Community and Recreation Committee

Agenda

Tuesday 20 November 2018

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

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

A meeting of the COMMUNITY AND RECREATION COMMITTEE will be held in the WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA on TUESDAY 20 NOVEMBER 2018 at 1.00PM.  

Adrienne Smith  
GOVERNANCE CO-ORDINATOR  

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 18 September 2018  

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

4 MATTERS ARISING  

5 DEPUTATIONS  
5.1 Greg Wright – North Canterbury Mini Bus Trust
6 REPORTS

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

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181109132237.

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

(c) Approve a 50% fee waiver for Active Wellness Fall Prevention for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(d) Approve fees of $11.50 per hour for the North Canterbury Academy of Music use of the Rangiora Town Hall Studio room additional hours outside of lease for 2018/19 bookings. That the waiver is backdated to 1st July 2018.

(e) Approve a 50% fee waiver for IDEA Services for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(f) Approve a 50% fee waiver for Oxford Home School Playgroup for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(g) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $5627.20 for the 2018/19 financial year.

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

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

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

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181108131768
6.3 Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181030126776
(b) Notes Aquatic Facilities achievement against key performance indicators including Water Quality and Facility Attendance.
(c) Notes predicted overspend of $80,000 in Aquatic staffing budgets for the 2018/19 financial year.

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

RECOMMENDATION

THAT the Community and Recreation Committee:

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

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

BRIEFING

There will be a briefing on Airfield Fees and Charges with Craig Sargison.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 18 SEPTEMBER 2018 AT 1.00PM.

PRESENT

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

IN ATTENDANCE

Councillors K Felstead, P Williams and J Meyer
Messrs C Sargison (Manager Community and Recreation), J Palmer (Chief Executive), C Brown (Community Green Space Manager), Mrs T Sturley (Community Team Manager) and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were noted.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 24 July 2018

Moved Councillor Gordon seconded Councillor Brine

THAT the Community and Recreation committee:

(a) Amends the circulated minutes of a meeting of the Community and Recreation Committee Item 7.3 should read;

Councillor Doody

• Commented that the Oxford Winter Festival of Light had been well attended.
• The Ashley Gorge Reynolds Heritage Pavilion was going well.
• Attended the Social Services Waimakariri meeting.

Councillor Barnett

• Councillor Barnett met with Martin Pinkham of Wellbeing North Canterbury and advised Wellbeing North Canterbury was in a good position financially, they had a new Trustee.
• Had met with T Sturley and highlighted that there was available funding for emergency housing following extreme weather events. This was not well known in the social services sector.
• Had attended two networking forums for the Migrants and Newcomers group and commented on the outstanding work of this group. Mr Palmer advised staff had been canvassed to find those with a second or third language who were willing to volunteer time to assist with interpretation. The interpretation would assist with customer service however would not extend to providing advice due to the translation risk. The service was related to Council customer service.

(b) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 24 July 2018, as a true and accurate record.

CARRIED
4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

There were no deputations.

6 REPORTS

6.1 Community Team Update to 31 August 2018 – Tessa Sturley (Community Team Manager)

T Sturley advised the report was to outline the key activities of the Community Team for July August 2018. She noted that the Terms of Reference for the Waimakariri Health Advisory Group were still under review. A draft would be presented for approval at the November meeting. T Sturley highlighted the progress in the areas of work noted in the recommendation.

The Careers Expo for Migrants and Newcomers and the English Language Classes were two initiatives that helped empower the Migrants and Newcomers community. In the English Language Classes there were eleven nationalities represented. A more advanced class was now being held which focused on people being able to complete the IELTS test which was a requirement for seeking a work visa. The careers expo was led by a newly developed migrant employment agency developed by one of the members of the migrants group. The seminar had and audience of twenty and highlighted local opportunities.

T Sturley noted the locally based ‘Reach Out’ had been moved to a Christchurch-based Integrated Safety Response Model (ISR). This programme was mandated, classroom based rather than ‘walk alongside’. Violence Free North Canterbury members valued the long term empowerment focus where the aim was for men to manage and women to stop tolerating. T Sturley advised she had met with ISR leadership and met with good response around scoping a proposed programme.

The District-wide roll out of a mentor driver-licensing programme would make a difference in people’s lives by helping prevent social isolation. There were ten partners with local agencies. The programme would sit under Oxford Community Trust.

The supported Youth Housing initiative came out of identified need for supportive housing for local young people transitioning to independent living without support or skills. There was potential for the service to be similar to the Abbeyfield model. There was interest from the Ministry of Social Development.

The Age Friendly Community project was well underway. There was a steering group being pulled together and there was assistance from a University of Canterbury Lecturer specialising in this area. A tertiary student would assist with the plan.

T Sturley advised that from 10am to 12pm on Tuesday 2 October there would be the presentation of a draft concept plan for development of a Community House. Members were welcome to attend. C Sargison advised that the Community House Steering Group would be invited to present to the November meeting.

Questions
Councillor Gordon referred to the supported living project and asked if T Sturley was aware of the discussions with Rob Hawthorne around options.

Councillor Williams referred to the 100 members in attendance of North Canterbury Grey Power and asked if there could be a breakdown on that feedback. T Sturley advised that it had been a discussion forum, she was not sure of how that had been documented however would discuss with the staff member concerned and could provide feedback from Greypower.

Mayor Ayers referred to social housing in general and asked T Sturley if there was evidence of people from the Waimakariri District going into social housing provided by the Christchurch City Council. T Sturley replied she would raise with Tina Robinson as she would have those numbers.

Councillor Doody referred to funding received by the Hurunui District Council for the elderly and asked if that was available in the Waimakariri. T Sturley replied they had received $11,600 external funding, and were also supporting HDC in the development of their plan.

Moved Councillor Doody seconded Mayor Ayers

THAT the Community and Recreation Committee:

(a) Receives report No. 180906102187

(b) Notes, in particular, progress in the following areas of work:

(i) Empowerment and skills-development for migrants (Item # 4.1.2 and 4.1.3)

(ii) Empowerment-focused family violence prevention (Item 4..3.3)

(iii) District-wide rollout of Mentor Driver Licencing (Item 4.5)

(iv) Supported Youth Housing initiative (Item 4.6.2)

(v) Age Friendly Community initiative (Item 4.7.1)

CARRIED

Councillor Doody congratulated T Sturley on a good presentation and thanked the team for working hard in the community.

Mayor Ayers added to the report on the driver licencing programme, the importance of driver licencing for jobs. LTNZ and the Mayor’s Taskforce were also promoting driver licencing. With regard to Age Friendly Community Development it was important to have a community that supported elderly people.

6.2 Community Year in Review Report – Tessa Sturley (Community Team Manager)

C Sargison noted the Year in Review report was not attached to the agenda but was in Diligent Board.

T Sturley advised the purpose of the report was to present of overview of the work of the community team for the 2017-2018 financial year and to celebrate the incredible work of the community. The team was in a fortunate position to have strong relationships within the community. The report acknowledged the support of philanthropic funders. T Sturley drew attention to the 'Top 5'
achievements and to looking forward to next year. She noted as well as those highlighted the report detailed more achievements.

1. The roll out of ‘TimeBank Waimakariri’ was a highlight. It was a community led approach from inception to incorporated society status. It provided a learning exchange where anyone’s skills could be celebrated.

2. The Youth Development Strategy followed sound practice and was well researched. She looked forward to the final documents release in October.

3. There had been a tremendous amount of work in the migrant portfolio including a more migrant led approach by the steering group. There had been an increase in the number of English language classes. The ‘Migrant Stories’ video had been released and had facilitated connection and understanding.

4. Working with neighbourhoods was continuing including supporting community groups and a holding a neighbourhood park event in Kippenberger Estate.

5. Raising awareness and facilitating action to address suicide and family violence. There had been good feedback in terms of results and work being done.

Looking forward to 2018-2019 T Sturley advised of a priorities including:

- Supporting Learning Exchange and Timebank.
- Encouraging and supporting the local Youth Services sector. Noted overstretched providers with increasing Mental Health issues. The Youth Development Facilitator would focus on bringing the Youth Services sector back together for collaborative focus on issues.
- Continuing to work with neighbourhoods.
- Continuing to empower migrants for a more welcoming and inclusive district.
- Age Friendly Plan for the District.
- An empowerment-based approach to addressing Family Violence and Suicide.

Moved Councillor Barnett seconded Councillor Gordon

**THAT** the Community and Recreation Committee:

(a) **Receives** report No: 180906102542 **CARRIED**

Councillor Barnett referred to the indicator results commenting that they were stunning results and noting the 85% of respondents satisfied with the information about what happening in the district. She congratulated the team on receiving over 10,000 monthly hits on the community page of the WDC website. They were achieving measureable results.

Councillor Gordon concurred with Councillor Barnett and noted the achievements listed in the Year in Review. He had attended the Timebank launch and was hopeful with new enthusiasm there would be positive results. He had attended the Kippenberger Estate park event which was a successful model. The work in the migrant community was superb and the ‘Migrant
Stories’ video was a high quality piece of work. He noted the work of the Youth Development Facilitator. He commented that collectively the Community Team should be proud of what they were achieving in partnership with the community.

Mayor Ayers congratulated the team. He noted that in his last 8 years of performing Citizenship Ceremonies there had been 50 different nationalities introduced in the community.

Councillor Doody commented positively on the work of the Migrant and Newcomers Group.

6.3 Aquatic Facilities Update – to 31 August 2018 – Matthew Greenwood (Aquatic Facilities Manager)

C Sargison spoke briefly to the report highlighting customer service improvements. Feedback from the schools pilot with SwimDesk software had been very good. It enabled regular email updates and allowed a more tailored useful programme to be delivered. It was a huge step forward in terms of quality delivery to schools.

The customer survey process was being refined, tablets had been used in the facility, the next survey would be refined further so it could be completed from home and better responses were expected.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:
(a) Receives report No. 180809089646
(b) Notes Aquatic Facilities achievement against key performance indicators including Water Quality and Facility Attendance.
(c) Notes that the year end result for the Aquatic Facilities for the 2017/18 financial year.

CARRIED

Councillor Doody congratulated the aquatic Facilities Manager on the improvements.

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

C Sargison advised that P Ashbey had resigned and would be finishing in mid-December. They were not progressing filling the vacancy until the Community and Recreation Manager position was filled. While there would still be programmes running, staff would not be initiating new customer service improvements until there was a new manager. The series of highlights in Item 4.1 were pleasing.

AnyQuestions was a programme that allowed anyone in New Zealand to have a live chat with a qualified reference librarian. C Sargison highlighted that a live chat session with a member of the Waimakariri Reference Team had been recorded and adapted as a model of good service.

The ‘Good Read’ bookmark was a low key initiative that older people were engaging with well. C Sargison noted the near 97% of satisfied or very satisfied response in the annual Customer Satisfaction Survey.

Councillor Barnett noted that while the whole report was positive, there was a slightly lower level of satisfaction with eResources and asked if there was
potential to develop that area. C Sargison relied that changes had been made to purchasing, previously they had brought as part of a consortium, but now they were able to individually select while still getting the consortium discounts. Staff were reviewing constantly the borrowing statistics to see what was popular and it had already made a difference with a greater range available.

Moved Councillor Barnett seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report No. 180906102191

(b) Notes the customer service improvements, and activities and events, provided by the Waimakariri Libraries in July and August 2018.

(c) Notes the positive feedback gathered through the Libraries' annual Customer Satisfaction Survey that was conducted in June 2018.

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

Councillor Barnett commented that the library was showing a high level of service, it was a place of meeting and great community connectivity.

Councillor Gordon endorsed the comments of Councillor Barnett and was sad to note the departure of P Ashbey complementing her on an outstanding job. She had been involved more broadly in the arts and supported the Arts Collection Trust.

Mayor Ayers endorsed the comments of Councillor Barnett and Gordon and noted P Ashbey's role on the acquisition panel of the Art Collection Trust. The libraries were a great space and there was good feedback from the community. He noted the role of the libraries in supporting te reo Maori including school sessions. Librarian Jason Clement was a published poet who would be attending the Enshi Poetry Festival furthering the relationship with the ‘Sister City’.

6.5 Community Facilities – User applications for exemption from Fees – Chris Brown (Community Greenspace Manager)

C Brown spoke to the report regarding community facilities fee exemptions. Staff were seeking a decision from the committee regarding the eight applications for fee exemptions received. Following the July 2018 increase to fees and charges that delegation had been passed onto the committee. Some of the events were one off and others were recurring. C Brown indicated there would be further reports to the committee of this nature.

With regard to the Waimak Wee Ones, the proposal was for a 50% fee waiver such that they would be charged for one meeting room but could use two. Variable numbers meant it was hard to predict what was required. The time of use of the rooms had never caused conflict.

Councillor Brine referred to Fernside School’s use of the Fernside Hall for $500 annual flat fee. This had not changed since 2012 in which time he believed school fees would not have remained level. He did not know how the fee could be decided when the usage was not known. C Sargison advised that Fernside School fundraised for the $500 and were unofficial caretakers of the hall. For this reason it was proposed to leave at $500. The school completed a lot of unpaid cleaning and kept an eye on the hall, it had never created a problem. The school had tennis courts which the community was able to use.
Councillor Barnett commented there was a huge response to the fee increases and asked if staff saw an issue. She noted that the exemption applications came from existing groups and asked if the fees could prevent new groups from starting who were not aware they could request exemptions. C Brown advised that new groups would be able to apply for an exemption. There could be an issue with one off events that were not in a committee reporting cycle before the event. Customer service staff were actively promoting the form and they were expecting more applications.

Councillor Barnett asked if it looked inconsistent – some groups were receiving a rebate whereas others were paying full rate. C Brown noted there was a standard application form. C Sargison commented that for fairness they had provided all the information that groups had provided and a summary of the applications was included. The Craft Market Oxford have been paying the historical rate for some time which was why it was listed separately.

C Sargison advised for the Annual Plan there could be a short report to summarise this year compared to last year to show trends and provide facts.

Moved Councillor Gordon seconded Councillor Blackie

THAT the Community and Recreation Committee:

(a) Receives report No. 180907102652.

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

(c) Approves a 50% reduction in booking fee for Dementia Canterbury for community workshops for 2018/19.

(d) Approves Toot for Tucker having the use of Dudley pavilion for no cost for their annual event 2018/19.

(e) Approves a 50% reduction in booking fee for Waimak Wee Ones for use of the Woodend Community Centre meeting rooms for their weekly booking for 2018/19.

(f) Approves Mah Jong continuing to use Dudley Pavilion for $12 per hour for 2018/19.

(g) Approves a 50% reduction in booking fee for Woodend Beach Country Music Club for use of Woodend Community Centre meeting rooms for 2018/19.

(h) Approves Oxford Craft Market using Oxford Town Hall for their monthly meeting at $8 per hour, for 2018/19.

(i) Approves one-off waiver of fees for West Eyrton Miniature Rifle Club event for Big Brothers/Big Sisters.

(j) Notes that Fernside School has traditionally used Fernside Hall for an annual fee of $500.

(k) Approves a fee of $500 for Fernside School for the use of the Fernside Hall for 2018/19.

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

CARRIED

Councillor Gordon commented that there had been an understanding there would be feedback once the new rates came into effect. He was very happy
to be approving the reduction. He noted some groups were being retained at the historical rate which was why he was comfortable with the recommendation. Other groups could come back for a rebate or go to the Boards for a discretionary grant.

Councillor Blackie commented there would always be inconsistencies as it was the nature of the situation involving community groups. There was the problem of existing usage rights. He was happy to support.

Councillor Brine commented that he had raised Fernside Hall usage since it had been a long time since they had had a fee increase. He was happy with approving due to the community use of the school courts as 'quid pro quo'.

Councillor Barnett was happy to support however she was looking for consistency. She understood historic lower fees but wanted to encourage new activities. New groups may see the prices and be discouraged. Service and non-profit groups could apply for discount as long as that was communicated. She had concerns that legitimate community groups could be discouraged from using community facilities. She would like to see good communication around the use of community facilities.

Mayor Ayers commented the short list were a microcosm of a variety of groups. Setting a rate had in built inconsistencies. The groups served a purpose and were largely volunteers or supported by volunteers which was a feature of life in any community in New Zealand. He supported the groups.

6.6 **Councillor Appointment to Waimakariri Youth Council – Craig Sargison (Manager Community and Recreation)**

C Sargsion spoke briefly to the report commenting it was a matter of housekeeping.

Moved Councillor Brine  Mayor Ayers

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 180906102172.

(b) **Approves** the appointment of Councillor Barnett to replace Councillor Doody as the Council representative on the Waimakariri Youth Council.

(c) **Notes** that Mayor Ayers and Councillor Gordon will continue to also be the Council representatives on the Waimakariri Youth Council.

CARRIED

7 **PORTFOLIO UPDATES**

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

Nothing new to report.

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

- Councillor Doody noted the Ashley Gorge Reynolds Pavilion had a soft opening with the builders handing over the building to the community, the builders had appreciated the historical nature of the project. Staff including C Sargison and C Brown attended the handover. The group had worked very hard to raise the funds.
• Councillor Doody had appreciated being able to attend the ENC business awards and noted the local Oxford business Cruisy Diner receiving runner up.
• Waimakariri Access Group – Jill Waldron was stepping down and C Greengrass was taking on the role. Councillor Doody acknowledged the work of J Waldron and how much she had achieved.

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

• Councillor Barnett noted Wellbeing North Canterbury Trust receiving the Community Enterprise award and Lesley Ottey the Step Change Environmental award.
• Councillor Barnett had the privilege of attending the Canterbury Youth Award and noted that Oxford Ohoka Community Board member Thomas Robson had received the overall Waimakariri Youth Award and Zoe Loffhagen the overall Canterbury Award.
• Attended the River Trust Kaiapoi business Community Empowerment Speaker breakfast

It was noted that Clarkville School had received the Canon Oceania Grant for their work in Silverstream. In addition a number of Waimakariri school students had received awards for their environmental efforts around the district.

8 **QUESTIONS**

There were no questions.

9 **URGENT GENERAL BUSINESS**

There was no urgent General Business.

**NEXT MEETING**

The next scheduled meeting of the Community and Recreation Committee is 1pm, Tuesday 20 November, in the Council Chambers at the Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 2.19PM.

CONFIRMED

[Signature]

Chairperson

[Signature]

Date
1. SUMMARY

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

Attachments:
I. Application Form – Active Wellness Fall Prevention (Trim 181113133394)
II. Letter – North Canterbury Academy of Music (Trim 181109132154)
III. Application Form – IDEA Services, Youth Space (Trim 181113133395)
IV. Application Form – Oxford Home School Playgroup (Trim 181113133399)

2. RECOMMENDATION

THAT the Community and Recreation Committee

(a) Receives report No. 181109132237.

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

(c) Approve a 50% fee waiver for Active Wellness Fall Prevention for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(d) Approve fees of $11.50 per hour for the North Canterbury Academy of Music use of the Rangiora Town Hall Studio room additional hours outside of lease for 2018/19 bookings. That the waiver is backdated to 1st July 2018.

(e) Approve a 50% fee waiver for IDEA Services for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(f) Approve a 50% fee waiver for Oxford Home School Playgroup for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.

(g) Notes that if all approvals for this report are accepted the financial implications are an estimated total of $5627.20 for the 2018/19 financial year.

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

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

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

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

3.3 To date, staff have received eleven applications for exemptions. Three council approvals of exemptions were given on 29th May 2018 report 180514052641, eight approvals were given on 18th Sept 2018 report 180907102652.

4. ISSUES AND OPTIONS

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

4.2. Staff have received four applications for exemptions of fees, all of which are for regular reoccurring bookings. This report is proposing separate agreements with four user groups.
<table>
<thead>
<tr>
<th>Group</th>
<th>Facility</th>
<th>Booking Detail</th>
<th>Pre July 2018 Fees</th>
<th>Post July 2018 Fees</th>
<th>Waiver Request</th>
<th>Waiver Explanation - Summary</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Active Wellness Fall Prevention</td>
<td>Rangiora War Memorial Hal</td>
<td>Once a week for 1hr.</td>
<td>$6 per hour</td>
<td>$10 per hour</td>
<td>Maintain rates at pre July levels of $6 per hour.</td>
<td>This group was set up as a way of providing Rangiora's senior population a service as part of the 'injury prevention'. This is an important service which helps keep our senior population at risk in their own homes.</td>
<td>Approve a 50% fee waiver for Active Wellness Fall Prevention for their regular reoccurring booking for 2018/19. That the waiver is backdated to 1st July 2018.</td>
</tr>
<tr>
<td>2 North Canterbury Academy of Music</td>
<td>Rangiora Town Hall</td>
<td>Additional hours outside the terms of lease are charged at standard rates. Bookings are for multiple hours per month, changing on a term to term basis.</td>
<td>$11.50 per hour</td>
<td>$23 per hour</td>
<td>Maintain rates at pre July levels of $11.50 per hour.</td>
<td>We would like to request that we continue to pay for extra time at the same rate as our lease, or at the old rate of $11.50. The increased charge of $23.00 would create a huge hole in our reserves and would certainly not be sustainable.</td>
<td>Approve fees of $11.50 per hour for the North Canterbury Academy of Music use of the Rangiora Town Hall Studio room additional hours outside of lease for 2018/19 bookings. That the waiver is backdated to 1st July 2018.</td>
</tr>
<tr>
<td>3 IDEA Services - Youth Space</td>
<td>Rangiora Town Hall - Greenroom</td>
<td>Four hours per week in the Greenroom.</td>
<td>$11.50 per hour</td>
<td>$23 per hour</td>
<td>Maintain rates at pre July levels of $11.50 per hour.</td>
<td>As a service running in the disability support sector, ensuring we are able to make our program as accessible as possible is one of our top priorities. After trying several locations in Rangiora, The Green Room in the Town Hall complex has worked best for our young people. It's size, resources, proximity to bus routes, and central location have all proved very well suited to how we function.</td>
<td>Approve a 50% fee waiver for IDEA Services for their regular reoccurring booking. That the waiver is backdated to 1st July 2018.</td>
</tr>
<tr>
<td>4 Oxford Home-school Playgroup</td>
<td>Oxford - Pearson Park Pavilion</td>
<td>3.5 hours per fortnight.</td>
<td>$6 per hour - total of $21 per booking</td>
<td>$10 per hour - total of $35 per booking</td>
<td>Would like to run at an affordable level and retain old fees.</td>
<td>Person Park Pavilion is used on a fortnightly basis to bring home-school children together for group activities of crafts and games. Families are charged $40 per term or $10 per session on a causal basis. The goal is to keep the activity affordable and inclusive of all families in the home schooling community.</td>
<td>Approve a 50% fee waiver for Oxford Home-school Playgroup for their regular reoccurring booking. That the waiver is backdated to 1st July 2018.</td>
</tr>
</tbody>
</table>

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Users of community facilities have been advised of changes in rates in fees through the Long Term Plan process. Separate specific communication about changes to fees and charges has been provided to a mailing list of all booking user from the previous financial year. In day to day bookings communications Staff are also communicating changes to fees and charges.
5.1.2. Part of all communication has included information on the changes to rules regarding exemptions from fees and charges and how to apply for exemption from the Community & Recreation Committee.

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

5.2. **Wider Community**

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

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

<table>
<thead>
<tr>
<th>Group</th>
<th>Facility</th>
<th>Booking Detail</th>
<th>Pre July 2018 Fees</th>
<th>Post July 2018 Fees</th>
<th>Waiver Request</th>
<th>Financial Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Active Wellness Fall Prevention</td>
<td>Rangiora War Memorial Hall</td>
<td>Once a week for 1hr</td>
<td>$6 per hour</td>
<td>$10 per hour</td>
<td>Maintain rates at pre July levels of $6 per hour.</td>
<td>$4 per booking. Estimated total of $176 for all bookings in the 2018 Financial year.</td>
</tr>
<tr>
<td>2. North Canterbury Academy of Music</td>
<td>Rangiora Town Hall – Studio Rooms</td>
<td>Additional hours outside the terms of lease are charged at standard rates. Bookings are for multiple hours per month, changing on term to term basis.</td>
<td>$23 per hour</td>
<td>$23 per hour</td>
<td>Maintain rates at pre July levels of $11.50 per hour. Also allow modification of lease terms to include all additional hour requirements.</td>
<td>Usage varies on a term by term basis. Additional room usage billing for Oct 2018 was $638.25 in total. Cost to council if waiver approved would be estimated at $319.12 per month or estimated at $3191.20 for the 2018 Financial year.</td>
</tr>
<tr>
<td>3. IDEA Services - Youth Space</td>
<td>Rangiora Town Hall - Greenroom</td>
<td>Four hours per week in the Greenroom during school term time.</td>
<td>$11.50 per hour</td>
<td>$23 per hour</td>
<td>Maintain rates at pre July levels of $11.50 per hour.</td>
<td>$46 per booking. Total of $1840 for the 2018 Financial year.</td>
</tr>
<tr>
<td>4. Oxford Home-school Playgroup</td>
<td>Oxford - Pearson Park Pavilion</td>
<td>3.5 hours per fortnight</td>
<td>$6 per hour - total of $21 per booking</td>
<td>$10 per hour - total of $35 per booking</td>
<td>Would like to run at an affordable level and retain old fees.</td>
<td>New booking – based on current use $17.5 per booking. Estimated at $35 per month or $420 for the 2018 Financial year if current booking cycle continues.</td>
</tr>
</tbody>
</table>

6.2. **Community Implications**

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

6.3. **Risk Management**

6.3.1. There is a risk that some bookings and events may not be able to occur or continue in Council community facilities because of the rise in costs for community groups.
6.4. **Health and Safety**
   6.4.1. There are no Health and Safety Implications.

7. **CONTEXT**

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

7.2. **Legislation**
   7.2.1. Local Government Act / Long Term Plan Process.

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

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

**Group Name:** Active Wellness Fall Prevention  
**Date:** 27 09 2018  
**Contact Details:** melissa

**What is the legal status of your group?**
This group is a combined service set up with the help and support of the council to provide a Fall Prevention Rehab for the senior members our community. The council’s commitment was to provide rooms to hold the class and help with advertising. My commitment was the ongoing time /risk/ preparation/ ongoing up skilling/ health checks/ follow ups/ insurance / provide equipment/ pay for the use of the music used/ pay for registration. I am a registered exercise provider and recently been accredited by the ACC scheme for fall prevention.

Advise and planning from Presbyterian support to supply a ‘follow on’, from the Fall prevention program they run.  
The North Canterbury Stroke Society cover the cost for their members to attend the classes.

**What facility do you use**  
War Memorial hall once a week at 1pm for an hour

**Activity Details:**
Exercises that covers mobility and fall prevention; this covers members of the Stroke Club of Rangiora clients from the Parkinson and MS society; GP referrals; Arthritis referrals and local seniors.

**Do you charge fees for your activity? What is the fee**  
$5 if possible but I would never turn anyone away. I have also spent many hours trying to get help with transport for this group but been unable to obtain that which unfortunately means that only people who have transport can attend.

**What does your group do with any income or profits generated from your activity?**
There is no profit there are many weeks when it doesn’t even covers my petrol, insurance ( this is a very high risk group which also does not allow for me to deal with too many at a time hence the small numbers but I need to keep the price low so it is accessible for this vulnerable group of our local population ) It never covers my time but I have skills that I want to share but I do not want it to costs me as I would like to carry on providing this service.
Please detail why your group should be exempt from the new facility hire rates?

This group was set up as a way of providing Rangiora’s senior population (in conjunction with the Council) to ensure we are offering a service as part of the ‘injury prevention’. The budget for the council at the time of set up for Fall Prevention was very low. As a way of supporting this area of need it was suggested that a council room could be provided. It was finally offered at a rate of $6 a session. (In the past before the increase I have always pointed out why the class is able to be offered at such a reasonable rate and a great ratio client to instructor.

Members of the North Canterbury Stroke club are not charged and the Club reimburses for attendance.

I have been accredited with the new ACC Strength and Balance providers, under Live Stronger for Longer project; which means locally we can offer this very important service which helps keep our senior population at risk in their own homes.

I would like to give you an example of why it is very important that this service is still able to be offered. On Friday the 28th (the day before I am writing this in actual fact) a man (with advanced Parkinson) arrived (I did not know him or that he was coming) hanging on to his wife’s arm; his face is frozen at times, he dribbles fully, his walk is very affected he freezes in movement and has no balance. At the end of the class when his wife returned he was smiling and had freed up and had tears in his eyes. These moments are why I am asking you to please help me to keep providing this life line to these amazing people.

Thank you for your consideration.
Dear Simon,

I am writing to you as Treasurer of the North Canterbury Academy of Music, "NCAM".

Currently, NCAM has a lease with the Waimakariri District Council for the use of the studios in the Rangiora Town Hall. We negotiated the rate for the use of these spaces prior to the opening of the upgraded facility in 2014.

The terms of our current lease are:

Four meeting rooms, Studios 1-4, for 36 weeks per annum:

- Monday 3.30pm to 7.30pm
- Tuesday – Thursday 3.30pm to 6.30pm

The base rental is $5,750 incl GST per annum based on 100-124 students. This is to increase by $57.50 for each additional student above 124 students.

Unfortunately, despite our best endeavours, our student numbers have not increased, a huge disappointment, and our payment has remained at $5,750 during our contract.

The lease stipulates that use outside of the above hours will require booking of the space, where standard booking fees will apply. You will be aware that recently the cost of renting the meeting rooms has doubled from $11.50 per hour to $23.00.

This year many of our existing students have, instead of signing up for class lessons shared with other students, opted for individual 30-minute lessons. This has resulted in NCAM using the studios for longer than our current lease hours.
We have discussed our current situation yourself and are now familiar with the new online booking system but the unknown at present is the rate we will be charged for any use outwith our lease. We would very much like to request that we continue to pay for extra time at the same rate as our lease, or at worst, at the old rate of $11.50. The increased charge of $23.00 would create a huge hole in our reserves and would certainly not be sustainable should the need arise in future years.

With this in mind, our current lease is due for renewal on 20 April 2019. We would like to request that our hours are increased to 7.30pm each evening and that our rate remains as is. I know that other users of the Town Hall hold their committee meetings and annual AGM free of charge and would request the same for NCAM; we only have four committee meetings a year.

I would be happy to meet with you to discuss our situation and welcome your advice.

Kind regards

Eileen Palmer
Treasurer
Waimakariri District Council  
Community Facilities Fee Exemption Application

Group Name: Youth SPACE  
Date: 25/9/2018

Contact Details:

What is the legal status of your group?
- Charitable trust

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
The Green Room (upstairs in the Town Hall building).

Activity Details:
- Provide a brief description of your activity
Youth SPACE is the Idea Services (IHC) youth programme, and functions as a learning and development service for youth with an intellectual disability. We are a person-centered, strengths-based programme focused on assisting our attendees to develop skills for increased independence, community participation, and general life skills.

Do you charge fees for your activity? What is the fee?
- Provide details about the fee’s you charge for your activity.
Youth SPACE is funded by disability support services funding via a combination of Ministry of Health, Ministry of Social Development, and Ministry of Education funds.

What does your group do with any income or profits generated from your activity?
All funding received by Youth SPACE goes towards the running and operating costs of our programmes.

Please detail why your group should be exempt from the new facility hire rates?
- Include details of the amount of fee exemption you are requesting
As a service running in the disability support sector, ensuring we are able to make our programme as accessible as possible is one of our top priorities. After trying several locations in Rangiora, The Green Room in the Town Hall complex has worked best for our young people. It’s size, resources, proximity to bus routes, and central location have all proved very well suited to how we function.

Youth SPACE runs in a number of locations in the Christchurch, North Canterbury, and Selwyn areas. One of our other groups also hires a council facility, and is charged a rate of $10p/h. Whilst we understand that individual councils operate separately, this facility is extremely similar to The Green Room, and thus we believe a similar hire rate would be fair. This would not only afford us a level of consistency in terms of budgeting across similar groups, but would also demonstrate the Waimakariri Council’s commitment to supporting youth, disability services, and accessibility in their region.
Waimakariri District Council  
Community Facilities  
Post July 2018 Fee Exemption Application

Group Name: Oxford Homeschool Playgroup  
Date: September 13, 2018

Contact Details: Andien Holland

What is the legal status of your group?
- Charitable trust, incorporated society, non-profit organization, informal group, other
- Non-profit Community Group (social)

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
  - Pearson Park Pavilion  
  - Fortnightly  
  - 3 hours

Activity Details:
Provide a brief description of your activity. We are a group of families who have worked together to create a supportive environment dedicated to fulfill the needs of all homeschooling families in the Oxford and surrounding areas. We provide free play, organized activities such as crafts and games.

Do you charge fees for you activity? What is the fee?
- No/Yes: We ask families to contribute $40 per term or $10 per session if they'd rather come casually.

What does your group do with any income or profits generated from your activity?
- There is no income or profit. Money from activity is strictly put back into the group. It pays for hall hire ($35 per session), art/activity supplies, cleaning products.

Please detail why your groups should be exempt from the new facility hire rates?
- We are a group of homeschooling families with the desire to build community around our families in Whanganui. We would like to not have to ask so much of our families to run the group. We don't want anyone who may not be able to afford a fee to cover the hall to feel excluded. It would be wonderful if we could run our one of a kind local homeschooling community group in an ‘Affordable to all’ manner. There is nothing else that caters for our children's needs in the local community.

Please help us!

Thank you for your consideration!
1. SUMMARY

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

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

Attachments:

i. Minutes of the October meeting of the Waimakariri Health Advisory Group (Trim # 181108131744)
ii. Minutes of the September and October meetings of Waimakariri Youth Council (Trim #s 181002114167 and 181108131750)

2. RECOMMENDATION

THAT the Community and Recreation committee:

(a) Receives report No. 181108131768
3. **BACKGROUND**

3.1 This report covers key activity against priorities in the three areas for a safe, healthy, resilient district:

- Safe Communities
- Connected Communities
- Empowered Communities

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

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

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

4. **ISSUES AND OPTIONS**

4.1. **Migrants and Newcomers**

4.1.1. **Monthly Migrant information ‘Drop –Ins’**

Monthly ‘new resident’ drop-in sessions have been re-established, starting this month in the Rangiora Library. Similar sessions were offered about four years ago, led by Social Services Waimakariri, in collaboration with the Rangiora Newcomers Group, Libraries and Citizens Advice Bureau. Several of our Migrants Group members commented on how useful they had found them when moving here. In response, the group have decided to resurrect them as a means to support migrant newcomers with the settlement process. A number of members are bilingual or multilingual. Those skills will be useful in providing a welcoming and inclusive face to the initiative.

4.1.2. **English Language Classes**

Weekly English Language classes continue in Rangiora, Woodend and Kaiapoi. We now offer three options: Everyday (Conversational), Beginners and IELTS (Work Ready), a requirement for obtaining a work visa. Attendees are from Serbia, Russia, China, Japan, The Philippines, Colombia, India, Switzerland, France, Thailand and Hungary. Classes are available at a heavily subsidised rate, thanks to funding from Office of Ethnic Communities and Adult Community Education (ACE) funding, through our association with Hagley College.

4.1.3. **Cultural Competency Training for Council staff and Community Partners**

An understanding of different work cultures is an important aspect of creating a productive multicultural workplace. Staff recently hosted an Intercultural Seminar,
which gave practical advice and tools to help with workplace relations and integrating newcomers.

Twenty Council staff enjoyed engaging presentations, including discussion about how difficult it can be for migrants to understand our ‘ways of being’, let alone a language that is so full of colloquialisms.

Migrants Group Chairperson Bob Balanos introduced the Migrant stories video, which presented moving accounts of the challenging experiences of local Migrants, settling into New Zealand lifestyles. Staff from Immigration New Zealand provided an overview of changes in their service, current visa requirements and the supports that they can offer new migrants.

Feedback was most positive and we are considering offering these workshops more widely, given their relevance to employers across the District.

4.1.4. Waimakariri ‘Migrant Stories’ National-Level Attention

A recent edition of Immigration NZ’s Settlement ACTIONZ newsletter profiled the Waimakariri Migrant Stories video project. The article included reflections from Project Leader - Ronel Stephens, which mirrors a key theme, noted by Steve McGill, General Manager, Settlement, Protection & Attraction

“In a 2017 international HSBC survey of expats, New Zealand comes in at number 16 for "making friends", with Australia at number 23. In an online video commissioned by the Waimakariri District Council, not one of the migrants who is interviewed regrets having made the move, but they all say making friends has been hard – to the point that one says she worried that something was wrong with her.”

It is good to see positive and far-reaching results from the sharing of your stories. We hope that this creates a ripple effect that will continue throughout New Zealand.

4.2. Family Violence Prevention

4.2.1. Violence Free North Canterbury (VFNC) – Training for service providers

Violence Free North Canterbury recently hosted a two-hour training session, tailored especially for lawyers. Local Senior Constable Chris Hurring and Social Worker Celine Donovan, both members of the Violence Free North Canterbury network, presented this informative session, which covered the new Police processes for their ‘Safer Whanau’ and ‘5F’ family violence education and support programmes, along with the Family Violence Death Review Committee Recommendations.

Thirteen lawyers attended the training. Feedback was most positive. There was 100% agreement that the training added to their current knowledge and was thought provoking. Organisers were particularly encouraged by evaluations that showed that 75% of attendees agreed it had increased their understanding of victim experience.

An additional benefit of the event was the opportunity to promote the willingness of local agencies, especially Police, to offer advice and support to anyone, including lawyers, who are working to increase an individual’s safety.
4.3. **Suicide Prevention/Wellbeing**

4.3.1. **WaiLife Suicide Prevention Steering Group**

WaiLife Suicide Prevention Action Group have updated their Annual Action Plan. Key areas for consideration included the recently released Coronial Service statistics for our District, concerns regarding follow-up for people discharged from the Emergency Department following a suicide attempt and the doubling in the number of calls to Lifeline nationally the day after TV Presenter Greg Boyd’s death.

The group welcome a new partner, Rural Support Trust. This organisation have agreed to work alongside WaiLife to coordinate the delivery of the AEIOU Introductory Suicide Prevention Talk to rural support agencies and groups across the District. The ‘AEIOU’ acronym relates to the following model get people equip people to identify risk, to ask the question and to provide appropriate assistance.

- **Ask** about their experience – direct is best! The person should be 100% clear what you’re asking.
  
  “Have there ever been times when you’ve thought about killing yourself? Do you mind if I sit and talk with you about it”
  
  “How recently was the last time you had those thoughts?”

- **Ensure Immediate Safety** – if there are current thoughts of suicide.
  
  Remove the means. (E.g. firearms, medication, etc.)
  
  “This is important, and I think we need some extra help with this. I’ll stay with you until we can find someone else to help.” – Use professionals.

- **Identify Issues** – explore what might have led to thoughts of suicide, and identify strengths.
  
  “What are some of the things that make you feel that way/like ending your life?”
  
  “Are there things in your life that give you hope?”
  
  “It sounds like you were actually showing a lot of care toward the other person, even though they didn’t see it that way.”

- **Observe** – look out for changes in activity/personality, and possible anchor points to life.
  
  “So you mentioned you’ve been drinking a lot more recently / I’ve noticed you not coming around as much anymore / Sounds like you haven’t had much sleep this week / You gave away your card set – I know that meant a lot to you?”
  
  “Who have been the most important people/places for you so far? What would it take to reconnect with/visit one of them?”

- **Utilise Supports** – connect to support people, both personal and professional, identify coping strategies
  
  “What are some things that have helped you keep chill/brighten your day in the past?”
  
  “Is there anyone in your life that you trust to talk about this stuff with? Let’s figure out what you might say to them when you see them next”

The WaiLife group recently received a donation from a local resident, bereaved by suicide. This will cover projects delivery costs for ‘AEIOU’ talks to groups across the District, particularly targeting adult men. The aim is to strengthen our community’s response for this high-risk group.

The first of these talks was presented to an audience at the Anytime Fitness Gym. For some people attending, the talk offered timely relief and a link to support services. In response to positive client feedback, gym management have invited WaiLife back to redeliver the ‘AEIOU’ message to its members.

4.3.2. Breeze Walking Festival - Wellbeing Walk

A ‘Mental Health Awareness Week’ initiative, the Waimakariri ‘Allright? Amble’, was recently held in Kaiapoi. Participants were encouraged to engage in a range of interactive activities that centred on the Mental Health Foundation’s ‘Five Winning Ways to Wellbeing’. The aim was that people consider how they could build these simple wellbeing guidelines into their daily life. Volunteers from WaiYouth and Youth Council designed and manned activity stations along the riverbanks.

The event also provided an opportunity for Kaiapoi residents to consider how their local environment affected their sense of wellbeing and a banner was created, gathering their thoughts about what made Kaiapoi and our District special. Many comments referred to positive developments in the Town Centre and the rebuild of Kaiapoi. Participants enjoyed the activities, in spite of the chilli conditions.

4.4. Youth Development

4.4.1. Youth Development Strategy Review

Youth Council have approved a final design Youth Strategy. Content has been finalised and the full document will be approved at the November Youth Council meeting. Youth Council representatives will present the draft strategy for adoption at the December meeting of the Community and Recreation committee.

4.4.2. Youth Council Update

Andrew Besuyen, Youth Council Co-Chair, stepped down at the October meeting. Andrew has been a key part of the group for the last three years, making a significant contribution to Youth Council and the community in general. He leaves us after accepting an internship at the Reserve Bank. This is a significant achievement. Andrew has provided excellent leadership over the past three years. We are sure that he has a bright future ahead of him and wish him the best in his future endeavours.

Staff from the District Regeneration Team spoke at the September Youth Council meeting about their recently developed and planned projects. As a result, the group will provide their ideas and feedback, so that Kaiapoi regeneration developments are viewed through a ‘Youth Friendly’ lens.

4.4.3. North Canterbury Youth Services Network

As part of work to re-establish and refocus the North Canterbury Youth Services Network, staff have pulled together a schedule for the coming year’s meetings. The schedule also acts as a platform to keep local youth service providers up to date with coming events relevant to local young people and to their work.

The next Youth Services Network meeting will focus on youth spaces. Thereafter staff will facilitate these meetings on a quarterly schedule, in different locations across the District.
4.4.4. **Regional Youth Awards**

Members of Youth Council joined Councillor Kirstyn Barnett and local MP Matt Doocey at the recent Youth Awards in support of local young leaders Thomas Robson and Zoe Loffhagen, who received Excellence Awards for outstanding leadership.

4.4.5. **WaiYouth Centre Stage 5**

Centre Stage 5 took place at Rangiora Town Hall on Friday 26 October. With this being its 5th year, Centre Stage is very much a youth-led event. The WaiYouth team did a superb job of planning, organising and executing this well-recognised local event. This year’s show featured 18 local young people singing, dancing and playing their instruments to compete for a first prize of $1000, funded through Rata Foundation. It displayed some of the outstanding talent that we have in our District. Photos can be viewed at [https://www.facebook.com/WAIYouth/](https://www.facebook.com/WAIYouth/)

Centre Stage continues to attract a good sized and highly engaged audience. WaiYouth would like to extend their thanks to everyone who participated and contributed to the event, including Councillor Kirstyn Barnett, who was one of the multi-talented judges.

4.5. **Access to Transport – Mentor Driver Licensing Programme**

The success of the local ‘U-Drive’ mentor driver licensing initiative, and word of a potential District-wide rollout, recently caught the attention of Salvation Army. They have subsequently agreed to work with the planning group to support and fund a Rangiora-based programme. Police and Salvation Army programme coordinators are now working with Oxford Community Trust on incorporating their programme with a recently developed New Zealand Transport Agency/Salvation Army pilot. This is a most positive development.

4.6. **TimeBank Waimakariri**

Following on from their September launch as an incorporated society, the TimeBank Waimakariri Management Committee have been dedicately working to progress the pilot project.

Chairperson Ruth Zayner was pleased to announce the appointment of Lee Lawrence to the role of Coordinator. Lee was very involved with the start-up of the Hurunui TimeBank
and has strong community work experience. The Committee have been finalising a promotional brochure, members handbook and work plan for the Coordinator. Lee commenced the new role in late October and has been making connections with Coordinators of the other Canterbury Time Banks.

Presbyterian Support are providing direct supervision, a workstation and a laptop, as well as assisting with the recruitment and induction processes. Council’s Community Development Facilitator will continue to provide support for the committee throughout the six-month pilot stage. The pilot promotion is focussing on the Rangiora area; however, residents from across the District are welcome.

Approximately 30 people have already indicated their interest in joining the TimeBank. Two orientation sessions are planned for November to get these keen members started. An introductory information session will also be held on Tuesday 20 November at 7pm at the Rangiora Town Hall.

4.7. Community House Steering Group

There was good turn out and a high level of engagement at a recent Community House discussion forum and presentation. Over 50 attendees provided good representation from across the various sectors and demographics in our District.

Octa Project Group, who have been engaged to prepare a feasibility study, presented the draft concept and options for location. Feedback was collated for discussion with the Steering Group.

With the Feasibility Study now complete, discussions are underway with key partners. The Steering Group Chair will present as a delegation at the December or February meeting of the Community and Recreation Committee.

4.8. Connecting Residents

4.8.1. Supporting Residents’ Groups

Support continues for the work of Pegasus Residents Group, Woodend Community Association and the Cust Community Network. These groups have all attracted new members to committee roles and are busy with recruitment and a range of community projects. These include:

- Woodend Lions’ War Memorial
- Woodend Beach Area Project, in consultation with Council’s Greenspace Team
- Cust Community Pantry
- Speed around Cust Village
- Potential Renovation of Cust Community Centre
- Cust Recycling Project
- Pegasus Community Centre decoration in collaboration with Pegasus School
- Pegasus Community Christmas Eve ‘Carols by the Lake’ event in collaboration with Vineyard Church and the Invisible Choir
- Creation of a Pegasus Town Map
- Gladstone Dog Park access.

Staff have also been supporting the Developers at Silverstream with planning and resourcing for some events aimed at connecting residents across the development. They have been linked with various Kaiapoi agencies and Community Board members and staff have provided resources for their “meet your neighbour evening”. They have booked the community trailer for a duck race and family fun day, around the stream that runs through the development.
4.8.2. **Facilitating Across-Sector Collaboration**

Twenty-four agencies attended the Kaiapoi Community Networking Forum. New attendees included Male Survivors (of sexual abuse) Canterbury, Pegasus Residents Group, Enabling Good Lives and Workbridge. Canterbury Community Law provided input from a legal perspective. The Rangiora forum attracted 25 representatives from a range of local and regional agencies.

Issues tabled, included:

- An increase in hardship across the District. (Related to food security, cost of rental housing.)
- Concern from a rural social worker that three of her clients have shifted from depression to suicidal ideation.
- Increasing complexity of client cases.
- Hardship and ongoing challenges to find housing for people; including the homeless and older people looking to for board as an affordable housing option.

These fora are a great platform for introducing new people working in our community, identifying issues and facilitating connections. This is often the starting point toward addressing issues or making the most of opportunities for improved service provision for our District. Consistently high turnout is indicative of their success.

4.8.3. **Social Inclusion Initiatives Group**

The Social Inclusion Initiatives Group has increased its connection with real estate firms, inviting their participation in the distribution of ‘Welcome to Waimakariri’ bags.

Local schools have returned another 250 individually decorated bags. Demand remains high for this resource and we continue to receive feedback about how touched new residents are at receiving such a personalised welcome.

Alongside the Welcome Bag initiative, the group is distributing its ‘Staying Socially Connected’ and ‘Looking Out for Each Other’ resources. Person to Person Help Trust are using these at their popular Café Clinic evenings at the Rivertown Café in Kaiapoi. These ‘clinics’ are a collaboration between Person to Person Help Trust and local businesses and organisations. The aim is to educate the Kaiapoi Community about a range of issues that affect them.

4.9. **Supporting our Ageing Population**

4.9.1. **Age Friendly Community Project**

The Council Staff Advisory Group for the Waimakariri Age-friendly Project met recently to begin the discussion on their role, working alongside the Community-based Steering Group. Councillor Kirstyn Barnett has joined the Council group, who are keen to contribute from their respective fields of expertise.

An Office of Seniors’ ‘Discussion Document and Conversation Guide’ has been widely distributed to community and residents groups, networks and advisory groups. The intent is to encourage local feedback on the potential development of a national strategy for an Ageing Population.
4.9.2. **Active Ageing: ‘Live Stronger for Longer’**

Staff continue to support an ACC and Sport Canterbury initiative to increase the number of older people accessing strength and balance classes in our region as a falls prevention measure. A number of new providers have joined the ‘Live Stronger for Longer’ programme by becoming accredited providers. This means that they will feature on a national database and receive referrals from the community and primary care.

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4.10. **Safe Communities**

4.10.1. **Sustainable Development Goals and Safe Communities**

Staff participated in a recent workshop, hosted by the Safe Communities Foundation, NZ. The workshop covered the history and purpose of the United Nations Sustainable Development Agenda and the role of local government in achieving the 17 global goals agreed for the year 2030.

Local government are viewed as catalysts of change; and the level of government best placed to link the global goals with local communities. A number of these goals relate directly and indirectly to the injury and violence prevention work of our Council.

The presentation included an overview of New Zealand’s social performance as of 2017, highlighting affordable housing, suicide rates and greenhouse gas emissions, as areas in which NZ is underperforming in, relative to its financial wealth.

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

The Community Team Manager has been engaged in a Steering Group aimed at identifying opportunities to increase the capacity and capability of the national Safe Communities Network. It is anticipated that the work of this group will result in increased support and resourcing for Safe Communities.
Additionally, it is hoped that it will also involve an intentional addressing of issues around quality and accessibility of data, along with a review of a very data New Zealand Injury Prevention Strategy.

4.11. **Waimakariri Health Advisory Group (WHAG)**

4.11.1. **Terms of Reference Review**

This group has reviewed its Terms of Reference and is considering its role in the community. The group will approve the updated document at its December meeting, before seeking Community and Recreation Committee approval for its adoption.

4.11.2. **Partner Survey**

The results of a recent stakeholder survey were presented, reviewed and discussed at the group’s October meeting. Several issues and opportunities were identified and these will provide a basis for the setting of priorities for the 2019 calendar year.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Through its various working parties, project coalitions and steering groups, the Community Team has established and maintains an in-depth working knowledge of the Waimakariri District and the physical, socio-economic and environmental factors that affect the quality of life of our residents. Collectively collaborating with well over 300 community, business, education, government and non-government stakeholders, the Community Team facilitates a community-led approach to its work.

5.2. **Wider Community**

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

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

There are no significant financial implications for Council in relation to the content of this report. However, Community Team staff will assist with the acquisition of external funding for some of the key projects that are under development:

- Youth Housing
- Community House
- Empowerment-based Family Violence Programme

6.2. **Community Implications**

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

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

6.4. **Health and Safety**

Health and Safety considerations are included in planning.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

N/A

7.3. **Community Outcomes**

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

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

7.4. **Delegations**

None

Tessa Sturley
COMMUNITY TEAM MANAGER
**MINUTES OF A MEETING OF THE WAIMAKARIRI HEALTH ADVISORY GROUP**  
Held at 5.30pm  
on Tuesday 2 October 2018 at the Rangiora Service Centre: 215 High Street, Rangiora

**PRESENT:** Cathie Sinclair, Tessa Sturley, Vicki Lucas, Mary Connors, Rosie Khan, Suzanne Salton, Dan Gordon, James Ensor, Lorna Martin, Eris Le Compte (minute taker).  
**APOLOGIES:** Phillip Redmond, Carol Glover. James Ensor (late arrival).  
**IN ATTENDANCE:** Nicola Trolove: Community Development Facilitator

<table>
<thead>
<tr>
<th>Item#</th>
<th><strong>Suicide Prevention</strong></th>
</tr>
</thead>
</table>
| 1.    | Nicola distributed a letter written on behalf of the WaiLife Suicide Prevention Action Group re clarification around the follow-up process for discharged suicide patients in the Waimakariri area.  
There has been a 20% increase in suicide attempts in New Zealand over the past three years. The committee discussed possible ways forward on this issue and working with related groups in the North Canterbury area. Dr Lorna Martin is concerned about the lack of particularly younger people who are not registered with a GP, and it was suggested that an attempt be made to reach out to employers etc. to help people to enlist with a GP. Other suggestions were put forward including an education programme on suicide for people at risk; canvassing local pharmacies; setting up a pilot programme through the Emergency Department at Christchurch Hospital.  
**ACTION:** Nicola will present discussions from the WHAG meeting to WaiLife Suicide Prevention Action Group. |

2  
CONFIRMATION OF MINUTES TUESDAY 7 AUGUST  
Minutes were confirmed as an accurate record of the August meeting.  
**Moved:** Vicki Lucas  
**Seconded:** Lorna Martin

3.  
**MATTERS ARISING FROM PREVIOUS MINUTES**  
3.1 Greypower has been added to the WHAG survey list.  
3.2 Jan Pentecost has been added to the Presbyterian Support Older Persons distribution list.  
3.3 Survey Results (see Item 6 below)
### 4. CORRESPONDENCE IN

#### 4.1 Alcohol Submissions
Two off license submissions were received. One from The Mediterranean Café, Rangiora. The committee agreed that no comment was needed. There was no objection from either the Police or public for the Oxford submission as it is an existing business.

- **Moved:** Dan Gordon
- **Seconded:** James Ensor

### 5. CORRESPONDENCE OUT

None

### 6. SECTOR SURVEY RESULTS

Tessa presented results of the survey to the group, details below:

#### Positives
- There are good medical centres in the district with good general practitioners
- Good culture services
- After hours is working well
- A good supply of volunteers within the district which is also working well

#### Room for Improvements
- Wait times for some services
- Improvements in the area of mental health
- More services to be available without having to travel to Christchurch
- A lack of timely mental health services
- The elderly not sure what they are entitled to or what funding is available
- After hours medical centres
- Access to GP’s and the cost

#### ACTIONS REQUIRED:
- More information and communication needed for aged people
- Look into funding a publication
- Identify people’s requirements and bring to WHAG meeting for discussion
- Census data will be out in November
- Check on access to respite care
- Promote the Health Advisory Group
- Invite Carolyn from DHB to speak at WHAG meeting early next year re after hours service
- Tessa to follow up accessibility at retirement homes with the Access Group

### 7. TERMS OF REFERENCE CHANGES

Membership is being reviewed along with three year appointments
8. MEMBER UPDATES

8.1 RCPHO and Health Promotion

Rosie Khan

- The Kaiapoi Café Clinic has been introduced – a health promotion success story and another session will be held early next year. RCPHO organised a physiotherapist and dietician to speak at the event.
- RCPHO have recently employed a Pacific Island Navigator who supports the Whanau Ora and Practice Navigator roles. Pasifika Navigator will receive referrals from our General Practices through the PHO website.
- Dr Lorna Martin is providing GP support at Rangiora High School.
- Additional Mental Health support is now in the Hurunui area.
- Telehealth rollout is being progressed.
- School Nurse appointment in Cheviot is almost complete and should commence after the school holidays.
- Planning is underway to start a Breast Feeding support group in Amberley.
- Next Appetite for Life course will start in Rangiora in October.
- There is a competition under way for pupils at Kaiapoi High School to provide signage in the new Health Unit.
- Referrals for RCPHO practices to primary health are steady.
- RCPHO is employing an Integrated Community Mental Health Specialist in the Hurunui district.

8.2 Midwifery - Rangiora Hospital

Suzanne Salton

- Trying to get a second midwife appointed.
- Changes with convalescent beds no longer supplied.

8.3 Older Persons’ report via email

Vicki Lucas – Presbyterian Support

1 October Presbyterian Support report

- International Day for Older Persons celebration and entertainment was held at Rangiora Showgrounds Rugby Club rooms on 24 September with a very positive feedback. This is run by a local committee – mainly PS staff and is open to more wanting to help on the committee for next year.
- Older people are on a waiting list for Waimakariri council accommodation. Valda Reverley (Abbeyfields representative) has been investigating with WDC the notion of having an Abbeyfield in Waimakariri district. Abbeyfield provides a quality of life for older people through affordable housing and companionship. More information to follow.
- Concerns about theft for older persons residents. Age Concern Canterbury, along with Canterbury Police, Neighbourhood Support, Fire Emergency and Civil Defence will be running the Home and Personal Safety Courses. This course got into the finals of the ACC awards. Information is to be passed around the networks. Research show that mature people have a fear of crime rather than actually being a victim. Many old people do not have laptops, sound systems, TV’s etc. that are the choice of burglars. However, jewellery is a big issue for the elderly and it is best not to be kept in the bedroom.
- Madeleine Burdon has started a steering committee to set up a Waimakariri plan on age friendly communities. Vicki Lucas and Miles Jackson are on this committee.

8.4 Councillor Representative:

Dan Gordon
Nothing new to report this month.

Allied Health  
No news to report on Allied Health  

GP Update  
Dr Lorna Martin
- Lorna has not yet had a chance to talk with Sarah so she is unsure of the updates.
- Eighty people attended the International Day for Older Persons event at the showgrounds
- WDC has been approached re the possibility of an Abbeyfields in the district
- Age Concern have notified of various thefts from the elderly.

Oxford-Ohoka  
James Ensor
James is working with the council on the Health Board signs.

GENERAL BUSINESS
Copies of the Community Team Annual Report are available.

Zone Committee Water Consultation  
James Ensor
The Zone Committee will put forward a submission on water consultation at Eyrewell Forest.
ACTION: Tessa Sturley to circulate information on submissions.

Meeting closed at 7pm

Next meeting:
5.30pm on Tuesday 4 December 2018 at the Rakahuri Rooms, Rangiora Service Centre

Chair

Date
### MINUTES OF YOUTH COUNCIL (YC) MEETING
**Held in the Committee Rooms, Rangiora Service Centre, WDC, High Street, Rangiora at 7pm Tuesday 25 September 2018**

| 1. Present: | **Andrew Besuyen** (Co-Chair), **Ellie Tizzard**, **Caitlin Tipping**, **Jacob Harford**, **Olivia Silby**, **Alex Jackson**, **David Ayers** (WDC - Mayor), **Eris Le Compte** (Minute Secretary). |
| 3. Apologies: | **Kirstyn Barnett** (WDC - Councillor), **Sam Redman** (WDC), **Arabella Jarman** (Co-Chair), **Stella Graydon**, **Katie Lange**, **Dan Gordon** (WDC Councillor). |
| 4. Recovery Plan for red-zoned area in Kaiapoi | **Michelle Flanagan**
Michelle explained the recovery vision for red zoned areas in Kaiapoi and is looking for ideas/input for consultation. Feedback is required to be placed with the Regeneration Team before 3 November. Andrew/Sam hope to arrange a group meeting prior to 3 November. |
| ACTIONS: | Ideas and feedback to either Andrew or Sam before 3 November please. |
| 4. Mayor David Ayres | Up for discussion is the Draft Zone Implementation Plan Addendum covering surface water in streams, ground water, native species, plants, farming practices. Also discussions for future planning around climate change and coastal communities.
Meetings continue between the three councils of Christchurch, Selwyn and Waimakariri around the future growth between the three areas. |
| ACTIONS: |  |
| 5. Vision for Youth Development Strategy | **Andrew Besuyen**
Andrew is to liaise with Sam re young people of the district engaging in activities and it is hoped to arrange another meeting of the working group preferably before 9 October. |
| ACTIONS: | Andrew and Sam to liaise. |
| 6. General Business | **Hoodies**
Andrew will check with Sam as to where the hoodies are at. |
**Youth Council Defence Hui**
Andrew Besuyen
This is being held in Christchurch on 12 October. One person from each youth council has been invited to attend. Contact Andrew if interested. |
| ACTIONS: | Andrew
Expressions of interest to Andrew/Sam |
**Sustainable Transport Meetings**

Being held at Ara Institute of Canterbury Thursday 27 September between 4.30 – 8pm. Contact either Sam or Andrew if transport required.

**Volunteers required**  
Andrew Besuyen

Volunteers are required to man activity stations at an event at Trousslet Park, Charles Street, Kaiapoi on 14 October between the hours of 10am – 2pm. Further information from Nicola Trolove at the Waimakariri Community Team. Contact Andrew if interested in helping with this.

**Volunteers for Youth Grant**  
Andrew Besuyen

A volunteer is required to sit in on interviews for the above grant. Two dates are involved; 1 October and 17 October. These interviews are to be held in the Rangiora Council rooms. Caitlin possibly expressed an interest in helping.

**Transport Submissions**

Submissions for the Regional Transport Plan are to be ready by next meeting.

---

**Meeting closed at 7.47 pm**

**Next meeting** on Tuesday 30 October 2018 at 7pm in the Rakahuri Room, at the Rangiora Service Centre.
# MINUTES OF YOUTH COUNCIL (YC) MEETING

**Held in the Committee Rooms, Rangiora Service Centre, WDC, High Street, Rangiora at 7pm Tuesday 30 October 2018**

## 1. Present:

Sam Redman (WDC), Andrew Besuyen (Co-Chair), Ellie Tizzard, Caitlin Tipping, Jacob Harford, Olivia Silby, Benya Ickenroth, Katie Lange (late arrival), Dan Gordon (late arrival), Eris Le Compte (Minute Secretary).

## 2. Apologies:

Kirstyn Barnett (WDC - Councillor), Mayor David Ayres, Arabella Jarman, Stella Graydon.

## 3. Waimakariri Youth Development Strategy:

Sam Redman

Sam circulated some draft design documents for the Youth Development Strategy booklet and asked for opinions. Andrew suggested the Waimakariri Youth Council logo be incorporated. Sam has researched statistics from the census data relating to the 12-24 age bracket and gender within the region. It is planned to look forward for the next ten years and what goals should be aimed for.

Andrew will arrange to set up a survey on line – Google.doc – where items and suggestions can be added with a brief description of each theme. To be completed by the end of this week if possible.

Sam thanked the working group for their input into this document.

**ACTIONS:**

Sam/Andrew

## 4. End of Year Report:

Andrew Besuyen

A report is to be prepared for presentation to the Waimakariri District Council on the current years activities and engagements that have been attended throughout the year, as well as any worthy item of interest. Sam asked members to forward a brief description to him which can be collated and discussed at next months meeting. He will forward a copy of last years WDC report to council to members as a guide as to what is required.

**ACTIONS:**

Items for End of Year Report to Sam before next meeting on 27 November.

## 5. Dan Gordon WDC Councillor

Dan has recently returned from a trip to China where he attended a Business Corporation Conference. He was very impressed with the current relationship between New Zealand and China.

Chris Brown has been appointed as the new Community and Recreation Manager to the council.

Dan attended the sports awards function last Friday night.

And Dan congratulated Ellie Tizzard on being chosen to
represent the Waimakariri district as a Youth MP.

<table>
<thead>
<tr>
<th>6.</th>
<th><strong>General Business</strong></th>
</tr>
</thead>
</table>

**End of Year Breakup**

Thought and ideas needed on dates, venue and activities. Late November was suggested, with Bowling and a meal as a potential activity. Andrew to put a poll on Facebook.

**Potential Community Hub for Rangiora**

Sam Redman

The Youth Council discussed various ideas for this future development in conjunction with WDC. Sam showed a map and slide of the area adjoining Dudley Park. Dan suggested that a site meeting be held before the next Youth Council meeting.

**Waimakariri Community Age-Friendly Group**

Sam Redman

Sam has been approached by Madeleine Burdon asking if any youth council members would be interested in representing younger people at the next consultation meeting of this potential group on 5 November. It envisages the bringing together of the different age groups. Caitlin could be interested in attending if she is available.

Dan Gordon suggested that it may be a good idea for Madeleine to make contact with Sam Johnson with a view to him speaking at a future meeting.

**Youth Grant:**

Caitlin Tipping

Caitlin has sat in on the first meeting of applicants for this award and will also attend the next interview session in a few weeks. Caitlin said there were some very interesting applicants for this award.

**Hoodies:**

All agreed to go ahead with the hoodies.

**Recovery Plan for Kaiapoi Red Zone**

Olivia Silby

Feedback included a lack of detail in some areas and no provision made for future netball courts. A submission to be prepared to present to WDC. Sam to enquire re the submission time period. Dan suggested liaising with Alan Blackie at WDC.

**Resignation of Andrew Besuyen:**

Due to Andrew moving to Wellington to take up an internship position with the Reserve Bank, he reluctantly said he will not be available to attend Youth Council meetings next year and this was to be his last meeting. However, he would like to keep in touch.

Sam made a presentation to Andrew and thanked him for what he has achieved for the youth council in his capacity as Co-

**ACTIONS:**

| **Andrew** |
| **Sam** |
| **Sam/Caitlin** |
| **Sam** |
| **Olivia/Sam** |

Youth Council | OCTOBER 2018 MINUTES TRIM #181108131750
Chair.
Dan Gordon stated that Andrew had done an excellent job and he also thanked him for the leadership he has shown. Everyone was unanimous in wishing Andrew well for his future years ahead.

Meeting closed at 8.23 pm

Next meeting on Tuesday 27 November 2018 at 7pm in the Rakahuri Room, at the Rangiora Service Centre.

__________________________________________  ________________
Chair                                      Date
1. SUMMARY

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

Attachments:
Not applicable

2. RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No. 181030126776

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

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

3. BACKGROUND

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

4. ISSUES AND OPTIONS

4.1. Aquatic Facilities Attendance

The table below provides a summary of the Aquatic Facilities income from attendances for the 2018/19 year to September 2018.
Recreation Income – Incorporates all casual swim types; adult, child, family etc.

Prepaid Income – This includes all concession and membership card sales.

Programme Income – Learn to Swim, Aquarobics and Schools programmes are all examples of programmes included in this category.

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Dudley Park Aquatic Centre</th>
<th>Kaiapoi Aquatic Centre</th>
<th>Type Total</th>
<th>18/19 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Actual</td>
<td>YTD Budget</td>
<td>YTD Actual</td>
<td>YTD Budget</td>
<td></td>
</tr>
<tr>
<td>Programmes</td>
<td>142,482</td>
<td>182,922</td>
<td>69,987</td>
<td>80,708</td>
</tr>
<tr>
<td>Recreation</td>
<td>50,714</td>
<td>63,922</td>
<td>10,448</td>
<td>14,462</td>
</tr>
<tr>
<td>Pre-Paid</td>
<td>28,266</td>
<td>26,377</td>
<td>12,626</td>
<td>11,738</td>
</tr>
<tr>
<td>Total</td>
<td>221,462</td>
<td>273,221</td>
<td>93,060</td>
<td>106,908</td>
</tr>
</tbody>
</table>

As detailed in the table above, Programmes attendance, which is largely made up of income from our Learn to Swim programme was down on budget. These figures do not yet reflect around $30,000 income from our Learn to Swim - Schools programme, which was invoiced at the end of the school term.

While actual attendance numbers by head count have stayed largely static when compared to last year, this shortcoming is due in part to the impact of the reopening of Taiora QEII, drawing off additional recreation and programmes customers who had no other option previously than to travel to another facility.

We are continuing to develop our advertising and promotion strategy to ensure that it remains current and utilises the appropriate media to reach our audience.

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.png)

All testing at the Aquatic Facilities has met or exceeded New Zealand and PoolSafe standards for year to date.

4.3. **Budget implications following wage negotiations**

Negotiations were recently held between the PSA union, who represent some of the operational staff at the Aquatic Facilities and the Waimakariri District Council, represented by Chief Executive, Jim Palmer, Manager – Organisational Development & HR, Liz Ashton and Aquatic Facilities Manager, Matthew Greenwood.
These negotiations will see an average hourly wage increase of around $1.20 per hour for staff in some of the more front line roles, and will contribute to a predicted overspend in the full year staffing budgets by around $80,000. This is based on our current levels of service and budgeted staffing hours however there is potential for this to change to better reflect demand for services. This is most evident in Learn to Swim, where prior to the term commencing we audit bookings and where possible adjust staff hours to better suit customer demand.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Not applicable

5.2. Wider Community

Our Aquarobics customer satisfaction survey is currently out to our customers. As results were not available at the time of writing this will be included in the December report.

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 September 2018.

<table>
<thead>
<tr>
<th>Aquatic Facilities Budget Summary</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Operational Income</td>
<td>367</td>
<td>435</td>
<td>(68)</td>
</tr>
<tr>
<td>Rates Funding</td>
<td>760</td>
<td>771</td>
<td>(11)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>1,127</strong></td>
<td><strong>1,206</strong></td>
<td><strong>(79)</strong></td>
</tr>
<tr>
<td>Operation Expenses</td>
<td>751</td>
<td>776</td>
<td>24</td>
</tr>
<tr>
<td>Maintenance</td>
<td>46</td>
<td>65</td>
<td>18</td>
</tr>
<tr>
<td>Overheads</td>
<td>149</td>
<td>145</td>
<td>(4)</td>
</tr>
<tr>
<td>Internal Interest</td>
<td>100</td>
<td>103</td>
<td>3</td>
</tr>
<tr>
<td>Depreciation</td>
<td>110</td>
<td>125</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>1,157</strong></td>
<td><strong>1,195</strong></td>
<td><strong>38</strong></td>
</tr>
<tr>
<td><strong>Total Pools Surplus (deficit)</strong></td>
<td>(30)</td>
<td>(11)</td>
<td>(41)</td>
</tr>
</tbody>
</table>
As detailed in the table above the result for Total Income are lower than forecast. As mentioned in 4.1 Attendance, this is due in part to the impact of the reopening of Taiora QEII in the north east of Christchurch and does not yet reflect Learn to Swim – Schools income of $30,000. Furthermore, this is coming off the back of our winter season, which sees increasing participation at our facilities as the weather improves.

Particularly in programmes, we are able to balance some of the reduced custom by pairing back our staff hours, as shown by savings in operational expenses. Our programmes are assessed at the start of each term to maximise operation efficiencies and customer demand.

While this goes some way, the impact is limited, as we need to continue to meet the communities expected Levels of Service and obligations under the PoolSafe accreditation criteria.

6.2. Community Implications

Not applicable

6.3. Risk Management

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

6.4. Health and Safety

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

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Health and Safety at Work Act 2015

Hazardous Substances and New Organisms Act 1996

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

7.3. Community Outcomes

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

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

Matthew Greenwood
Aquatic Facilities Manager
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:   GOV-01-04, LIB-01-04 / 181108131993
REPORT TO:            Community and Recreation Committee
DATE OF MEETING:      20 November 2018
FROM:                 Phillippa Ashbey, District Libraries Manager
SUBJECT:              Library Update to 31 October 2018

1. SUMMARY

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

In addition, a report by Jason Clements, Library Learning Connections Coordinator is provided on the Cultural Exchange he undertook with Waimakariri’s Sister City, Enshi, China in October 2018 and other initiatives between the Waimakariri Libraries and the Chinese community.

Attachments:
i. Nil

2. RECOMMENDATION

THAT the Community and Recreation Committee:

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

3. BACKGROUND

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

4. **ISSUES AND OPTIONS**

4.1. **Customer Service Improvements**

**Rangiora Library, Children’s area**

The Children’s area of the Rangiora Library has recently been rearranged to create more space for library events, activities, class visits, and preschool programmes. The new shelving layout is more open and inviting, the face-out book display catches the eye and encourages users to browse more freely.

A digital screen has been installed to assist with class presentations of e-resources such as Borrow Box, e-audio books, and e-books, Te Ara Encyclopedia, World Book Online, New Zealand Geographic, Tumble Books, and the recently added Story Box Library. The digital screen was utilised in the Kids Fest Family Quiz Night, and will useful in the future for Friends of the Library events and community activities.

**School Library Networking**

The National Library’s Service to Schools hosts meetings for school librarians to help them to upskill and network. Before the earthquakes, there was a strong network in North Canterbury but this energy has dissipated in the intervening years. In an attempt to bring back some collegiality for this group, Waimakariri Libraries hosted a school library network meeting on 28 August at the Kaiapoi Library.

This provided an opportunity for staff from our libraries to network with colleagues from school libraries, to demonstrate public library resources that are relevant for students, and to explore ways that we can collaborate in the future.

**Story Box Library**

Waimakariri Libraries have a new e-resource called Story Box Library, where users can watch and listen to some of their favourite stories read by Australian and New Zealand storytellers.

Reading aloud to children, in particular by diverse and engaging storytellers, greatly improves language and literacy skills, especially in the early years of a child’s development. Story Box Library is intended for use as a complementary form of delivering the precious experience of being read aloud to. This new service has been well received by children and is especially popular during class visits.
Comic eBooks

Waimakariri Libraries have recently added a small selection of Comics to engage young adults to utilise our e-resources. RBdigital Comics brings the best comic titles from major brands to RBdigital mobile apps and browsers.

- Comics display in their own unique collection carousel in RBdigital.
- Search by comic title and series.
- Comics’ checkout and reading options are just like magazines - read through the RBdigital app or online in your browser.

Titles in the current collection include: Captain Marvel, one of Marvel’s most beloved Avengers launched into her own ongoing series. More digital comics will be added in response to customer demand and requests.

In addition to our existing e-magazines available on RBdigital, The Reference and Readers Advisory team have also added the following new magazines to the current subscription: Baking Dish, Boating NZ, Bride & Groom, Cosmopolitan Australia, Food, Juno Magazine, Kiwi Trail Runner, Little Treasures, Nadia, New Zealand Weddings, NZ Hunting World, NZ Rugby World, and Simply You Living.

4.2. Library activities and events

Waimakariri Libraries hosted multiple events in Term 3, with 214 sessions provided, and 3,756 Children, and 1,994 adults in attendance, which equates to an average of 27 people in attendance per session. Highlights included Kids Fest 2018, the Word Christchurch Festival 2018, and several author visits as reported in the 18 September 2018 report.

Te Wiki o Te Reo Māori - Māori Language Week

The Waimakariri Libraries hosted Kapa Haka groups from local primary schools in all three libraries last term to celebrate Te Wiki o Te Reo Māori - Māori Language Week. This year’s celebration saw a record number of tamariki participating in impressive performances, with 97 from Kaiapoi North, 48 from Kaiapoi Borough, 35 from Rangiora Borough, 40 from Tuahiwi, 60 from Ashgrove, and 20 from Oxford Area School. This equates to 300 children from our district engaged in the libraries week-long celebration.

An estimated audience of over 400 people were treated to the beautiful waiata, and powerful haka, including a performance outside the Ruataniwha Kaiapoi Civic Centre, which attracted a large audience of both whanau and members of the public. The theme this year was ‘Kia Kaha te Reo Māori’, which can be interpreted as ‘Let’s make the Māori language strong’.
Conservation Week

New Zealand’s wildlife is in crisis with more than 4,000 of our species threatened or at risk. The species at risk include those that people know, like the Māui dolphin, and those that aren’t well known such as fungi, snails, insects, lizards and fish. All of these species are part of what makes New Zealand unique. When we lose a species, we lose part of ourselves.

The Conservation Week artwork above is of a tīeke surrounded by native species, calling us to help. There are four sectors represented – flora, fauna, freshwater and marine.

The Waimakariri Libraries celebrated Conservation Week with special presentations and activities at the weekly preschool Storytime and Toddler Time sessions in the Rangiora and Kaiapoi libraries.

Mid-Week Stress Reliever

Sahera Laing, a Strategic Intervention Coach and Clinical Hypnotherapist, ran guided meditation and relaxation classes every Wednesday through term 3 at the Kaiapoi Library. They were all well attended, with 8 to 18 participants per session. Attendance was free but the group collected donations, and Sahera raised $262.60 which will be donated to a local charity.

Kiwi Legends Mystery Trails

New Zealand has been the birthplace of many wonderful and inspiring people. Some are household names; while others may fly under the radar. All are legends. Children had the opportunity to test their knowledge of famous New Zealanders in the October school holidays by participating in the new Library Mystery Trail activity.

Library mystery trails are always popular with children, as they learn to navigate their way around the library collection, while having fun. Once participants solve the mystery, they enter the prize draw at the end of the holidays.

102 children enjoyed the activity across the three libraries.
**Book-a-surprise**

Library staff set up a lucky-dip book selection for children in the October school holidays, at the Rangiora, Kaiapoi and Oxford Libraries. A variety of children’s library books were wrapped in brown paper bags and labelled with some clues and age ranges. The idea is that children borrow a book that is a surprise. The books are selected from right across the Children’s collection and provide an opportunity to read something new.

A similar promotion for adults, “Blind Date with a Book” proved to be very popular, and the results showed that avid readers were pleasantly surprised to find new reading material they wouldn’t have discovered otherwise. 283 children participated in the activity, with 72 from Rangiora, 132 from Kaiapoi, and 79 from Oxford.

**Charles Upham Retirement Village Presentation**

Library staff visited the independent and townhouse residents at the Charles Upham Retirement Village recently to give a presentation on library services and resources, including online newspapers, e-magazines, e-books, and e-audio books that the residents can access from their homes, and other services such as Book a Librarian, and Ancestry Library database help.

Residents were also invited to join the weekly Games for Grown Ups’ sessions, available in all three Waimakariri Libraries, and the monthly Movie Mornings in Kaiapoi, which are popular events for the older adults in our community.

**Suffrage 125**

125 years ago on 19 September 1983, women won the right to vote. New Zealand became the first self-governing country in the world in which all women had the right to vote in parliamentary elections.

The Waimakariri Libraries celebrated 125 years of Women’s Suffrage in New Zealand history with themed book displays in our libraries and sharing electronic resources from the Suffrag NZ History website:


**4.3. Customer service feedback**

Library Customer Services Assistant, Beth Tavui, was commended for providing lovely service in the Rangiora Library recently. It was fitting that this compliment should arrive during te Wiki o te Reo Māori when so many library staff were going the extra mile to give life to Māori Language Week. Below is an excerpt of the customer’s feedback:

“I am writing to let you know about a great experience we have had recently when we joined the library. Our whanau has shifted down from the North Island to Rangiora. We knew we were moving into an area with a large majority of European and were not expecting the wonderful reception we received at the Rangiora Library. One of your staff members, Beth, not only greeted us in te reo but also started a
conversation in te reo. With correct pronunciation too. We were blown away... This unexpected experience really made my day and I appreciated the effort made with te reo. It has given us a great first impression of the community of the Waimakariri District."

4.4. **Enshi Cultural Exchange**

Waimakariri Libraries’ Learning Connections Coordinator, Jason Clements, who writes under the pen name Doc Drumheller, recently participated in a Cultural Exchange with Waimakariri’s Sister City, Enshi. Before departing for China he produced a special edition of the literary journal Catalyst, for which he is the publisher and editor in chief. He dedicated this volume of Catalyst to celebrate our connection with China, and our Sister Cities, with the hope that this cultural exchange will provide more opportunities to collaborate with our Sister City, Enshi in the future.

The Chinese feature in Catalyst Volume 15, incorporates photography from Enshi, and these beautiful images compliment the showcase of China’s leading contemporary poets, edited and translated by Bei Ta, the Chinese Director of the World Congress of Poets. The feature includes six photographers from Enshi, and five poets from China, presented in both English and Chinese. The beautiful cover was designed by Caitlin Bovey, from the Waimakariri District Council’s Administration Team.

While in Enshi, Jason enjoyed a tour of the Tangya Tusi Domain with Ms. Qiao Yi, Deputy Director of Enshi Autonomous Prefecture Bureau of Foreign and Overseas Chinese Affairs. Located in the mountainous areas of south-west China, this property encompasses remains of several tribal domains whose chiefs were appointed by the central government as ‘Tusi’, hereditary rulers from the 13th to the early 20th century. Its purpose was to unify national administration, while allowing ethnic minorities to retain their customs and way of life. Tangya Tusi Domain is one of the three Tusi Sites designated by UNESCO as a World Heritage Site.

During his cultural exchange, Jason was accompanied by Lei Lei, also from the Enshi Bureau of Foreign Affairs. He delivered a speech based on the Māori Oral Tradition, which contained his personal mihi, written under the guidance of the late Murray Binnie, who ran Te Reo Māori classes, and the waiata group at the Waimakariri District Council. The speech also included whakatauki, and poems that reference the Māori Culture. He also sang several waiata, including Poi E, Tutira Mai, Hine E Hine, and Po Atarau. He was fascinated to learn that the Tujia Ethnic Minority of Enshi, also have an oral tradition which incorporate songs, and dancing which are vital to their culture, and
ceremonies. The exchange was hosted by Mr. Wei Ji, who is the Headmaster of Enshi Culture and Arts Development Center for Youth and Chair of the Board of Yizhong Education Co. Ltd.

“I am honoured to represent Waimakariri, and New Zealand as a cultural ambassador to Enshi, and feel deeply indebted to Yang Qin Zhou, who worked very hard to help organise this cultural exchange with Enshi. We met earlier this year, when I worked with the Rangiora Library to host a Chinese Community Night, to welcome and help Chinese people meet and communicate with each other, and learn more about the services available for them in Canterbury. Citizens Advice Bureau North Canterbury and Immigration NZ sponsored the event, in collaboration with the Waimakariri District Council and Waimakariri Libraries, as part of the official opening of the Enshi Vision in Oceania photographic exhibition at the Chamber Gallery.” Jason Clements. Waimakariri Libraries' Learning Connections Coordinator.

As part of this trip Jason was also invited to represent New Zealand at several international poetry Festivals, The 38 World Congress of Poets, The 2nd China Suiyang Twelve Back International Poetry Tourism Week, and the Shengze Silk and Poetry Festival in Jiangsu County.

Jason's travel to China was self-funded and his activities as a cultural and literary ambassador were covered by his host organisations. Jason travelled with a letter of introduction from the Mayor but at no cost to the Waimakariri District Council.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

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

5.2. Wider Community

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

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

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

Library activities are being met from within the Libraries' budgets.
The following table summarises the Libraries’ financial position as at 30 September 2018.

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>53,231</td>
<td>34,116</td>
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<tr>
<td>Rates</td>
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<td>921,029</td>
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<td></td>
<td>960,805</td>
<td>955,145</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>435,455</td>
<td>485,045</td>
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<tr>
<td>Maintenance</td>
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<td>118,940</td>
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<tr>
<td>Overheads</td>
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<tr>
<td>Internal Interest</td>
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<td>6,274</td>
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<td>Depreciation</td>
<td>290,220</td>
<td>224,828</td>
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<td></td>
<td>1,042,179</td>
<td>1,016,504</td>
</tr>
<tr>
<td><strong>Surplus/ (Deficit)</strong></td>
<td>(81,374)</td>
<td>(61,358)</td>
</tr>
</tbody>
</table>

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

6.2. **Community Implications**

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

6.3. **Risk Management**

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

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Local Government Act 2002:

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

Subpart 2 - 11A Core services to be considered: in performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities: including (e) libraries…
7.3. **Community Outcomes**
Library activities support the following community outcomes:

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

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

Phillippa Ashbey
District Libraries Manager