April and June meetings of the Waimakariri Health Advisory Group (Trim #s 190704094717 and 190704094720)

ii. Minutes of the April general meeting of Social Services Waimakariri (Trim # 190704094723)

iii. Minutes of the May and June meetings of the Waimakariri Access Group (Trim #s 190703094091 and 190703094093)
2. **RECOMMENDATION**

THAT the Community and Recreation committee:

(a) **Receives** report No. 190704094780

(b) **Notes** the role that Community Development staff play in supporting the ongoing work of the Waimakariri Health Advisory Group, Social Services Waimakariri and the Waimakariri Access Group.

(c) **Notes** Community Team staff involvement in regional groups and networks that promote and facilitate health and wellbeing

3. **BACKGROUND**

3.1. The Community Team has established, and continues to support, three key networks that apply a collaborative approach to providing a happier, healthier and more accessible Waimakariri District. These are:

- Waimakariri Health Advisory Group
- Social Services Waimakariri
- Waimakariri Access Group

3.2. The respective role of each network is as follows:

3.2.1. **Waimakariri Health Advisory Group**

The Waimakariri Health Advisory Group (WHAG) is representative of the community groups, health providers, health consumers, and other relevant stakeholders in the local health and wellbeing sector. It was established through the Community Team’s Community Development function in 2004, as a forum to:

- Act as an information conduit for emerging health and wellbeing issues. E.g., through Council, Community Boards, Social Services Waimakariri, PHOs, CDHB. E.g. by utilising the Waimakariri District Council Annual and Long Term Planning processes to advocate for community health and wellbeing issues and needs, as appropriate.
- Advocate for health needs in the Waimakariri District
- Provide community feedback for consideration in Health Promotion plans
- Utilise the Waimakariri District Council Annual and Long Term Planning processes to advocate for community health and wellbeing issues and needs, as appropriate.

Current membership includes Waitaha (formerly RCPHO) and Pegasus Health, physiotherapy, midwifery, public health nursing, older persons’ sector, mental health and the disability sector. In acknowledgment of the workload of local Health Providers, the Waimakariri Health Advisory Group now meets bimonthly.

3.2.2. **Social Services Waimakariri**

Social Services Waimakariri was established out of the Community Team’s Community Development function in 2007. The aim was to provide a forum for collaboration between community providers of social services, and partners from local and central government to:

- Identify, prioritise and respond to emerging social issues
- Provide a strategic focus on community outcomes and building capacity
- Lead collaboration, advocacy, innovation and project activity among social and health service providers in Waimakariri district
- Encourage shared decision making across the whole community
- Act as an information conduit between the community and the Waimakariri District Council, providing information and solutions to social service needs and gaps in the Waimakariri District
- Respond and be responsible to the Waimakariri residents and the community
- Be well connected with the community, social service providers, Ngai Tuahuriri, local and central government.

Its Mission is “to work together to support the purposes of Social Services Waimakariri and enhance social service delivery, so that people can be connected to their community and freely access the services they need for their wellbeing.”


With a chartered membership of over 30 local social service providing agencies, Social Services Waimakariri became independent from Council in 2013. An associated staff role now operates under the umbrella of Community Wellbeing North Canterbury Trust, managed by the Social Services Waimakariri Management Group. Historically, Council, via the Community Team, have acted as an umbrella for the Coordinator for Social Services Waimakariri. However, in recent years, we have established an arrangement with Rata Foundation, whereby this funding is acquired independently.

Social Services Waimakariri run four forums per year, aimed at updating social sector providers on developments in specific areas relevant to their work. These have included transport, restorative justice, housing, family violence and youth opportunity. Additionally, the network continues to meet on a bimonthly basis to discuss emerging issues and opportunities to address gaps in service provision.

### 3.2.3. Waimakariri Access Group

The purpose of the Waimakariri Access Group is:

a) “To promote access to public places and facilities in the district and a barrier free environment for all people within the district by:

- Identifying factors in the social and physical environments in the District which restrict people from carrying out normal activities
- Being a point of contact for people with concerns about mobility and/or access in public places in the district.
- Increasing public awareness of the difficulties people with physical disabilities experience in undertaking normal/community activities.
- Developing sound and harmonious relationships with community leaders and local government in the District in order to improve the quality of life for all people.
- Doing anything else that would further these aims.

b) To support and provide training initiatives to increase awareness and knowledge of impairments.

c) To work towards removing attitudinal barriers in the community

d) To support the Waimakariri Council with the implementation of their Disability Strategy.”

Membership of the Waimakariri Access Group includes:

- Royal Foundation of the Blind
- Disabled Persons Assembly
- CCS Disability Action
- Waimakariri District Council
- Rest home representatives
- Concerned and interested members of the public.

3.3. Community Team, Community Development staff support for each of these three networks includes:

- Facilitation of meetings and associated administration
- Development and review of Terms of Reference, policy and protocols
- Strategic and Project Planning
- Promotion and communication
- Project evaluation
- Support for the acquisition of project funding

3.4. 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. Waimakariri Health Advisory Group (WHAG)

The Waimakariri Health Advisory Group continues to meet bimonthly. Key developments and/or issues raised in recent months have included:


Mana Ake provides support for children aged five to 12 years old across Canterbury. Mana Ake ‘kaimahi’ work with schools to support teachers, families and whānau when children are experiencing ongoing issues that impact their wellbeing such as anxiety, social isolation, parental separation, grief and loss and managing emotions.
Kaimahi have a diverse range of skills and include psychologists, social workers, counsellors, teachers and youth workers. Kaimahi can work with individual children and their families at school, in the community or at home and with groups of children in schools. They provide advice, guidance and support for teachers and family/whānau.

Retrieved from: http://ccn.health.nz/FocusAreas/ManaAke-StrongerforTomorrow

4.1.2. The Measles Outbreak:

Primary Health Care representatives reported that 39 cases have been recorded, locally. Both Pegasus and RCPHO report that local medical practices are under extreme stress; particularly with promised vaccines not delivered and Ministry of Health changing the guidelines as to who should be receiving booster shots. In terms of the outbreak itself, there need to be no reported cases for 40 days before the crisis is deemed to be over.

4.1.3. Rural Health Alliance of Aotearoa NZ, (RHAANZ)

The most recent meeting of the Health Advisory Group included an overview of the Rural Health Alliance of Aotearoa NZ. Waimakariri District Council are a member of this alliance. RHAANZ represents a united voice from across multiple rural sector organisations.

Its aim is to provide solutions and influence policy affecting the health and wellbeing of rural communities, with the following current priorities, as quoted:

- “Good policy starts with good data, we are partnering with the Universities of Otago, Victoria and Auckland
- Address the Rural workforce crisis, across all disciplines of workforce that make up Rural life
- Funding is inadequate and poorly targeted for Rural areas
- Policy must be driven from Rural communities – i.e. grass roots up.”

This alliance has established strong relationships with national policymakers; and in recent years has facilitated increased service provision for rural health providers across the country.

4.1.4. Local Pressure around After-hours Service Provision:

While the after-hours issue continues to attract the attention of local media, WHAG members expressed their opinion that local paramedic provision is currently adequate and that “it is already difficult to get enough GPs at local practices.” However, there was some discussion about our growing District and the potential that the issue might need to be revisited in the next year or so. There was also some discussion around the potential to repurpose the Old Hospital for community use, once the relocated outpatient clinic is back up and running.

4.2. Social Services Waimakariri

4.2.1. Youth and the Social Sector Forum

Social Services Waimakariri hosted a forum on emerging issues for youth; particular those at risk. Alongside presentations related to Youth Education and Employment, Youth Housing and Youth Drug and Alcohol, the Community Team’s Youth Development Facilitator gave an overview of the Waimakariri Youth Strategy that provides a framework for the addressing of some of these issues.

A key presentation from Ministry of Social Development (MSD) detailed progress toward the establishment of a local Supported Youth Housing initiative. This is
being explored by a working party that includes representation from Wellbeing North Canterbury, R13 Trust, Work and Income, Police and Oranga Tamariki.

In terms of Youth Spaces, the Youth Development Facilitator has brought together a working party to explore and engage with key stakeholders to scope appropriate models for a youth space model for the District. Considerations include:

- Youth spaces that serve the whole district, not just one part of it.
- A youth space combined with wrap-around youth services (counselling, health services, Youth Drug and Alcohol Services, life skills, recreation etc).
- A youth space/centre that is for all, not ‘owned’ by one sub-group of young people.
- Structured coordination & relational youth workers.

4.2.2. Restorative Justice, Family Violence and the Social Sector Forum

Social Services Waimakariri hosted a service provider forum on current services and priorities related to Restorative Justice and Family Violence in the Waimakariri District. The presentation included an overview of proposed changes to Restorative Justice Service Provision, particularly with respect to Family Violence cases. It was pleasing to note that such cases are no longer dealt with using this type of intervention.

The Community Team’s Safe Community Facilitator arranged a presentation from key providers that are part of the Violence Free North Canterbury Network; including an overview of the initiatives developed by that network with the support of the Safe Community Facilitator.

4.3. Waimakariri Access Group

4.3.1. ‘Supporting a More Accessible District’: The Waimakariri Access Group formulated a submission for the Environment Canterbury Transport consultation. This was aimed at ensuring that any resulting strategy accounted for future developments around the sports facility on Coldstream Road and a provided a pragmatic solution to connecting both Pegasus and Woodend to Rangiora, with a loop run.

4.3.2. Beach Access

A representative of the Access Group has recently been working with Council’s Greenspace Team, to improve access to the Pegasus Beach by removing a timber barrier as part of an upgrade to the area. Also, in addition to service requests relating to improved public access to places and spaces

4.3.3. Experiential Training Workshop for Local Business Owners and Council staff

This practical exercise involves wheelchairs, crutches and vision impairment glasses, giving a tangible experience of what it is like for our mobility impaired residents to use local business facilities.

Supported by our Safe Community Facilitator, the group partnered with Enterprise North Canterbury to engage local business owners in considering the accessibility of their premises and its potential affect on bottom line. There is much evidence that, in failing to make their premises accessible to all residents, businesses ultimately limit their income. A good example is that a ‘not-accessible’ restaurant might miss out on a 20 person billing because a wheelchair bound family member can’t get in or around the full premises.
The Group also held a training workshop for Council staff. Following a brief introduction looking at regulatory requirements and best practice guidelines for universal design, members of the Access Group spoke from lived experience of things that work well and not so well for them living in Waimakariri.

Staff from the Building Unit, Planning and Greenspace Teams were actively involved in a practical exercise, navigating a path through the Rangiora Town Centre utilising vision impairment glasses and physical limb restraints. A number of mobility aids were trialled and participants were asked to consider a checklist of things to observe on their journey.

Key observations made by staff included:

- A much greater awareness of some of the difficulties that the people with a range of physical disabilities encounter when carrying out everyday activities that we take for granted.
- How small improvements in design details can result in improved and safer building layout, streetscape or carpark layout, for all people.
- As part of their involvement in the regulatory process, staff felt they will be in a better position to seek and understand the need for such design considerations.

4.3.4. Social Media Profile

The group have been using their Facebook Page to encourage appropriate use of accessible parking. This page also serves as a means to raise awareness of issues and opportunities, relevant to those affected by physical or cognitive impairment. [https://www.facebook.com/WaimakaririAccess/](https://www.facebook.com/WaimakaririAccess/)

4.3.5. Accessibility in Civil Defence Welfare Centres

The Access Group also agreed it would be timely to visit the District’s Civil Defence Welfare Centres with a view to considering any possible accessibility issues and enabling appropriate referrals to designated ‘accessible’ Centres in the event of an emergency.

4.4. Age Concern to Extend its Service into the Waimakariri District

Community Development staff have facilitated connections for Age Concern staff and their volunteers who will provide home visits to 20 of our older residents. The extension of this service will be a welcome bonus for Waimakariri residents. Staff have also supplied resources that can facilitate the connection of their clients into local services, supports and further social connection.

4.5. Healthy Greater Christchurch Annual Hui

As part of her role on the Regional Steering Group, the Community Team Manager attended the annual hui for Healthy Greater Christchurch, an alliance that forum the Health and Wellbeing strand of the Resilient Greater Christchurch Strategy. This work aligns with
the Safe Community Model. The Hui centred mostly on wellbeing and the link between that and strong economic development.

A key presentation included the introduction of the Canterbury Wellbeing Index on-line tool, which provides easily accessible, Waimakariri District-specific statistics related to the wellbeing of residents across the greater Christchurch Region. Statistics are taken from the Canterbury Wellbeing Survey, which has been undertaken regularly since the Canterbury earthquakes as a means to monitor the wellbeing of residents throughout the post-earthquake recovery period. The tool can be viewed on https://www.canterburywellbeing.org.nz/

4.6. Response to the Mosque Attacks
On Monday, as part of her role supporting the Waimakariri Migrants and Newcomers Group, the Community Development Facilitator and a number of members of that group attended a special meeting of ‘INFoRM’, a group of government agencies, NGOs, community groups, ethnic groups, organizations working with migrants and refugees in Greater Christchurch.

The advice that Waimakariri District Social and Community Support providers have been given is to support those in our community who are working to support people directly and indirectly affected. The social, health and emergency response sectors have been, and will continue to be, working at capacity for some time. We will be working with Social Services Waimakariri to frame an appropriate response to this.

4.7. Working with Housing New Zealand to Support Social Inclusion
The Community Development Advisor has been in discussions with the Stakeholder Relationship Manager from Housing NZ Corp, regarding how to facilitate better community integration for their tenants who are new to our District. Along with Council resources and welcome bags from the Social Inclusion Initiatives Group, it will be good to support the integration of these new residents into the community.

5. COMMUNITY VIEWS

5.2. 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.

5.3. 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

6.2. 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 identified by the networks that they support.
6.3. **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.

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

6.5. **Health and Safety**
Health and Safety considerations are included in planning.

7. **CONTEXT**

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

7.3. **Legislation**
N/A

7.4. **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

7.5. **Delegations**
None

Tessa Sturley
COMMUNITY TEAM MANAGER
MINUTES OF A MEETING OF THE WAIMAKARIRI HEALTH ADVISORY GROUP

Held at 6.00pm on Tuesday 4 June 2019 at the Rangiora Service Centre: 215 High Street, Rangiora

PRESENT: Cathie Sinclair, Tessa Sturley, Andrea Allen, Phillip Redmond, Catherine Dowle, Carol Glover, Lorna Martin, James Ensor, Mary Connors, Vicki Lucas, Suzanne Salton, Jan Pentecost, Murray Clarke, Helen McLeod, Dan Gordon (WDC Councilor), Eris Le Compte (minute taker).

APOLOGIES: Benya Ickenroth (WDC Youth Council), Sarah Saunders

IN ATTENDANCE: Madeleine Burdon: Waimakariri District Council Community Team

Bill Eschenbach: Waitaha Primary Health

WELCOME: Chairperson Cathie welcomed everyone present to the meeting and expressed congratulations on behalf of the group to Philip Redmond QSM who was recently honored in the Queen’s Birthday Honors list for Services to the Community.

Item# 1. Age Friendly Community Update

Madeleine outlined feedback received from the consultations held in the district.

(a) What older people told us about Community Support and Health Services: Community Support and Health Services was the second priority for 2019 Age-friendly Survey respondents. The services currently provided in the District were considered to be good, very good or excellent by 71% of respondents. Although appreciation was expressed for the service provided by the para-medics and St John Ambulance, people were concerned about the lack of after-hours medical services in the District. This has been a contentious issue for many years. Respondents were asked if they had support for any problems they might have and if they knew where to get help when needed. Of the 256 people who answered the question, only 23 indicated they did not have support and 22 of these did not know where to go to get help.

Concerns raised by survey respondents, workshop participants and attendees at presentations included:

• Travelling to Christchurch for after-hours medical service, especially for those without access to private transport

Suggestions put forward for improvements from people who participated in the survey and/or the workshops included:

• Introducing a care for carer service and post-surgery care
• Extension of the services at the Rangiora Hospital Health Hub to include an after-hours facility
• Having more specialist services located in the District such as a medical specialist and oncology (need to check current CDHB intentions & planned facilities)
• Home medical visits
• Providing a bank at Pegasus

(b) Access to Community Support and Health Services by older people in the Waimakariri District – 2018 - (refer to ssw mapping)

ACTION: Tessa will circulate two separate emails including Mapping Social Services Waimakariri to members.
## CONFIRMATION OF MINUTES TUESDAY 2 April

Minutes were confirmed as an accurate record of the February meeting.

**Moved:** Dan Gordon  
**Seconded:** Philip Redmond

## MATTERS ARISING FROM PREVIOUS MINUTES

### 3.1

Matt Doocey MP has picked up on the campaign for a better after hour’s service in Waimakariri. To date there would be near to 10,000 signatures received.

**ACTION:** Tessa will send out information on After Hours Care.

## CORRESPONDENCE OUT

### 4.

**4.1**  
The Health and Advisory information has been circulated

## CORRESPONDENCE IN

### 5.

**5.1**  
No District Licencing Committee Alcohol submissions this month

**5.2**  
Resignation received from Jill Waldron as she finds it hard to attend evening meetings. However, Jill would like to be linked in to the group and will be available for giving advice and knowledge to the group when required.

**5.3**  
A resignation had also been received from Vicki Lucas.

## WAITAHA AND RHAANZ UPDATE

*Bill Eschenbach*

### 6.

**6.1**  
Waitaha Primary Health Care took effect as from 13 May. New logos and road shows will be forthcoming. The focus will be on mental health and well-being (as per budget). There has been a 10 fold increase in influenza illnesses and people are encouraged to have their ‘shots’.

Rural Health Aotearoa membership has grown considerably. Various South Island council members have met with politicians to ensure the wellbeing of rural communities. Over 600,000 people now live in rural areas in New Zealand.

Some points regarding the work of RHAANZ in conjunction with Rural General Network and Partners are as follows:

a) Good policy starts with good data, we are partnering with the Universities of Otago, Victoria and Auckland  
b) Address the Rural workforce crisis, across all disciplines of workforce that make up Rural life  
c) Funding is inadequate and poorly targeted for Rural areas  
d) Policy must be driven from Rural communities – i.e. grass roots up

Two Rural Fest days have been held, one in 2017 and 2018.

Our Rural Health Road map targeting the above points have been presented to all Political parties.  
**ACTION:** Bill will keep the group informed on future developments.

**ACTION:** Bill will scan details and forward to Tessa for circulation.
MEMBER UPDATES

Community Board Representatives, James, Murray, Philip, Andrea

7.1 Philip has been receiving feedback re the ECan changes to bus routes in the Waimakariri region. There is a demand for a direct bus link between Woodend and Rangiora rather than having to change buses in Kaiapoi. There needs to be improvements to servicing retirement villages – an orbiter bus service has been suggested. There will be no bus service to Waikuku due to lack of patronage. It is important to have transport to health care centres and future planning should take into account the new sports centres in Coldstream Road.

It would be nice to have seating supplied at bus stops. There is some concern over the time allowance for using the Gold Cards as they are only valid to use between the hours of 9am and 3pm daily.

James Ensor pointed out that a ‘park and ride’ provision at Southbrook is being fully investigated.

7.2 James explained that funding has been authorized to improve flooding issues at Mandeville. There will now be an allowance for two helicopter pads at the new Christchurch Hospital.

7.3 Murray has been pushing for a separate waiting lounge to be provided in the new Christchurch Hospital plans to enable patients from Rangiora/Kaiapoi and other outlying areas to await transport pick-up after having been discharged. Letters have been written to site management in the past with assurances for consideration, but nothing concrete has happened yet.

ACTION: Members agreed that a letter be sent to Site Manager George Schwaas and Jo Kain. Tessa to organise.

7.4 Social Services Waimakariri Community Team Update, Tessa Sturley

Tessa attended the Safer Communities Forum and key priorities are:

- Mental health
- Suicide prevention
- Supporting migrant population
- The steering group is looking at alcohol prevention.
- Supporting Central Government could be a better collaboration to free up funding.

7.5 Child Health, Catherine Dowle

Catherine is working with Mana Ake and family groups in school as well with individual children. This is an ongoing issue.

7.6 Pegasus Health, Carol Glover

Carol said that due to uncommonly high influenza like illnesses this year the North Canterbury Community Worker is working between Oxford and Pegasus. Vaccination still remains the most important way of eliminating influenza.
Helen reported that the DHB are encouraging an extension of suicide/bereavement courses. Volunteers are required for this, preferably with a background in counselling. Helen and her team are also looking for office space.

**ACTION:** Helen to email Tessa. Waiting for funding outcomes.

**Physiotherapy**

Mary is attending to physiotherapy referrals from the Oxford area.

**Midwifery Rangiora Hospital**

Births steadily increasing looking at reaching 240 for this financial year end June compared to last financial year at 220. Postnatal transfers also increasing steadily well over 600 per year now.

Convalescent patients - now only North Canterbury people for all surgery apart from cardiac (Rangiora Health Hub taking rural hospital taking all Canterbury Patients needing cardiac convalescent care)

Obstetric/Gynaecology Clinic now running approx. 2-3 days per month since Feb 2019 at Rangiora Health Hub by Dr Jane Fielder who lives locally, this is proving very successful with positive feedback from women and LMCs.

Next wing at Hagley Outpatient Building progressing well, should be completed by end August 2019. Interim Administration person started 4-8hrs per week in May setting up electronic room, booking plan and Vistab Ipad where patients to be seen will register when they arrive and this will text the person they are seeing.

**GP/Practice Nurses**

Influenza and measles injections are ongoing. A question was asked about the flu packages which used to be available. As far as Lorna is aware, they have not been introduced.

**Older Persons Health Presbytarian Support**

- Vicki’s resignation, introducing Jan Pentecost, see bio – all agreed for the handover?
- Presbyterian Support (PS) has capacity for more clients in Totara Club, HomeShare and Falls Prevention, we are looking for 2-3 more volunteer drivers for medical appointments in Christchurch (petrol donation made direct to driver of $45 return).
- *Older Person’s Wellbeing expo* was another success, still things to be learned, over 260 attended.
- International Day of Older Person’s is in it’s 20th year this year for the North Canterbury celebration. If anyone is interested in helping or being on the committee please contact Roni Jordan at PS on 3138588
- Consumer Council, Miles Jackson - Joanne Gumbrell <joanne@gumbrell.net (from Loburn), has been appointed to the Consumer council. I am sure Joanne will represent the Rural sector well.
- Age Concern driving courses in Waimak = 10th June 2019 @ CD Rangiora Main Power Oval They start at 9.30am and finish about 2.30pm – 2.45pm.

All agreed to accept Jan Pentecost to the WHAG committee and welcomed her.

**General Business:**

**After Hours Health**

James Ensor has been asked by a member of the public if there have been any developments regarding after hours health in the region.
**ACTION:** Can James please email the details through to Tessa?

**Items for Council:**
Report from Bill Eschenbach.
And the importance of the transport issue in the area.

Tessa thanked everyone for forwarding reports to her prior to her compiling the agenda. This does save much time at meetings.  

*Reports should be forwarded to Tessa by 30 July for meeting on 6 August. Thank you.*

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**Meeting closed at 7.30pm**

**Next meeting:**
6 pm on Tuesday 6 August at the Rakahuri Rooms, Rangiora Service Centre

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Chair ___________________________ Date ___________________________
## MINUTES OF A MEETING OF THE WAIMAKARIRI HEALTH ADVISORY GROUP

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**PRESENT:** Cathie Sinclair, Tessa Sturley, Andrea Allen, Phillip Redmond, Carol Glover, Lorna Martin, Mary Connors, Vicki Lucas, Dan Gordon (WDC Councilor), Bill Eschenbach, Eris Le Compte (minute taker).

**APOLOGIES:** Kathryn Dowle, Benya Ickenroth (WDC Youth Council), James Ensor

**IN ATTENDANCE:**

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<thead>
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<th>Item#</th>
<th>Item</th>
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| **1.** | **Safer Communities**  
*Tessa Sturley*  
Tessa would like to involve key-holders and establish a working group for discussion on relevant information on community safety: e.g. Civil Defence, health, Mana Ake, business community etc.  
It would require a representative from WHAG for this steering group. Andrea Allen said she could be interested in acting as the WHAG representative.  
With accreditation due to take place in July, Tessa recommended a workshop meeting be held in May. It was agreed on **7 May at 6pm.**  
**ACTION:** *Tessa will circulate information to members.* |
| **2.** | CONFIRMATION OF MINUTES TUESDAY 12 February  
Minutes were confirmed as an accurate record of the February meeting.  
**Moved:** Andrea Allen  
**Seconded:** Tessa Sturley |
| **3.** | MATTERS ARISING FROM PREVIOUS MINUTES  
3.1 Tessa has yet to follow up with Francesca. *Tessa to follow up.*  
3.2 The off-licence application has been withdrawn.  
3.3 The questionnaire has been completed.  
3.4 **It was agreed that WHAG committee meetings will in future start at 6pm instead of 5.30pm.**  
3.5 The Eldernet Accessibility booklet is on the website. |
| **4.** | CORRESPONDENCE OUT  
Nil. **ACTION:** *Tessa: Mana Ake brochure to be circulated.* |
| **5.** | CORRESPONDENCE IN  
Nil. |
### 6. MIGRAINE TREATMENTS

Tessa has received an enquiry from a member of the public regarding availability of treatments for migraine headaches. Information to hand is that in Australia they are funding Botox for migraine treatment. Lorna Martin said Daferene is a cheaper alternative and there are other alternatives available as well.

### 7. MEMBER UPDATES

#### 7.1 Community Board Representatives

James, Murray, Philip, Andrea

Planning is underway for a third health café in the Waimakariri region. Mental health rates of referral are very high and more funding required in the Hurunui area. Tessa advised that some funders are prepared to look at more funding in this area. However, funding will not be passed before 30 June at this stage. No exit note has been issued as yet. Any support will be gratefully received.

**ACTION:** Philip to let Tessa know the details for the support letter.

The petition for more after hour’s service on Facebook will be forwarded to the CDHB. There previously has been great difficulty in attracting doctors for after hour’s service in Waimakariri, although there has always been a strong demand. Many residents would like the same service that is available to people in the Christchurch region. It has to be realised that the Waimakariri population has increased significantly and the community has changed.

Lorna Martin said the 24 hour service in Waimakiri needs to be reviewed.

Andrea Allen attended a workshop on the Annual Plan. Items to consider are:

- Transport between Woodend and Rangiora – particularly for the elderly. ECan are starting consultations in the district and have already spoken at WDC Youth Council.
- Mental health
- Safety with drink/drug driving

#### 7.2 Community Team Update and Social Services Update

Social Services Waimakariri: Tessa Sturley

Tessa attended a workshop meeting in February with various items being discussed.

- Mental health
- Provision of youth housing
- Life skills programme
- Transition between school and employment or further education

An expo will be held on 11 June at Rangiora High School which will look at linking young people from education into work experience or training etc.

Although the COGS funding is being reduced, they are now offering multiyear funding.

**Age Friendly Survey:**

The results of the Age Friendly Survey are now being collated and will be submitted to the Office of Seniors in May.
<table>
<thead>
<tr>
<th>Mental Drivers Transport</th>
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<tr>
<td>This is being led by the Salvation Army and also monitored by the Oxford Community Trust.</td>
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<tr>
<th>Migrant Support</th>
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<tr>
<td>Support is available for migrants related to the recent Christchurch attack. The Tuahiwi Marae has offered the use of their facility to the Muslim community.</td>
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<tr>
<th>Child Health:</th>
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<tr>
<td>Email will be sent with minutes. Catherine Dowle</td>
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<th>CPHO Board Representative:</th>
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<td>Dan Gordon/Bill Eschenbach</td>
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| Vaccinations are taking place across the district with a heavy demand. Support has been offered to people since the 15 March attacks. Mana Ake is now being rolled out. |

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<tr>
<th>Disability Update:</th>
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<tr>
<td>A disability workshop for council staff was held early March. This involved circumnavigating the various obstacles in Rangiora High Street (from council offices to The Warehouse and back) using wheel chairs, scooters and walkers. Places where improvements could be made were noted.</td>
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<tr>
<th>Pegasus Health</th>
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<tr>
<td>Carol Glover</td>
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| Email has been circulated. Due to the demand for the measles vaccine, nurses have been assisting with this. There are still great difficulties in obtaining vaccine supplies. |

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<tr>
<th>Physiotherapy:</th>
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<tr>
<td>Mary Connors</td>
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| A passage of care is now available to some patients who are not ACC funded. Teaching self-management. |

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<th>GP/Practice Nurses:</th>
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<tr>
<td>Lorna Martin</td>
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| The practices are extremely busy with all the vaccinations – measles, flu injection and shingles vaccine. Added to that is the problem in getting the vaccines and the recent government advertising on TV. |

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<th>Older Persons’ Health:</th>
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<tr>
<td>Vicki Lucas</td>
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| Draft handout (attached) for older people re medications from the consumer council CDHB, for feedback please contact Miles Jackson on [miles1416@xnet.co.nz] |
| Presbyterian Support (PS) has capacity in Totara Club and Falls Prevention for more clients |
| Older Person’s Wellbeing expo Rangiora April 11th 1.30 – 3.30 see poster |
| PS is on the steering committee for Age Friendly Waimakariri. |
| International Day of Older Person’s is in it’s 20th year this year for the North Canterbury celebration. If anyone is interested in helping or being on the committee please contact Roni Jordan at PS on 3138588 |
| Age Concern driving courses in Waimak = at this stage Rangiora is fully booked and we are planning another two for June and July. |
| Oxford has been postponed and that will be now held in May; |
| Woodend 30th April at Woodend Community Centre; |
| Kaiapoi 8 May at Kaiapoi Mill Room Sewell Street; |
8.
8.1

• Amberley 20 May at the Hurunui District Council;
• Culverden 21 May TBC Culverden Fire Station;
• Cheviot 22 May TBC Cheviot Fire Station.
• Darfield 30 May Darfield Recreation Centre
• 27th May 2019 CD Oxford Town Hall
• 10th June 2019 CD Rangiora Main Power Oval

They start at 9.30am and finish about 2.30pm – 2.45pm.

8.2

**General Business:**

*Meals on Wheels*

A report has been circulating that Meals on Wheels were no longer going to be operating. However, this was completely false and Meals on Wheels will continue as usual.

*Speaker for future meeting*

Tessa has been contacted by a disability advocate who wishes to speak at a future WHAG meeting. Tessa will communicate with Jill Waldron before making contact.

**ACTION:** *Tessa to run this past Jill.*

Tessa thanked everyone for forwarding reports to her prior to her compiling the agenda. This does save much time at meetings.

*Reports should be forwarded to Tessa by 28 May for meeting on 4 June Thank you.*

Meeting closed at 7.25pm

Next meeting:

6 pm on Tuesday 4 June at the Rakahuri Rooms, Rangiora Service Centre
Minutes of the Social Services Waimakariri Advisory Group
Meeting 29th April 2019 1 – 3 pm

Present: Nicki Carter (Chair), Kate O’Connor, Glenda Miller, Katherine Wilkinson, Janine Sutherland, Deirdre Carroll, Wendy Doody, Michelle Brown, Sarah Saunders, Vicki Lucas, Roger Rule, Jo Ealam, Lisa Calder.

Apologies: Penny Taylor, Tina Robinson, Ronel Stephens, Tessa Sturley (Lateness)

In Attendance: Beccie Bithray, Lynda Whitlow, Leanne Overend and Elizabeth Woods (Public Trust).

The meeting opened at 1:05pm

Welcome: Nicki welcomed everyone to the meeting and introduced Leanne and Elizabeth. A Karakia was said followed by round the table introductions.

Guest Speaker: Leanne and Elizabeth gave a presentation on services the Public Trust can provide. It was noted that 55% of New Zealanders do not have current wills, and this can lead to complications when people pass away. They explained that the Public Trust can take on Property Enduring Power of Attorney but not Care and Welfare Enduring Power of Attorney.

Public Trust are wanting to have a presence in North Canterbury and are seeking rooms to do so. Beccie will email contact details for Leanne and Elizabeth to members.

ACTION: Beccie to email contact details for Leanne and Elizabeth to members

Leanne and Elizabeth left the meeting at 1:50pm

Minutes of the Last Meeting: Have been emailed to members, this was the February SSW meeting. Wendy Doody asked her apology to be noted as it was not in the minutes. Lynda will amend and email minutes to Beccie.

ACTION: Lynda to amend and send amended minutes to Beccie

Minutes of the last meeting confirmed.

Moved Vicki Lucas Seconded Michelle Brown

Matters Arising: Beccie has sent the forum calendar to members.

Beccie has Michael Hempseed books to distribute.

Reports:

SSW Facilitator: Beccie spoke on her report, she has emailed it to members. Trends and issues identified are family violence, alcohol and substance abuse, mental health, anxiety and depression, social isolation.

Beccie had attended a presentation, at Together Hurunui, by Miriam Caleb regarding Smartphone habits and the consequences for children. This was very interesting. Beccie will send the report to SSW Members.

ACTION: Beccie to send Miriam Caleb report to members

Barnardos list is still on hold.

Mana Ake has a lot of referrals.

Information from the Gut Foundation will be sent out by Beccie, she had been to a presentation, Gut Foundation are trying to raise awareness and encourage workplaces to be involved. Beccie will send out contact information.
ACTION: Beccie to send Gut Foundation information to members

Over 65-year-olds are presenting with high debt to electricity providers.
New manager for Step Ahead, Julie
The service mapping booklet has been updates with website addresses.
Tessa joined the meeting at 2:00pm
SIIG: no report

Follow up from the Youth Services and Supported Independent Living forum:
- Tessa

There are three key areas:
First area - Assisted youth housing, project group is already underway.
A Youth Hub is being set up (Kate)
The working group is tasked to set up youth led housing initiative. The goal is to have mentoring, practical support, educations, employment support.
Second area – Youth space. Sam at Waimakariri District Council has pulled research and people together to discuss how this would look. Idea is to have hubs which are linked to spaces such as libraries, cafes etc. Spaces for use for practical skills i.e. cooking, this links into the Community House idea. There is a meeting being held tomorrow at WDC.
Third area – Youth futures. Employment, education. Strategy around training pathways to employment. An Expo is being held in June, a combined effort by MSD, Community College, Rangiora High School and Waimakariri District Council.
Lisa left the meeting at 2:10pm
Updates on the three areas are to be given at SSW meetings.

Safer Community Reaccreditation:

Tessa – Safer Communities has changed to focus on general wellbeing of communities, not just injury prevention. There is an upcoming forum.

General Business:

Deirdre Carroll reported that in Tuahiwi the Ngai Tuahuriri Marae has approval to build six houses behind the Marae. The first soil was turned last week, and funding has been secured for the infrastructure needed for the new houses. The idea is to encourage families and Kaumatua to settle at Tuahiwi, this will have flow-on for school and the community as well as families and individuals.
There is a plan to look at youth – children in the care of Oranga Tamariki – to bring back care being provided by the Tuahiwi Community.
SSW members are welcome at the Marae at any time to present information on what services and support their agencies provide to the community.
A Health Day is held at the Marae the last Friday of every month, although the May one is being held on the 17th. Contact the Marae for any agencies who would like to have their staff attend an educational day at the Marae. Those who had already attended one of these days expressed their positive experiences and the value of knowledge and understanding received and encouraged others to attend an educational day.
The Mana Ake worker in Hurunui is now Hazel.
Pegasus – will have rooms available for agencies to use. Waimakariri District Council have taken on the lease, so these will be run under Community Centre rules by WDC.
The recent Older Persons Expo had around 200 people attend – this may become an annual event.
Kaiapoi Menz Shed – have to move from the Patience and Nicolson site. They are wanting space/land/buildings to relocate. Tessa will send information to Beccie regarding use of Red Zone land.

**ACTION:** Tessa to send information on Red Zone land to Beccie

**Deputy Chairperson:**

No expressions of interest or nominations have been received.
Wendy put herself forward to undertake the Deputy Chair role.

**Moved** Tessa Sturley  
**Seconded** Vicki Lucas

Beccie to follow up application process with Wendy.

**ACTION:** Beccie to follow up application for Deputy Chair with Wendy

The next meeting will be the Forum is Restorative Justice programmes, Law changes and family violence held in Kaiapoi on 27th May. Please forward the invitation to any other groups members feel would be interested in attending. Please provide a RSVP for catering and seating purposes, it is hard to know how many will attend and need to be planned for.

Jo will follow up with Chris Hurring.

**ACTION:** members forward invitation to other groups/agencies for the Forum

**ACTION:** RSVP’s to Beccie Forum attendance needed for catering and seating purposes

The next SSW members meeting will be 24th June at MSD, there is no July meeting.

Tessa - The Age Friendly report is on the WDC website. Identifying key priorities and goals from this information. Madeleine distributed the priority areas to WDC; the Plan should be complete mid-June. Transport, housing and information are the key areas – i.e. information being accessed by elders not computer or online savvy.

Housing – WDC is doing work on the housing space, this is part of the District Strategy.

Kate left the meeting at 2:40pm

Sarah – RCPHO have a men’s event being held in July.

MHERC are having and anxiety and depression overview in Cheviot in June, Sarah will send dates to Beccie to forward on.

**ACTION:** Sarah to send dates and information to Beccie

Sarah left the meeting at 2:41

Beccie - The community House Feasibility Study is on the SSW Website.

The meeting closed at 2:43pm
Waimakariri Access Group Meeting – 11 June 2019
in Rakahuri Committee Rooms

Present: Chris Greengrass (Chair), Nicola Trolove, Jill Waldron, Shona Powell, Carina Duke, Phil Humphries, Karen Humphries, Eris Le Compte (minute secretary).


Moved: Jill Waldron: Seconded: Phil Humphries. Carried.

In Attendance: Madeleine Burdon

Madeleine Burdon:

Madeleine spoke on the Age Friendly Plan for Waimakariri and went through results from the survey and circulated printed copies of the report. A grant of $12,000 has been received from the Office for Seniors. Suggestions put forward for Outdoor Spaces and Public Buildings:

- More and accessible public toilets with good ‘way finding’ signage.
- Additional seating in the main streets
- More resting places in parks, shops and businesses
- Footpaths to be kept in good condition for wheel chairs, walkers, mobility scooters and for the vision impaired; e.g. moss forming between pavers in places.
- More accessible parking
- Making Waimakariri district ‘litter free’.
- Developing a plan for the Pegasus Lake and reserve areas.

And concerns raised in the survey for improvements:

- Uneven and in places cluttered footpaths
- Lack of seating making it hard for some to walk distances without being able to rest
- Litter on some footpaths and around some shopping centers.

Overall, most concerns were expressed around lack of public transport and the availability of it.

Carina noted that guidance and consultation can be given to developers contrary to what council says. Madeleine will consult with John. A Service Directory is being compiled of service organisations in the Waimakariri district.

A report will be presented to WDC Council on 3 July.
Zoe from Housing New Zealand was unable to attend due to having to attend a meeting in Kaiapoi.

Previous Minutes: Were confirmed and moved by Jill Waldron: Seconded: Nicola Trolove.

Matters Arising:

The images Shona sent through to Sarah at Facebook re the caravan parking at Pegasus were deemed not suitable to place on Facebook so other images are being sought.

Both the KiwiAble card and Changing Places are being discussed at the WDC Council meeting today. Carina explained of a Changing Places key which is available to use right throughout New Zealand and is available to purchase subject to funding. A suggestion that Vivienne from Auckland come to speak at WAG and WDC meetings be considered with possibly WAG contributing to the cost of Vivienne’s transport.

Regarding the parking at Silverstream as well as signage on the footpaths. Chris and Karen will be meeting with the developer Fred. Karen will also email Carl and Paul about this before Paul departs for six weeks.

Karen and Chris intend to attend a meeting of the Kaiapoi Promotions Group.

Correspondence In/Out: Nil

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<tr>
<th>Item</th>
<th>Key discussion points</th>
<th>Action</th>
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<tr>
<td><strong>Updates</strong></td>
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<tr>
<td>Phil</td>
<td>Phil is still to visit the Kaiapoi Rugby Club.</td>
<td>Phil, Karen and Chris</td>
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<td></td>
<td>Phil, Karen and Chris will check out the parking and toilet accessibility at the new sports ground in Kaiapoi.</td>
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<tr>
<td>Jill</td>
<td>Jill explained the difficulties involved in attending appointments at Christchurch Public Hospital. Timing of appointments at 8.30 am is not exactly easy to attend when having to drive from Rangiora in rush hour traffic. The hospital was not agreeable to change to a more appropriate hour, nor to switch to the next day when another appointment was set for – thus combining two appointments on the one day. The committee agreed that a letter be sent to the DHB Disability Advisory Board and to also include Antonio at DHB Advocacy. A Service Request be lodged with WDC re the moss between pavers opposite Coffee Culture on the Victoria Street corner. Chris to organize this.</td>
<td>Letter to be sent to DHB and to include Antonio. Chris to lodge Service Request with WDC</td>
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<td>Nicola</td>
<td>Nicola will check with Sarah re the placing of photographs in Facebook.</td>
<td>Nicola</td>
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<td>During Kidsfest 6-19 July the popular Fairy Hunt is being organised again this year in the Kaiapoi Domain. A safety programme ‘Teddy</td>
<td></td>
</tr>
</tbody>
</table>
Stays Out of Trouble’ will again be held at the reinstated Woodend Community Centre Hall. Karen also suggested investigating ‘Smile Dial’ which operates from Christchurch.

**General Business**

*Rangiora Town Centre Plan*
Jill said a representative from the WAG committee is required for the Rangiora Town Strategy Group meetings. Phil and Karen offered to look at this. Due to the resignation of Jill Waldron from the WHAG committee, WAG at the moment does not have a representative on that committee. The difficulty is managing to attend 6 pm meetings in the evenings.

Chris suggested inviting Craig Sargison to the next WAG meeting re the plans for the new Coldstream Sports Complex.

*Cone Street footpath*
Carina reported that there is nothing to report back yet around the Cone Street crossing.

**Finance:**
Total $4,460.62
$65.00 was reimbursed to Eris Le Compte for the purchase of prepaid envelopes prior to the postage price rise (again) on 1 July.

**Next Meeting**
Tuesday 8 July 2019 at 11.30am. Rakahuri Meeting Room.
Waimakariri Access Group Meeting – 14 May 2019
in Rakahuri Committee Rooms

Present: Chris Greengrass (Chair), Nicola Trolove, Jill Waldron, Paul Jones, Shona Powell, Carl Grabowski, John Meyer (left early to attend another meeting), Kathy Graham, Eris Le Compte (minute secretary).

Apologies: Wendy Doody, Ted Dring, Carina Duke, Phil Humphries, Karen Humphries,

Moved: Jill Waldron: Seconded: Shone Powell. Carried.

In Attendance: Claire Fletcher from E Can
Nicola Trolove – standing in for Madeleine Burdon

Nicola reporting for Madeleine:

Nicola spoke on behalf of Madeleine on what could be done better in the region. External funding has been received. Madeleine would like feedback from the WAG committee on the following:

- Housing
- Social connection
- Transport
- Civic participation
- Communication and information
- Community support and health services
- Respect and social inclusion
- Outdoor spaces and public buildings

Details are listed on the Council website as well as on the WAG facebook page. Please refer any comments to Madeleine.

Claire Fletcher ECan:

Claire outlined the proposed changes to the North Canterbury bus routes which she explained, had to be made within the current funding allocation.

A high occupancy vehicle lane is planned to open next year between Rangiora and Christchurch and it is possible that there may be some changes to that. Bus routes are being extended north and west of Rangiora and through the centre of Kaiapoi. There will be no service to Waikuku. Instead, a better service is planned to Pegasus, Silverstream and Sovereign Palms. All buses will be accessible. School services run as separate contracts and are reviewed annually.
Shona pointed out concerns over the planned Pegasus and Ravenswood routes as according to the plan, it will take around an hour of travelling by bus to transfer from Pegasus to Rangiora. Perhaps a circular bus route would be preferable. There are plans to include a ‘park and ride’ but there are doubts as to whether it will be big enough to cater for all the cars.

Consultations are open until 26 May and the WAG committee is encouraged to put in a submission and to complete the survey. Carl later came up with a possible solution for a direct route between Rangiora and Pegasus which would also incorporate passing the proposed new Rangiora Sports Stadium. **Shona to prepare a submission and Nicola will check WAG facebook page.**

Chris thanked Claire for her attendance and explanations at the meeting.

**Previous Minutes: Were confirmed and moved by Nicola Trolove: Seconded: Jill Waldron.**

**Matters Arising:**

Jill has met with Dan Gordon for a discussion on the placing of Changing Places. Possibilities suggested were either the Council Offices or the Arcade?

Re attendance at the Kaiapoi Business Association meetings. Chris has spoken with Heather Warwick from Enterprise North Canterbury and Heather has doubts as to whether local businesses would be interested in attending. Heather suggested a letter be written to the Events Coordinator at Kaiapoi Promotions.

**Correspondence In/Out:** Nil

<table>
<thead>
<tr>
<th>Item</th>
<th>Key discussion points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Updates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul</td>
<td>The changes outside Briscoes have been completed. The steps at Rangiora Town Hall completed. Paul has met with the owner of the Waikuku Café re the width of the accessible toilet door. Still no advance on the accessible parking at Silverstream. Paul will liaise with Phil and Karen. The Meyer Place, Oxford, nosings have been completed with a reflective strip.</td>
<td>Phil to liaise with Phil and Karen</td>
</tr>
<tr>
<td>Jill</td>
<td>Jill would like more information on the KiwiAble card. This is usually issued through councils although WDC not offering this service so Jill will follow this through. The local Welfare Group works with Civil Defence who are running an exercise on 27 July. Jill would like a member of the WAG committee to participate. Nicola explained she will be taking part as a representative of another group. The Rangiora Town Strategy Group has invited a representative from WAG to attend their meetings.</td>
<td>Jill to find more details on KiwiAble card</td>
</tr>
</tbody>
</table>
Jill has resigned from the WHAG committee and asked for someone else to step forward as a WAG representative for the health committee. Jill circulated a photograph of a swimming pool hoist which transfers people into pools. She suggested this be looked at for Rangiora.

Kathy

Kathy pointed out that the put off point where buses go through Tuahiwi is not ideal. It was suggested that a photograph be placed on the WAG facebook page. Also Nicola suggested that WAG pay for a photograph in the Northern Outlook. Carl will inspect.

General Business

**Christchurch Airport Toilets**
Shona pointed out that the toilets in the regional part of Christchurch Airport are not very accessible due to the doors being very heavy to open, not much room to move around and generally hard to navigate in a wheelchair.

**Cone Street footpath**
More information is required for the Cone Street footpath submission. Jill has sent an email but has received no reply. Kathy will follow this up.

**Pegasus Beach Access**
Shona reported that there is an improvement now in gaining access to Pegasus Beach. While not perfect, at least it is better than before.

Finance:

Total $4,460.62

Next Meeting

Tuesday 11 June 20197 at 11.30am. Rakahuri Meeting Room.
1. SUMMARY

1.1 This report is to provide the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress against the units most significant Key Performance Indicators. It includes a summary of Aquatic Facilities Attendance and Water Treatment results for the 2018/19 season and Budget results for the year to May 2019.

1.2 It seeks approval for a further discount on Aquatic programmes for KiwiAble Leisure card users and a discounted hire and early facility closure to support the North Canterbury Swim Club in a fund raising event.

1.3 The report includes an update on work by the Aquatics team involving both planning for the future of Aquatics in our district and empowering our staff to properly manage publicly sensitive poolside situations. Also updates on significant accidents within the facilities in the previous two months and planned public consultation.

Attachments:
Not applicable

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 190620087197.

(b) Notes Aquatic Facilities progress against its key performance indicators including Facility Attendance, Financial results and Water Quality.

(c) Approves a 25% discount on Aquatic programmes to be offered to KiwiAble Leisure Card holders, which will have negligible effect on forecasted income.

(d) Approves support of a fund raising event run by the North Canterbury Swim Club involving a 50% discount on facility hire and an early closure with a potential income impact of around $350.00, to support the development of both coaching staff and competitive swimmers through additional coaching workshops.

(e) 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.

3.2 The Aquatic Facilities team work closely with partner organisations, clubs, interest groups and workplaces to support water safety programming, grow and develop swimming and aquatic exercise initiatives and work with the Council to ensure our facilities are inclusive places, accessible to all members of the community.

3.3 KiwiAble is a Christchurch City Council run programme, which aims to reduce barriers for people with disabilities participating in recreation activities. They do this by collaborating with organisations to offer support, training and discounts to their members. We have been working with KiwiAble in our current capacity for a number of years and this request for increased support came initially from a customer, then was championed by both Councillor Gordon and Mayor Ayers.

3.4 Kaiapoi and Rangiora Swim Clubs merged in 2010 to form the North Canterbury Swim Club who have since worked closely with the Waimakariri District Council’s Aquatic Facilities to ensure a smooth transition for our customers from our WaiSwim programme into competitive swimming and work with our swim tutor team to pass on their extensive experience. Head Coach Brigitte Mahan has been recognised nationally with numerous sport and coaching awards and leads a team of coaches who deliver high quality coaching with proven results.

4. **ISSUES AND OPTIONS**

4.1. **Aquatic Facilities Attendance**

The following table provides a summary of the Aquatic Facilities attendances for the 2018/19 year and a comparison with the previous year.

<table>
<thead>
<tr>
<th>Attendance type</th>
<th>Dudley Park Aquatic Centre</th>
<th>Kaiapoi Aquatic Centre</th>
<th>Oxford Community Aquatic Centre</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/18</td>
<td>18/19</td>
<td>17/18</td>
<td>18/19</td>
<td></td>
</tr>
<tr>
<td>Programmes</td>
<td>79,340</td>
<td>81,781</td>
<td>45,022</td>
<td>6,379</td>
</tr>
<tr>
<td></td>
<td>6,587</td>
<td>6,587</td>
<td>4,861</td>
<td>144,011</td>
</tr>
<tr>
<td></td>
<td>121,671</td>
<td>135,377</td>
<td>135,377</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>113,130</td>
<td>92,190</td>
<td>25,630</td>
<td>5,251</td>
</tr>
<tr>
<td></td>
<td>24,620</td>
<td>1,287</td>
<td>4,861</td>
<td>121,671</td>
</tr>
<tr>
<td></td>
<td>144,011</td>
<td>136,018</td>
<td>121,671</td>
<td></td>
</tr>
<tr>
<td>Pre-Paid</td>
<td>37,517</td>
<td>35,360</td>
<td>13,614</td>
<td>1,287</td>
</tr>
<tr>
<td></td>
<td>14,752</td>
<td>1,343</td>
<td>52,418</td>
<td>51,455</td>
</tr>
<tr>
<td></td>
<td>52,418</td>
<td>51,455</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total by site</td>
<td>229,987</td>
<td>209,331</td>
<td>84,266</td>
<td>12,791</td>
</tr>
<tr>
<td></td>
<td>327,170</td>
<td>308,503</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The table above shows steady gains in programme and most prepaid numbers. Recreation and Prepaid swims at Dudley are lower than last year, which reflects the decreased attendance while the facility was closed for its triennial Programmed Maintenance works.

Recreation numbers are lower than the previous year following the opening of Taiora QEII and the additional pool space this brought into the Greater Canterbury area.

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.

![Compliance with NZS 5826:2010](chart)

All testing at the Aquatic Facilities has met or exceeded New Zealand and PoolSafe standards for the 2018/19 year. Testing at Oxford concluded at the end of February with the facility closing in mid-March prior to the next round of sampling. Dudley was not included in the April round as it was closed for maintenance.

In mid-June we were made aware of concerns regarding our water quality from members of a closed Facebook group for mothers in the District. Children were allegedly experiencing skin rashes and in extreme cases vomiting which they felt was likely linked to recent visits to the pool.

While the leadership team perform regular audits of the water treatment results, we performed a full review of our records and testing practices and were unable to identify any areas of concern. We requested additional lab testing and these results came back well within ideal ranges.

We explained that we had not added or changed any chemicals as the group initially thought and that we must follow robust testing and water treatment practices, including both live automated testing and manual cross checks prior to opening and every two to three hours after. This information was passed back to the group along with an invitation to contact us directly with any further questions or concerns.

It is important to note that while Chlorine is a disinfectant and bleaching agent, it is normally found in pool water at around one and a half parts per million which is only just higher than chlorinated tap water. We are able to operate with lower chlorine levels thanks to our tertiary treatment system consisting of medium wave UV systems, which ensure high quality pool water by burning off chloramines and killing 99.9% of microorganisms without addition of further chemicals to the water. Furthermore the chlorine product we use, sodium hypochlorite is supplied to us at a strength of 0.96% which is far more stable, and less hazardous than most bleach products purchased from supermarkets which are normally around 13%.

While we take every possible precaution to ensure high quality treated water, were there to be an undetected issue, it is far more likely that our staff would be the first to notice any issues. Our Swim tutors generally spend between three to five hours in the water daily, whereas most customers average around one hour in a week.

4.3. **Further support for KiwiAble initiative**

The KiwiAble Leisure Card is an programme run by the Christchurch City Council's Inclusive Communities group and aims to increase inclusion by reducing the cost for people with disabilities to participate in leisure and recreation activities. This card is free for people in the Christchurch ward and $5 for those who live in our District. KiwiAble
collate recreation opportunities within the greater Canterbury area and advertise the
discounts available to card holders.

Traditionally we have supported this programme by allowing the cardholder to enter at the
discounted Community Services Card rate and if a caregiver or support person is required
then they enter free. This is the equivalent to a 25% discount and is slightly better than the
20% discount offered by Selwyn Aquatics and consistent with Christchurch City Council.
However, the City Council also offer the discount when booking in to their Learn to Swim
programmed activities, including Learn to Swim.

We recommend that offering the same discount would align with the Council’s Community
Outcomes of pursuing opportunities for collaboration and partnerships while meeting the
communities needs for health and social services and encouraging the participation in
community based support services and with the Council’s Accessibility Strategy Goals –
ensuring Council Services, programmes and events are accessible for everyone including
people with impairments.

We do not believe this change will have any significant impact. We currently have a number
of people with disabilities who already participate in our programmes with their costs
covered by funding from charitable organisations such as the Helberg Foundation or
specific interest groups such as Cerebral Palsy Society. KiwiAble offers no financial
support to the individuals or companies who participate in this programme and it is most
likely that the discounts offered by Christchurch City Council are covered by rates funding.

Options also include maintaining our current level of support or withdraw from the
programme entirely. Due to the other sources for funding and support it is likely that either
decision would have little impact financially however, those decisions would not align with
Council’s Community Outcomes.

4.4. Robust policies and practices in changing times

Following public incidents at other facilities, we have been working with our staff to ensure
that they are properly prepared and able to handle these or similar situations in a diplomatic
manner, considerate of Council Values and the customers comfort and enjoyment.

As part of recent Aquatic team meetings, Kaiapoi Aquatic Centre manager, Keith Walker
ran a workshop session for staff to discuss topics such as what constitutes “appropriate
swimwear,” breast-feeding in and around pools, transgender use of facilities and the
difference between safe and dangerous breath holding activities.

There was passionate discussion and different viewpoints shared with the team developing
agreed guidelines to assist staff in these situations. These guidelines will be used to
update our Standard Operating Procedures and Induction manuals to ensure current and
new staff are equipped to handle foreseeable situations.

Further to this, we are looking to develop a strategy for the future of Aquatics within the
District. This will look at our current situation, any easy wins, opportunities, limitations and
future trends.

We aim to address

- National and international trends in the provision and programming of Aquatic
  facilities,
- The current and potential future network of facilities provided within the
  Waimakariri area as well as neighbouring District’s,
• Current and future demographics of the Waimakariri District and how these may influence the type of future provision,
• The effectiveness of the programmes currently offered and any recommendations on future programming, in particular and assessment of the Learn to Swim and Schools programmes and a comparison with other similar programmes,
• Complimentary activities, which could occur at the Aquatic Facilities such as cafes, health and fitness, retail or allied health services,
• An assessment of our financial structure with regards to income recovery split, funding of programmes such as Schools Learn to Swim and the Council’s Vision and Objectives for the provision of Aquatic Facilities in this District.

This work will inform our current operation and future decision-making for Long Term Plans, it will involve significant consultation with key user groups, elected officials and the wider community and we are currently seeking expressions of interests from external recreation professionals to assist us in developing the scope for this work.

4.5. Support for Swim Club Fundraising event

North Canterbury Swim Club are looking to hold a fund raising race event at Dudley in conjunction with others held by AquaGym, and Jellie Park’s Jasi club. It will be an interclub event and open to all swimmers in their respective coaching programmes. It will take the format of a World event, swum over 4 hours with swimmers split into four teams, New Zealand, Australia, Scotland and Japan to compete for points across different disciplines.

The funds raised by this event will go towards the retention of a development coach who works with the NCSC coaches, and those of the aforementioned clubs to develop their understanding of swim technique and teaching abilities. This will not only benefit the Swim Club but the 2000 children currently enrolled in our WaiSwim learn to swim programme and our WaiSwim tutors with the NCSC coaches delivering in house development clinics and mentoring of our staff.

The club are requesting a 50% discount on facility hire rates and an early closure on Saturday 27th July at 4pm. This will have an impact of around $350 on potential income however this can easily be offset against the cost of bringing a coach in to run clinics with our tutors which can cost anywhere from $2,000 upwards. While this is relatively short notice, the event is timed to fit in to an otherwise packed competition schedule and will have a relatively low impact on customers as the facilities begin to quieten down approaching 4pm on weekends. If approved, we would advertise the closure and the event within the facilities, on the Councils website and through our social media channels.

Other options include pushing the event start time out to 5pm, while this will have negligible difference to customers, it will incur additional staffing overtime costs. Additionally the Committee may chose not to support the discount or early closure which would mean the event will be unable to go ahead, and would mean that WaiSwim staff would miss out on the development opportunities.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Our next internal customer survey will be of our WaiSwim Learn to Swim programme and will be held in late July with results available for the next Aquatic Update report in September.
Development of an Aquatic Facilities strategy document will involve consultation with key user groups including our customers, North Canterbury Swim Club, Schools, Access and Age concerns groups, Physio and rehabilitation providers, public and elected members.

5.2. **Wider Community**

As noted above, the development of an Aquatic Facilities strategy document will involve consultation with interested parties throughout the District.

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 May 2019.

<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>1,401</td>
<td>1,526</td>
<td>(125)</td>
</tr>
<tr>
<td>Rates Funding</td>
<td>2,788</td>
<td>2,827</td>
<td>(39)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>4,189</strong></td>
<td><strong>4,353</strong></td>
<td><strong>(164)</strong></td>
</tr>
<tr>
<td>Operation Expenses</td>
<td>2,830</td>
<td>2,966</td>
<td>136</td>
</tr>
<tr>
<td>Maintenance</td>
<td>246</td>
<td>198</td>
<td>(48)</td>
</tr>
<tr>
<td>Overheads</td>
<td>522</td>
<td>532</td>
<td>10</td>
</tr>
<tr>
<td>Internal Interest</td>
<td>366</td>
<td>376</td>
<td>10</td>
</tr>
<tr>
<td>Depreciation</td>
<td>400</td>
<td>458</td>
<td>58</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>4,364</strong></td>
<td><strong>4,530</strong></td>
<td><strong>166</strong></td>
</tr>
<tr>
<td><strong>Total Surplus (deficit)</strong></td>
<td><strong>(175)</strong></td>
<td><strong>(177)</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

As detailed in the table above the result was lower than forecast result for Operating Income, Rates Funding and a higher than forecast result for Maintenance which has been balanced, in part, by savings in Operation Expenses of $136,000.

As discussed in report no. 190507064831 the overspend on maintenance follows on from additional required works identified as part of the programmed maintenance closure at Dudley Park Aquatic Centre including repairs to the SCADA control computer, additional heat exchanger plates and sealant work totalling $15,000. A further $18,000 was required to repair a leak in the heating system at Kaiapoi when the system lost a full load of refrigerant, which was the main component cost of these works. $6,000 was used on two critical tasks involving a failure of the entrance door system at Dudley and a sewer tank at the Kaiapoi facility. Finally, the remaining $9,000 reflects an increased insurance premium. These works highlight the need for the ongoing development of the Aquatic Facilities Asset management programme to inform budgeting and maintenance schedules for future years.

The main areas of impact on our income are Learn to Swim, the Schools programme and the recreation income lines; Family and Adult swims. As noted previously the reopening of Taiora QEII in the north east of Christchurch continues to draw customers from the market, which will account for the impact on recreation and a portion of Learn to Swim.
Following the failure to secure Schools Learn to Swim funding for last years programme as discussed in report no. 190116003969, the income will be lower than forecast, however this will be covered by existing equity within the Aquatics budget. We are waiting to hear the outcome of this year’s Water Safety NZ funding round and will have a result for the next Community and Recreation Committee meeting in September.

Following last years funding issue, we completed an internal review of the schools programme and its funding. North Canterbury Sport and Recreation trust have increased their charge to schools by $0.50 to $2.00 per student, which will address increased cost in the short term and while the programme remains viable currently, the contestable funding from Water Safety NZ and future funding of the programme remain as the programmes biggest risk.

As discussed in 4.4, the development of an Aquatic Strategy will include an assessment of our financial structure with regards to funding of programmes such as this and a comparison against similar programmes in other District's.

6.2. Community Implications

Supporting the recommendation to offer KiwiAble Leisure Card holders a 25% discount on Aquatic Programmes will have a negligible effect financially and aligns with the Council’s Accessibility Strategy goals and Community Outcomes of pursuing opportunities for collaboration and partnerships while meeting the community’s needs for health and social services and encouraging the participation in community based support services.

The Development of a Strategy document for the District’s Aquatic Facilities would identify opportunities for future development and enable us to meet the needs of our current and future customers.

6.3. Risk Management

The Waimakariri District Council’s Aquatic Facilities belong to the Poolsafe Quality Management scheme, which sets standards for the identification and management of risk across all aspects of operating a public pool as assessed by an annual audit.

Along with assessment of our documentation, staff practices and training records this audit ensures we have robust procedures that address the risk inherent in treating water at a public facility that meet or exceed New Zealand Standard 5826:2010 for Pool Water Quality.

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.

We have had three accidents of note in the last two months. The first involved a customer who presented with chest pains. Staff treated the gentleman as if he was having a cardiac episode and he was uplifted by emergency services and taken to hospital for further monitoring. It was later confirmed to be a severe panic attack.

The other two both involved staff members, the first being an epileptic attack. This is not an infrequent episode for this individual and the plan that we developed in conjunction with this individual was followed perfectly. The second was the aggravation of an old injury when the staff members knee gave out will performing their duties. This staff member is currently being seen by physio and specialists.
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

There is a healthy and sustainable 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

Our community’s needs for health and social services are met

People have wide ranging opportunities for learning and being informed.

7.4. **Delegations**

The committee has delegated authority for the governance of the Aquatic Facilities.