Community and Recreation Committee

Agenda

Tuesday 18 September 2018

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

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

A meeting of the COMMUNITY AND RECREATION COMMITTEE will be held in the
WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA on
TUESDAY 18 SEPTEMBER 2018 at 1.00PM.

Adrienne Smith
COMMITTEE ADVISOR

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 24 July 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 24 July 2018, as a true and
accurate record.

4 MATTERS ARISING

5 DEPUTATIONS
6 REPORTS

6.1 Community Team Update to 31 August 2018 – Tessa Sturley (Community Team Manager) 12 - 36

RECOMMENDATION

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)

6.2 Community Year in Review Report – Tessa Sturley (Community Team Manager) 37 - 41

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No: 180906102542

6.3 Aquatic Facilities Update – to 31 August 2018 – Matthew Greenwood (Aquatic Facilities Manager) 42 - 46

RECOMMENDATION

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

**RECOMMENDATION**

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.

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

**RECOMMENDATION**

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

**RECOMMENDATION**

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.

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**
PRESENT

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

IN ATTENDANCE

Councillors K Felstead and J Meyer
Messrs C Sargison (Manager Community and Recreation), J Palmer (Chief Executive), C Brown (Community Green Space Manager), S Kong (Community Facilities Coordinator), M Greenwood (Aquatic Facilities Manager), Mrs P Ashbey (District Libraries Manager) and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES

Nil.

2 CONFLICTS OF INTEREST

Nil.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 22 May 2018

Moved Councillor Barnett seconded Councillor Doody

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 22 May 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATION

5.1 Simon Kong, Community Facilities Coordinator

Mr Brown introduced the Community Facilities online booking system noting that Mr Kong had completed a huge amount of work to make it possible. The project to implement the online booking system had been underway for twelve months and involved Greenspace and Customer Service working alongside Datacom, the Information Technology consulting company which had worked with Council for some time. The system replaced the previous manual system which was logistically difficult to administer and did not suit the modern customer.
Mr Brown commented that the new system provided a better customer experience than any other in the country and already Dunedin City Council had asked for a demonstration of the system. The system provided the customer with more information, more control and the ability to pay online, and it streamlined the administration process. Currently Rangiora and Oxford Town Halls and the Woodend Community Centre were in the system but following the successful pilot, other community facilities would be added.

In order to show the usability of the system Mr Kong went through the website and made a ‘dummy’ booking of the Rangiora Town hall to demonstrate the process and highlight features of the system. He noted that the system was now active on the Council website in the location where information on facilities was found.

While Mr Kong made the booking he highlighted the great photos and ‘pannable view’ of the facilities which had been professionally taken. There was an updated description of facilities, links to external documents, and the available rooms were listed separately with details including rate and capacity. The information available on the system was based on questions asked by customers. Customers could step through a calendar to see when rooms were available. Rooms could be booked in 15 minute increments.

When a booking was made a number of questions were asked and Mr Kong noted that information could be assessed over time. Questions asked included type of event, setup requirements and catering requirements. Through the booking system an automated process started in the background to notify staff. Mr Kong went through the payment section advising payments could be made via a credit card or at a service centre. All existing customers who had accounts had been loaded into the system and would be issued a statement at the end of the month.

Councillor Felstead noted that Councillors when making a public booking did not pay, and asked how this was handled. Mr Kong advised that Councillors could be set up to go through as a staff booking, the same public interface would be used.

Councillor Barnett asked how events that went over one day were handled. Mr Kong advised that situation would require follow-up by customer service, it was difficult to programme the system for all situations. In the situation of an event such as a wedding there was an automated process that requested staff to pay attention to that booking.

Councillor Barnett asked if it were possible to get a quote. Mr Kong advised that could be achieved through making a ‘tentative’ booking at which time a booking summary was produced that could be used when requesting funding. The tentative booking had an expiry date. The cost could also be viewed before confirmation of the booking.

Mayor Ayers asked if possible venues could also be extended to parks, for example for weddings. Mr Brown commented that was possible, and that Mr Kong had worked with Datacom to help ensure that modifications to the system could be completed by staff.

Councillor Doody asked if there would be advertising to show the venues were available for weddings. Mr Kong advised there had been press releases of the new booking system. Under the new system, the venues were much more visible and better presented. It meant that customers would not need to drive to Oxford to look around. Mr Brown noted that there had been a couple of bookings and payments that had come through the system. There had been no questions.

Councillor Doody and Councillor Barnett asked about holding workshops with community groups to show how to use the system. Mr Kong noted that the...
system had been designed to be naturally useable which meant there had not been a lot of feedback, in saying that, he was open to assisting the community with the system. Mr Brown noted that customers could still go into a service centre to book.

Councillor Barnett asked if there was a possibility to automate the key system. Mr Brown replied not at this time, it could be looked at in the future.

Councillor Barnett asked if the two rooms at the Woodend Community Centre could be named rather than called meeting room 1 and 2. Mr Brown advised it would be possible to work with the local Board to name those two rooms.

Mayor Ayers asked if it would be possible to build into the system a reference to possible other venues in the case a Council venue was not available. Mr Sargison replied yes, in the pilot not all Council venues were on the system. The pilot evaluation report would look at how the system could be enhanced and extended. That report would be in October/November 2018.

Councillor Gordon congratulated the team noting the system made it easier for groups to book facilities and the partnering with Datacom made sense.

6 REPORTS

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

Mr Sargison noted he would speak to the report in the absence of Mrs Sturley. He highlighted the $11,997 grant received to support a Seniors Plan for the District, the Community House Steering Group feasibility study and the Youth Development grant.

Moved Councillor Gordon seconded Councillor Barnett

THAT the Community and Recreation Committee:

(a) Receives report No. 180705074843
(b) Notes that we have been granted $11,997 from the Office of Seniors for to support the development of an Age Friendly Community plan for our District.
(c) Notes the receipt of $25,000 in funding from Department of Internal Affairs on behalf of the Community House Steering Group. This will be used for a feasibility study.
(d) Notes that Youth Council extend their appreciation for Council’s approval of an annual $4,000 Youth Development Grant.

CARRIED

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

Mr Greenwood spoke to the report which was to provide a summary of the Aquatic Facilities year to date performance. He noted the September report would include the full year-end financial report. Financials were largely positive with prepaid and recreational income meeting end of year targets with a month to go. Water quality met or exceeded the standards required.

Mr Greenwood advised that the SwimDesk implementation continued. Feedback was largely positive. Minor issues had been addressed as they arose. In Term three the SwimDesk schools application was being rolled out. Mr Greenwood advised that survey of Aquarobics showed 100% and 98%
satisfaction across the different facilities. There was mixed feedback about music and volume.

Questions

Councillor Barnett noted the ‘hole’ in Kaiapoi statistics and commented that she had received complaints regarding the after school availability at Kaiapoi. Mr Greenwood advised that the local Board had approved recreational swimming for Friday and lessons on the other days. They had pushed Friday recreational initiatives however the pool was not well populated on Fridays. They would continue to track numbers. The issues with $20,000 down on actual budget for Kaiapoi programmes had been identified previously and was related to schools. Mr Sargison advised that forecasting for schools had been problematic in the past and the SwimDesk module for schools would help by improving planning ability.

Councillor Doody asked if the issues with View Hill School not being able to use the Oxford Pool had been resolved. Mr Greenwood advised the SwimDesk software would assist with a time-slot, in addition there had been issues identified with staffing handover.

Moved Councillor Doody seconded Councillor Barnett

THAT the Community and Recreation Committee:

(a) Receives report No. 180704074390
(b) Notes Aquatic Facilities achievement against key performance indicators including Water Quality and Facility Attendance.
(c) Notes that the September report will include a full year-end financial report.

CARRIED

Councillor Doody thanked Mr Greenwood for the report.

Councillor Barnett noted the report showed the pools were tracking well. She commented that she had tried out the new QEII facility and had been disappointed with the experience there.

6.3 Library Update – Philippa Ashbey (District Libraries Manager)

Mrs Ashbey spoke to the report which was to provide an update on customer service improvements, customer feedback and activities offered. Mrs Ashbey advised that there had been 27 sessions in the first 12 weeks of the Book a Librarian Service. It was a one on one personalised session with diverse requests including family history databases, accessing ebooks and backing up images into new formats.

Mrs Ashbey advised that another customer service improvement was the North Canterbury Gazette from 1932-1939 now available on Papers Past. In partnership with Rangiora Museum, the newspapers had been digitised and uploaded.

Mrs Ashbey highlighted the benefits of reading for pleasure outlined in the report including reduced stress, reduced risk of dementia, increased general knowledge, increased awareness of other cultures and a wider vocabulary. She noted that for many people reading material such as Training or Health and Safety manuals were beyond their reach. Waimakariri Libraries facilitated reading for pleasure by providing a wide range of books for every level of reader. There were well subscribed reading programmes for children.
Mrs Ashbey advised that the Library and Information Association of New Zealand (LIANZA) supported the Local Government Amendment Bill. Local authorities would be better placed to support the value of public libraries which had a vital role and were not a ‘nice to have’.

Mrs Ashbey noted the extremely entertaining performance of Stig Wemyss and the milestone of 1000 likes on Facebook.

Questions

Councillor Blackie referred to the $55,000 reallocation from ‘Capital’ budget to ‘Operational’ budget and asked what it would have been spent on had it not been reallocated. Mrs Ashbey commented it was exactly the same spend, however as ownership of electronic content had changed to a licensing model rather than directly owned by the library it needed to be purchased from the Operations budget. Staff had not been aware of the change at the time of LTP preparation.

Councillor Doody commented on the difficulty of viewing electronic resources for some users and asked if options that assisted with viewing had been included. Mrs Ashbey replied that it had been considered. Different platforms could be adjusted to assist with reading difficulties and it was often based on personal preference.

Moved Councillor Doody seconded Councillor Blackie

THAT the Community and Recreation Committee:

(a) Receives report No. 180706075217

(b) Notes the customer service improvements, customer feedback, and activities offered by the Waimakariri Libraries in May and June 2018.

(c) Notes the benefits of reading for pleasure and the initiatives of the Waimakariri Libraries towards the development of a culture of reading in our community.

(d) Notes the position of the Library and Information Association of New Zealand on the Local Government (Community Well-being) Amendment Bill and reintroduction of the well-beings to the local government legislation.

(e) Approves the re-allocation of $55,000 from the previously approved 2018/2019 Library Resources ‘Capital’ budget to the Library eResources ‘Operations’ budget.

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

CARRIED

7 PORTFOLIO UPDATES

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

- Councillor Blackie advised that a second RSA Matariki planting was to be held at Silverstream Reserve.
7.2 **Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody**
- Councillor Doody advised that the Oxford Winter Festival of Light had been well attended.
- The Ashley Gorge Reynolds Heritage Pavilion was well underway.

7.3 **Community Development and Wellbeing – Councillor Kirstyn Barnett and Councillor Wendy Doody**
- Councillor Doody advised that she attended the Social Services Waimakariri meeting and noted that Wellbeing North Canterbury was in a good position.
- Highlighted the available funding for emergency housing following extreme weather events.
- Commented on the outstanding work of the Migrants and Newcomers 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.

8 **QUESTIONS**
There were no questions.

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

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 1.57pm.

CONFIRMED

_________________________________________
Chairperson

_________________________________________
Date

**BRIEFING**
At the conclusion of the meeting, a briefing was held to provide an Airfield update.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV-01-04 / CMS-09-10-02 / 180906102187

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 18 September 2018

FROM: Tessa Sturley – Community Team Manager

SUBJECT: COMMUNITY TEAM UPDATE to 31 August 2018

1. SUMMARY

1.1 This report provides an update on key activities carried out by the Community Team in July and August 2018. It also seeks Community and Recreation Committee approval for updated Terms of Reference for Waimakariri Health Advisory Group.

Attachments:

i. Minutes of the July and August meetings of the Waimakariri Health Advisory Group (Trim #s 180814091809 and 180906102175)

2. RECOMMENDATION

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-focussed 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)

3. BACKGROUND

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

- Safe Communities
# MINUTES OF A MEETING OF THE WAIMAKARIRI HEALTH ADVISORY GROUP

*Held at 5.30pm on Tuesday July 3rd at the Rangiora Service Centre: 215 High Street, Rangiora,*

**PRESENT:** Cathie Sinclair, Tessa Sturley, Catherine Dowle, Phillip Redmond, Dan Gordon, Sarah Saunders, Carol Glover, Murray Clarke  
**APOLOGIES:** Mary Connors, Jill Waldron, Sam Redman, Rosie Carr, James Ensor, Suzanne Salton, Andrea Allen, Vicki Lucas  
**IN ATTENDANCE:** Chris Field and Brennan Wiremu from Civil Defence

| Item# | 
|---|---|
| **Civil Defence overview** | Brennan Wiremu and Chris Field, Civil Defence, attended and gave an overview of the draft updated District Welfare Plan, partner representation on the Civil Defence Welfare Committee and plans for a welfare exercise in late July  
*ACTION:* **Tessa** to circulate completed District Welfare Plan |
| **CONFIRMATION OF MINUTES TUESDAY 1st May** | Minutes were confirmed as an accurate record of the June meeting.  
**Moved:** Catherine Dowle  
**Seconded:** Vicki Lucas |
| **MATTERS ARISING FROM PREVIOUS MINUTES** | 
2.1 **Terms of Reference:** **Tessa** to finalise update of Terms of Reference for adoption at the next meeting.  
2.2 **Representation from Oxford Clinic Nurse Practitioner.** The group agreed to welcome this representative to the table.  
**Moved:** Carol Glover  
**Seconded:** Phillip Redmond |
### 3. CORRESPONDENCE IN

**Alcohol Submissions:** These were ‘received’ with no need for comment; given that these are on-licenses:
- **Moved:** Phillip Redmond
- **Seconded:** Tessa Sturley

### 4. CORRESPONDENCE OUT

None

### 5. Alcohol Policy and Bylaw review

At the time of meeting further information was not available

### 6. Terms of Reference review

As above to be finalised as per group recommendations for adoption at the next meeting

**ACTION:** Tessa to finalise

### 7. Community Networks overview

Tessa presented the group with an overview of the various networks operating in the District

### 8. Representation on WHAG

**GP liaison:** Discussion centred on difficulties with getting GP issues to the table. It was suggested that presentation to the GP breakfast would be a good avenue to facilitate this

**ACTION:** Tessa to contact Nigel Tapper to request that Cathie and I attend the GP breakfast to provide an overview of the WHAG Group.

**Youth Council representative:** The group agreed that, while Sam is representing the youth sector, there would be merit in having a Youth Councillor as Youth Rep on WHAG.

**ACTION:** Tessa to ask Sam Redman to get this onto the agenda

**High School Health Nurses:** Rangiora High School Health Nurse (Chontel) has expressed interest in rejoining the group and intends to contact Tessa

### 8. Sector Survey regarding WHAG

Tessa

Survey to gauge feedback on the following key issues

1. Have you heard about the Health Advisory group? (No: then go to Q4)
2. Are you aware of its purpose?
3. Do you know how to contact the group?
4. What's working well in the local health and wellbeing sector?
5. What’s not working well?

6. If you are a health service provider what evidence/data do you have to support this?

7. Opportunities to enhance healthcare in the Waimakariri District

Suggested circulation includes Practitioners, Miles (as a consumer), Social Services Waimakariri and elected members.

It was suggested that, once complete, the group could report to Council’s Community and Recreation committee with an overview of the identified priorities and corresponding planned actions. (E.g. ED waiting space, alcohol submissions, etc)

**ACTION:** Tessa to prepare survey via Google forms and forward to members for review

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<tr>
<th>Member Updates</th>
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<tr>
<td><strong>Youth</strong></td>
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<tr>
<td>In Sam’s absence, Tessa presented promotional resources for Youth Council’s survey to inform the review of the Waimakariri Youth Development Strategy.</td>
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<td>At the next WHAG meeting, Sam will present a Youth Services Network update and preliminary survey results.</td>
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<td><strong>Physiotherapy (other health)</strong></td>
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<td><strong>Apology</strong></td>
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<td><strong>Disability Update (Via Email)</strong></td>
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<td>Jill asked if we could present the Changing Places Concept to the group</td>
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<td><strong>ACTION:</strong> In the interest of time this has been deferred to the August meeting.</td>
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<td><strong>Midwifery - Rangiora Hospital (via Email)</strong></td>
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<td>“The Nurses Strike has been averted for this week and once voting occurs later this week on the next offer if this is rejected then there will be a strike on 12 July. Rangiora Health Hub has Life Preserving Status so will be staffed by 1 Midwife/RN per shift.</td>
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<td>I see on your terms of reference you have a Midwife listed under Community Nurse or other health professional and wonder if WHAG need one actually as most of the issues we face, as midwives have to be dealt with through CDHB processes for employed midwives or MOH / NZ College of Midwives for Lead Maternity Carers. If this could be discussed that would be good please.’</td>
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<td><strong>ACTION:</strong> To be deferred to the next meeting so that Suzanne can be part of the discussion.</td>
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</table>
1. The (CCN) Oxford and Surrounds Health Service Delivery Group model of care public consultation invite has been circulated to WHAG members. First meeting 9th July.

2. Additional funding may be available for extended mental health consults for rural communities affected by the Mycoplasma Bovis. I am in discussions with Planning and Funding, CDHB. More information to follow as it comes to hand.

3. I attended the 2018 TUANZ Rural Connectivity Symposium in Wellington on Tuesday, 26th June. This is the fourth year of discussion around the future of connectivity and technology in rural NZ. (tuanz.org.nz). It was good to hear that technology developments are not standing still and the desire and demands of the rural sector to be connected continue to grow. Connectivity in general, and especially in rural communities, is a core requirement for addressing inequitable access to health services, social services and educational services. I will forward the link for the presentations held on the day, once they become available.

4. Pegasus Health hosts an experienced team of Change Managers/facilitators who are providing support and implementation guidance to all general practices (Canterbury wide) who are interested in the Health Care Home Model of Care. This model of care enables primary care teams to deliver a better patient and staff experience, improved quality of care and greater efficiency. There are four core domains that are requirements or elements and characteristics of a Health Care Home practice, over and above the traditional model.
   1. Ready access to urgent and unplanned care
   2. Proactive care for those with more complex need
   3. Better routine and preventative care
   4. Improved business efficiency and sustainability

The Health Care Home model of care requirements have been developed by the National Health Care Home Collaborative and have been endorsed by the collaborative members, who are: Pegasus Health, Compass Health, Central PHO, General Practice NZ, Manaia Health, Te Tai Tokerau PHO, The Royal NZ College of General Practitioners, Pinnacle Midlands Health network, Northland District Health Board and ProCare.

(Carl) can provide more information (booklet) on this initiative to anyone who is interested.

5. Rural Phlebotomy Contract
The CCN Laboratory SLA undertook to review the subsidies paid to rural general practices for lab test collection back in 2015. This resulted in an ALT (Alliance Leadership Team) approved proposal that all rural general practices >20 kms from a community free blood collection centre would be paid a fair price for blood test sample collection, in return for offering a free to patient service to their enrolled population. In February 2016, 13 practices were eligible, five being Pegasus PHO practices including Oxford Community
Health Centre. The contract was put in place for two years, commencing on 
01 July 2016 to 30 June 2018. Practices are paid quarterly, reflecting their 
enrolled population numbers at each quarter. I have been advised by 
Planning and Funding this week that this contract will be rolled over with no 
expected changes.

6. **Voucher System – Upcoming Nurse Strike and Winter months**

A voucher system, supported by Carolyn Gullery of Planning and Funding, 
CDHB will be put in place to direct patients in those areas that have been shown 
to have the highest risk of readmission or representation to ED following 
discharge. The fundamental aim of the project is to encourage engagement 
with General Practice post discharge and in so doing reduce the risk of 
readmission and representation to ED over the busy winter months. After 
Hours has been removed from the voucher, as one of the primary aims is for 
people to engage with their GP. However, it can still be used if people visit 
After Hours if they are directed there through the normal GP appointment 
process though, i.e. the patientphones at the weekend and is redirected. It is 
for a time-limited period which is likely to be 3 months (yet to be confirmed). It 
is proposed this initiative will commence on Monday, 2\textsuperscript{nd} July (yet to be 
confirmed). Draft communications will be distributed on 29 June, so I will know 
more after that date.

7. **Pegasus PHO Practices in North Canterbury** are:

- Southside Health
- Durham Health
- Oxford Community Health Centre
- Kaiapoi Medical Centre
- Pegasus Medical Centre
- Medical Corner Doctors (from 01 July 2018)

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**Child Health**

*Catherine Dowle – Public Health Nurse*

Reported increasing presentation of anxiety in primary school aged children.

A Waimakariri-based youth diabetes clinic is to be established in the coming months. 
This is to be based at Rangiora Hospital.

Catherine referred to challenges in finding school holiday care and recreation 
programmes for older children. Group members suggested a number of potential 
options.

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**Older Persons’ report**

*Vicki Lucas – Presbyterian Support*

Vicki circulated a presentation on a ‘Well Connected NZ’ seminar and has 
recommended it as being potentially useful to members.

Discussion centred on the value of getting a broader understanding of issues and 
opportunities affecting our older residents.

Tessa reported that the Community Team have applied for funding to develop a plan 
for an ‘Age Friendly District’

**ACTION:** Tessa to invite Jan Pentecost from GreyPower to next meeting.
### 9.11 Council Representative: Dan Gordon

Dan reported that the Council’s Long Term Plan has now been signed off. Additionally, with his Rotary Hat on: Rangiora Rotary have installed an accessible drinking fountain in Conway Lane.

### 9.12 RCPHO and Health Promotion update Sarah Saunders RCPHO

Sarah reported the following:

- Mental Health: RCPHO Brief Intervention Coordinators are currently meeting demand for mental health appointments with our resource allocation.
- The locum service is going well and a second locum has been employed.
- RCPHO Whanau Ora Navigator roles have been extended by two years.
- Bill Echenbach is meeting with MPI on Wednesday regarding Microplasma Bovis. Practices will come under extra strain and are planning for increased potential for mental health appointments.
- Nurses strike voucher system has been established. These will be given to patients that have been discharged to be seen in general practice.
- RCPHO have gained a contract with ACC that will support and deliver ‘Earlier to Work’ programs in North Canterbury.
- RCHPO are working with Riverton Café in Kaiapoi to deliver café clinics with a health focus to support elderly in the district. More information to follow in the coming months.
- Sarah is involved with supporting migrants and newcomers in the Waimakariri working with the WDC Community Team.

### 9.13 Social Services Waimakariri (SSW) update Tessa Sturley

Tessa advised the group that Social Services Waimakariri has agreed to reinstate a bimonthly general meeting. This will act as forum whereby members can present progress on priority initiatives and external parties can present updates and/or new initiatives/services to support the sector and/or the community.

It was suggested that there may be value in circulating WHAG minutes to the SS Waimakariri Group, so that relevant issues can be discussed and, where appropriate, appropriate collaborative action planned

**ACTION:** Tessa to advise WHAG members with details of the next general Social Services Waimakariri meeting.

**ACTION:** Tessa to circulate SSW Chairperson’s report.
9.14  WDC Community Team update  

**Tessa Sturley**

Tessa gave an overview of key priorities for the WDC Community Team this month

**Mental Health update**  

*currently RCPHO*

This was covered in the Health Promotion report above (Sarah Saunders)

**GP Update**  

*Vacancy – no report*

**Community Board Updates**

*Phillip Redmond- Kaiapoi Tuahiwi*

*James Ensor – Oxford Ohoka (via telephone)*

*Andrea Allen- Woodend Sefton*

*Murray Clarke – Rangiora*

Murray reported that there are ongoing challenges with the construction of the new Outpatient Clinic at Christchurch Hospital. This means that the planned relocation of the clinic to Rangiora Hospital will be further delayed, impacting on potential specialist and outpatient provision for our District.

10.  **GENERAL BUSINESS**

10.1  Jill Waldron resignation: Tessa has given Jill some flowers to thank her for her ongoing support for the group.

10.2  Alison Cane resignation was received

**ACTION:**  Tessa to arrange acknowledgements for Alison.

11.  **ITEMS OF REFFERAL TO COUNCIL**

None

Meeting closed at 7pm

**Next meeting:**

5.30pm on Tuesday 7th August at the Rakahuri Rooms, Rangiora Service Centre
Chair          Date
## MINUTES OF A MEETING OF THE WAIMAKARIRI HEALTH ADVISORY GROUP

*Held at 5.30pm on Tuesday August 7th at the Rangiora Service Centre: 215 High Street, Rangiora,*

### PRESENT:
Cathie Sinclair, Tessa Sturley, Vicki Lucas, Andrea Allen, Phillip Redmond, Sarah Saunders, Carol Glover, Murray Clarke, Lorna Martin, Jason Williams

### APOLOGIES:
Mary Connors, Andrea Allen, Vicki Lucas, Catherine Dowle, Dan Gordon (lateness, following Council meeting),

### IN ATTENDANCE:
Jan Pentecost from GreyPower

### Item#

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| 1. | **Youth Development Update**               | *Sam Redman - WDC Youth Development Coordinator*
|    |                                            | Sam provided an overview of the raw data and summary from a recent survey that will inform the review of the Waimakariri Youth Development Strategy. Sam has arranged for Benya Ickenroth from Youth Council, who is a nursing student and will sit on WHAG as Youth representative. |
| 2. | **Grey Power overview**                    | Jan Pentecost, chair of Grey Power discussed challenges with gathering feedback form Older people with regards to issues and opportunities that affect them; particularly accessibility, social isolation, ‘virtual’ isolations; given the rise of social and on-line media and increasingly electronic forms of communication
|    |                                            | She expressed ongoing concern regarding afterhours care, the hospital not coming up to standard, access to transport, affordable housing, etc..<br>Jan expressed concern that Grey Power are at times finding out about consultations rather late in the piece. Discussion centered on the best process for disseminating that information to Greypower.
|    |                                            | Murray updated Jan regarding progress with plans for getting the outpatient clinic to Rangiora. This
|    |                                            | **ACTION:** Vicki to asked Kirstyn (Presbyterian Support’s Older Persons representative) to add Jan (Greypower) to her distribution list for information related to older people
|    |                                            | **ACTION:** Tessa to ask Nicola from the Community Team to add Jan to the Distribution List for the Access Group and to provide her with a copy of the Waimakariri Accessibility Strategy
|    |                                            | **ACTION:** Tessa to ensure that Grey Power are included in the pending WHAG survey. |
| 3. | **CONFIRMATION OF MINUTES TUESDAY 1st May** | Minutes were confirmed as an accurate record of the June meeting.
|    |                                            | **Moved:** Vicki Lucas
<p>|    |                                            | <strong>Seconded:</strong> Phillip Redmond |
| 4. | <strong>MATTERS ARISING FROM PREVIOUS MINUTES</strong>  | <strong>Terms of Reference:</strong> Agenda item (See Item 8, below) |
| 4.1|                                            |                                                                 |</p>
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<th>5.</th>
<th><strong>CORRESPONDENCE IN</strong></th>
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<tr>
<td>5.1</td>
<td>Alcohol Submissions: These were 'received' with no need for comment; given that these are on-licenses:</td>
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| | **Moved:** Phillip Redmond  
| | **Seconded:** Tessa Sturley |

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<th>6.</th>
<th><strong>CORRESPONDENCE OUT</strong></th>
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<tr>
<th>7.</th>
<th><strong>Alcohol Policy and Bylaw review</strong></th>
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<td>7</td>
<td>At the time of meeting further information was not available</td>
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<th>8.</th>
<th><strong>Terms of Reference review</strong></th>
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| 8 | As above to be finalised as per group recommendations for adoption at the next meeting  
| | **Moved:** Phillip Redmond  
| | **Seconded:** Sarah Saunders pending adjustment to Dan Gordon’s role |

| 9. | **Sector Survey regarding WHAG:**  
|---|---|
| 9 | Tessa presented the draft survey to the group, as per submitted suggestions.  
| | **ACTION:** Tessa is to make a few suggested minor alterations before presenting them to Council’s Community and Recreation Committee for approval. |

| 10. | **MEMBER UPDATES**  
|---|---|
| 10.1 | **Disability Sector Report**  
| | **Jill Waldron - Access Group**  
| | Jill gave an overview of the Access Groups recent survey of public toilets in the District and found significant gaps in provision. The group will consider ‘next steps’ in terms of addressing this.  
| | Jill presented the Changing Places Concept to the group. The pool have allocated one fo their spaces for this function; however, the group have some concerns regarding whether this will be quite fit for purpose. A meeting will be set up with relevant Council staff and potentially a representative from Idea Services to discuss this issue  
| | Woodend Bypass has created increased dangers in crossing the Woodend Rd. A letter has been sent to Land Transport altering them as to this issue. The Access Group are also working with the Woodend Sefton Community Board on appropriate solutions to have this addressed. |
| 10.2 | **Midwifery - Rangiora Hospital**  
| | **Suzanne Salton**  
| | - Nurse/Midwife, Healthcare Assistants new MECA offer now published and staff can vote online over the next week to accept this or not, no change in pay increase offered initially but more work done to ensure safe staffing, care capacity demand audit tool to be implemented to assist safe staffing, pay equity with other professions to be worked on by end 2020 and 500 new staff to be employed asap.  
| | - Ground work for next wing of Rangiora Health Hub due to commence mid Sept 2018  
| | - Food Control Plan Audit carried out in July of all rural hospitals by Ministry of Primary Industries who are now auditing all premises that produce food for the public, very thorough audit and sets a very high standard. |
### 10.3 Pegasus PHO  
**Carol Glover**

Report sent via Email, as attached

Update; Public Consultation (Oxford and Surrounds Health Development Working Group) will take place in September, rather than August.

**ACTION:** Carol to send appropriate information to Tessa for distribution

Pegasus Health are currently looking to employ a PCW - Partnership Community Worker. E.g. Will support patients in navigating health, social or education sector at Oxford Community Health Centre. All other Pegasus Practices have a PCW attached to their practice.

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### 10.4 Child Health  
**Catherine Dowle – Public Health Nurse**

*Older Persons’ report via email*

**Vicki Lucas – Presbyterian Support**

7th August 2018 Older Person’s input for the WHAG meeting:

- Presbyterian Support (PS) has capacity in Totara Club and Falls Prevention for more clients
- Positive Ageing expo Papanui – contact Yvonne Palmer at Age Concern for a stall - see flyer
- Elder Care Forum in Rangiora revealed from Grey Power there was a long waiting time for blood testing at the Rangiora Lab - the Laboratory Service Level Alliance has been contacted by the Elder Care Coordinator and they are going to bring this up at their next meeting
- International Day of Older Person’s is coming up - more details next month re local event.

Vicki also highlighted that it is important that youth development include youth workers, counsellors and health workers in their consultation. There is still a shortage of volunteer drivers; despite a promotion at winter festival

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### 10.6 Councillor Representative:  
**Dan Gordon**

Nothing new to report this month.

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### 10.7 RCPHO and Health Promotion update  
**Sarah Saunders RCPHO**

*Report content submitted via email, as below*

**a) Health Promotion**

- Civil Defence emergency plan has started. Brennan (WDC) has met with Bill (RCPHO) to discuss a plan for our enrolled patients.
- A contract for general practice mental health and addiction services has been offered by CDHB for RCPHO to deliver within medical practice. We will follow this up and look forward to bringing more mental health services to our communities.
- We have employed a Pacific Island Navigator that will provide services across RCPHO practices including the Waimakariri.
- Winter festival was a great success. We received many referrals from people who were requiring health support. We were able to align them with the correct service within our organisation ie: breastfeeding support, mental health etc. We also had many enquiries from town, Waimakariri and Hurunui people who were looking to change to RCPHO practices in the Waimakariri.
- Working with the Baptist Church and Rivertown Café in September to bring health talks to the elderly in the evening. Covering topics like nutrition, keeping active, smoking cessation support.
Waimakariri High Schools have supports in place such as Guidance Counsellors, Health Nurses, Attitude Presentations, 24-7 Youth workers. These all help to assist the students to navigate health and wellbeing issues at school.

b) Primary Mental Health

- Business as usual across service
- Slight elevation in referrals from RCPHO practices, consistent with time of year
- Youth BIC also seeing high number of referrals for her two day allocation to the Waimakariri
- Team managing this increase without extra resource needed
- RCPHO practices entitled to make mental health extended consultation claims for patients affected by Mycoplasma Bovis.

c) Whanau Ora Navigator roles.

Whānau Ora is an indigenous-grounded approach that inspires and empowers whānau in restoring their wellbeing. It comprises notions of recovery, reclamation and revitalisation.

The Whānau Ora Outcomes Framework confirms that Whānau Ora is achieved when:

- whānau are self-managing and empowered leaders
- whānau are leading and living healthy lifestyles
- whānau are participating fully in society
- whānau are confidently participating in Te Ao Māori
- whānau are economically secure and successfully involved in wealth creation
- whānau are cohesive, resilient and nurturing
- whānau are responsible stewards of their natural and living environments

Of the 57 whānau ora navigator roles in Te Wai Pounamu, two are within RCPHO. They are vital in supporting whānau achieving this outcome, as is the whānau ora plan which whānau pull together for themselves. The navigation work makes room for whānau to experience being supported differently and brings an opportunity for community services to respond differently.

The HAUMANU target population is whānau members who are enrolled in RCPHO general practices. Referrals come from general practices. The referral system relies heavily on general practice personnel understanding whānau ora well enough to alert and inspire whānau members of the existence of the kaupapa and what benefits come from being engaged with the whānau ora world and its possibilities.

Social Services Waimakariri (SSW) update

Tessa advised the group that Social Services Waimakariri are shortly to hold a forum on Social Isolation and work continues on the Community House project (See below)

WDC Community Team update

Tessa gave an overview of key priorities for the WDC Community Team this month; including work on the potential development of a Community House for the District, progress in the new Migrants Portfolio, work with developing subdivisions and work on Age Friendly Community Plan and our pending recruitment of a new Safe Community Facilitator – Family Violence and Alcohol-related Harm
Mental Health update  currently RCPHO
This was covered in the Health Promotion report above (Sarah Saunders)

GP Update  Dr Lorna Martin
Assured the group that the Health Hub issue is in hand and that this will eventually be addressed with the pending relocation of the Christchurch outpatient clinic to Rangiora.

There does appear to be some conjecture as to the extent of concerns related to after hours care. Lorna highlighted that, Rangiora in particular, is a changing and evolving community and that some aspects of health service provision may now need to be reviewed. In Lorna’s words “watch this space”.

Councillor Gordon echoed this sentiment, but highlighted the danger of raising expectations that can’t be delivered upon.

It was also pointed out that we should be looking at a ‘whole of District” perspective, rather than just being Rangiora-centric.

Community Board Updates

Phillip Redmond- Kaiapoi Tuahiwi
Phillip highlighted some necessary changes to the land transport act.

James Ensor – Oxford Ohoka
Apology

Andrea Allen- Woodend Sefton (Via Email)
“I volunteered last Friday night in Woodend as part of a Civil Defence role play. There is certainly some passionate members doing their best, but there was an alarmingly lack of volunteers to assist with the administration side to facilitate clients with their needs. I certainly can foresee this being an issue with those impacted mentally by a disaster. Subsequently falling through the cracks unintentionally. Another area is the age of the volunteers, a lack of youth was clearly visible. I wonder if tapping into the surrounding youth groups could bring another element to the mix to relate and be relatable with the younger members of families. Food for thought. I will certainly be bringing up my findings at our Community Board Meeting next Monday, to see how we can assist.”

Murray Clarke – Rangiora
Murray reported that there are ongoing challenges with the construction of the new Outpatient Clinic at Christchurch Hospital. This means that the planned relocation of the clinic to Rangiora Hospital will be further delayed, impacting on potential specialist and outpatient provision for our District.

11. GENERAL BUSINESS
No general business
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<th>11.</th>
<th><strong>ITEMS OF REFERRAL TO COUNCIL</strong></th>
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<td></td>
<td>Updated Terms of Reference are to be reported for acceptance at the next Community and Recreation Committee meeting</td>
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**Meeting closed at 7pm**

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

_________________________  _______________________
Chair                      Date
• 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. **Intercultural Seminar for Managers and Team Leaders**

On behalf of the Migrants and Newcomers Group, our Community Development Facilitator has collaborated with NZ Immigration, Chamber of Commerce, and Skills Connect Canterbury to host an intercultural seminar aimed at equipping managers and team leaders to be more culturally competent.

The seminar was held on Thursday September 6th in Council Chambers. It included:

• A showing of the Migrants and Newcomers Group and recently released ‘Waimakariri - Migrant Stories’ video

• What makes New Zealand workplaces and communication different to other countries;

• Practical advice on how to deal with cultural differences in the workplace;

• An update from Immigration New Zealand on issues important to employers; and

• Tools and resources to help with workplace relations and integrating newcomers.

4.1.2. **Careers Expo for Migrants and Newcomers**

This was the second migrant-focussed Careers Expo for this year. It was led and organised by Edith Gaal and Melissa Sands from the Waimakariri Migrants and Newcomers Group, under their new initiative called ‘Newstart’.

The objective of the workshop was to provide information and support to people looking for work or setting up their own business. It will also be used as a mechanism to identify the type of industries and work people are looking for; along with any additional support that they can provide to the job seekers, in the medium to long term.
The workshop was supported by a broad range of local and regional partners in the employment and business sector and some good advice and opportunities were presented. Turnout was good and some useful contacts made.

4.1.3. English Language Classes

Weekly English Language classes continue to be held in Rangiora, Woodend and Kaiapoi. Attendees are from Serbia, Russia, China, Japan, The Philippines, Colombia, India, Switzerland, France, Thailand and Hungary. New classes have recently been added to cater to the needs of beginner and intermediate level students. The latter focus on migrant workers being sufficiently fluent to successfully complete their ‘IELTS’ test, which is a requirement for obtaining a work visa.

4.1.4. Ngai Tuahuriri Cultural Training

A number of our Migrants and Newcomers members and multicultural citizens have put their hands up to attend workshops at Tuahiwi – this is a great opportunity for them to better understand local Maori protocol.

4.1.5. Connecting Migrants Event – Oxford

Pretty Brown and Agnes Mullis, from the Waimakariri Migrants and Newcomers Group and Oxford Community Trust, organised a Multicultural Event in the Oxford Town Hall on Friday 13th July. Bob Balanos, chair of the Waimakariri Migrants and Newcomers’ Group MCd the event.

Seventy-five people attended, with representation from a diverse range of cultures, including Filipino, Chinese, German, Canadian, Hungarian, Swiss, Dutch, Zambian, and Japanese. People told organisers that they had really enjoyed the opportunity for cross-cultural connection.

Matua Rihari, accompanied by a group of children, sang a Karakia and additional Maori songs. A Line Dancing group, a newly formed Dutch music group and Filipino bands performed; and the evening finished with Karaoke performed by a number of tired and entertaining children and adults. The food represented a wide range of dishes from around the world.

4.1.6. Raising Awareness of our Increasing Cultural Diversity

Visitors to the Migrant’s Group display at this year’s Winter Festival were invited to complete our ‘How well do you know your Kiwi Expressions?’ quiz. People placed their faces on our world map and NZ maps, showing the spread of representation in our communities.

The Migrants Group Chairperson, Bob Balanos, was pleased that five new people indicated an interest in joining the Group. Increasing the number and cultural spread of new members is a key priority for the coming year.

4.2. Suicide Prevention/Wellbeing

4.2.1. Concern over Local Event

WaiLife Suicide Prevention Steering Group have been working with a member of the local community, who, in response to his own experience, led a two day workshop “Suicide – Aftermath and Beyond”. The group had been concerned about safety, with the workshop invitation included families and children. In particular, they had concerns that there may not be adequate professional support or counselling in place; given the highly sensitive nature of the workshop content and that many attendees will have been directly affected.

In response, our facilitator and the Canterbury Suicide Prevention Coordinator met with the organiser to voice their concerns over the involvement of children and to
determine the level of support that would be in place. They arranged provision of Counselling and for WaiLife members and members of the Bereaved by Suicide group to attend.

4.2.2. Getting outdoors this winter – ‘Fairy Hunt’ is Top Kidsfest event!

The Great Fairy Hunt received “Top Event” honours for this year’s KidsFest. The discovery of Matawai Park has been a revelation for many of our residents and for visitors from outside our area.

Over 300 entry forms were completed and handed in to the Rangiora Service Centre. These represented over 1000 visitors to the park engaging in the event.

4.2.3. Wellbeing Walk

The Breeze Walking Festival Booklets are now available at Service Centres, Libraries and the Pools in our district. In partnership with the ‘Allright?’ campaign, Waimakariri will host for the first time its own Five Winning Ways to Wellbeing Walk in Kaiapoi on 14 October.

Other Waimakariri walks include the Twilight River Bird Discover, The Waimakariri Sanctuary Walk, Silverstream Reserve, Ashley Gorge Nature Discovery and A new beginning - Tuhaitara Coastal Park.

4.2.4. Symposium 2018

He waka tapu are hosting this year’s Annual Suicide Prevention Symposium at the Celebration Centre in Aranui on August 24th. For more information see: the https://www.o2waitaha.org.nz/events/2018-suicide-prevention-symposium

Provisional statistics from the Coroner’s office for 2017 show Canterbury had the highest number of suicide deaths (79 people) for the year, of all regions in the country. The 2018 provisional statistics will be released in the coming months.

Concerns are that these figures will continue to climb as Police have signalled a high level of suicide intent calls over the last 12 months in the Canterbury region. Referrals to specialist mental health services have also increased significantly. https://coronialservices.justice.govt.nz/assets/Documents/Publications/2016-17-annual-provisional-suicide-figures-20170828.pdf

4.2.5. The National Picture and New Developments

Nationally, there has been an increase in deaths in the under 30-year age group. This has concerned best practice advocates, who have questioned the increase in media coverage on this issue over the last three years.

While the Ministry of Health are currently developing a national DHB Suicide Prevention Toolkit, there is no national strategy in place for Suicide Prevention, pending the outcome of the current Mental Health Inquiry.

A complete ‘post-suicide event’ resource schools is underdevelopment. It is expected that this resource will be available by June 2019.

A National Suicide Prevention Training Programme ‘Lifekeepers’ is delivered by an organization called LeVa. The training is free and funding allows for 22 courses nationally a year at present. There is a free online version of the Lifekeepers training. This programme can be viewed via the following link: https://www.lifekeepers.nz/workshops.

As well as continuing to provide free introductory Suicide Prevention Training (the AEIOU of Suicide Prevention) to community groups in our district, the WaiLife Suicide Prevention Action Group will explore the appropriate avenues for the introduction of complementary programmes such as those described above.
4.3. Family Violence Prevention

4.3.1. ‘Keeping Up Appearances’ Family Violence Workshop

Over 50 people attended a second Violence Free North Canterbury ‘Keeping Up Appearances’ breakfast workshop, held in Kaiapoi. This was supported by Person to Person Help Trust, Police, local Women’s’ Refuges and Victim Support.

These workshops are aimed people like hairdressers, teachers, church leaders, medical practitioners and community volunteers. The idea is to educate and empower them to spot indicators that someone is affected by Family Violence, to ask ‘the question’, and to encourage them to get appropriate help.

The workshops are based on a programme developed in Taupo. To get an overview of how this type of intervention works view: https://www.youtube.com/watch?v=iHG4xQkEmms

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

Violence Free North Canterbury hosted another very successful training session for professionals working in family violence services. Ninety-five people attended the training held at Rossburn Receptions in Rangiora on Tuesday 2 July.

Guest speaker, Ken McMaster presented on working with male perpetrators of violence. He gave a thought-provoking and well-researched presentation. Ken is internationally recognised and a leader in the field. He gifted his time for this presentation as Canterbury is his home base and VFNC was honoured to host him.

The afternoon session was led by our local Police Family Protection Officer, Snr Constable Chris Hurting. Chris explained Police’s new approach to dealing with family violence occurrences, known as ‘Safer Whanau’. He has been delivering the training to police staff on the new approach. It encourages officers to look beyond criminal office: to record other elements to create the full story. They can now record evidence electronically and can video victim statements. This is an exciting step forward to providing improved service to the community and individuals safety.

4.3.3. Empowerment Programmes for Family Violence Victims and Perpetrators

With the move to a Christchurch-based Integrated Safety Response model, we have lost our locally based ‘Reach Out’, mentoring for behaviour change, programme for perpetrators of family violence. ‘Reach Out’ received international recognition for its results in applying a one-on-one mentoring programme that challenged men to address contributors to their offending. However the centralisation of family violence services has meant that the programme is now Christchurch-based, mandated, rather than voluntary and has adopted a ‘group session’ approach. Local family violence sector workers, including Police, have expressed their concern that, with skyrocketing family violence across the region this approach is somewhat ineffective.

Staff are currently working with Police on the potential establishment of an empowerment-focussed service that will (separately) support men and women to address behaviours that either make them perpetrators or recidivist victims of family violence. We have gained the support of the Regional Police Commander in presenting a proposal for such a programme to the leader of the Canterbury ISR Team.

We believe that, given the power held by this team, it is important that such a programme receives its endorsement as a complementary, rather than competing service. Such endorsement will be viewed favourably by potential funders.
4.4. **Youth Development**

4.4.1. **Youth Development Strategy Review**

The Youth Development Facilitator has supported Youth Council to prepare a comprehensive survey, engagement plan and draft framework for a modernised, simplified Waimakariri Youth Development Strategy. - one that directly reflects the voice of our young people in identifying strategic priorities for the coming years. 408 local young people were engaged in this process, with a good spread across the secondary and tertiary student, home-school and waged sectors; and from right across the District. The youth services that support our local young people were also involved in the process. The new strategy will be released in October.

4.4.2. **WaiYouth Promotion at WinterFest**

This year’s WinterFest also provided an opportunity for WaiYouth to raise its profile with the public. Their promotional stand attracted considerable attention and generated a good number of inquiries from parents as to how their young people might get involved. Youth Development Strategy Review

4.4.3. **All Night Party**

All Night Party involved WaiYouth hosting 111 young people on three buses into Christchurch for over 12 hours of all-night fun at Mega Air Trampolining, QEII Pool, Bowling, Timezone, Laser Strike, a ‘chill out zone’ at Papanui Youth Centre and a 6am Movie at Hoyts Cinemas.

It was a long night, but the young people had a fantastic time and the WaiYouth crew really stepped up and made sure the night went without a hitch. We were grateful, too, for the Team of 12 local Youth Workers and youth group leaders who assisted with supervision and support. The team are pleased with how things went.

4.4.4. **Centre Stage 5**

WaiYouth are looking forward to their next event. Centre Stage 5, to be held on October 26th. District-wide promotion is now underway, with 13 entries booked as at 2 weeks ago.

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

Staff have led productive meetings with Oxford Community Trust, Police, Corrections, AA, Migrants Group Chairperson and a number of other stakeholders to further plans for a District-wide roll out of ‘U Drive’, a mentor driver-licensing programme, currently operating in Oxford. This will incorporate heavily subsidised, volunteer-supported Learner and Restricted Driving Education. It will target the socially isolated, people transitioning out of violent relationships or low-level offence incarceration, migrant newcomers and young people whose parents are unable to teach them to drive.

Confirmed project partners include Oxford Community Trust, AA, a local car dealership, Drive Safe, Corrections, Police and WDC Road Safety. Wellbeing North Canterbury’s Youth Worker supports the police-led Learner Driver programme as a mentor.

The Oxford ‘U-Drive’ Restricted Licence programme has been most successful and we anticipate that funders will view a proposal for a rollout favourably. - Corrections have already signalled their interest. Tessa will frame a funding application for project costs; including the employment of a Coordinator. This will sit under Oxford Community Trust.

4.6. **Housing – Issues and Opportunities around Supported Housing**

4.6.1. **Housing New Zealand Development Site Visit**
Staff recently joined a site visit to the partly finished Housing NZ development in White St, Rangiora. It was great to see the connection-friendly layout, allowing for green gathering spaces and a ‘common room’ where groups of tenants can gather for a cuppa and a chat; or where visiting community supports can meet with tenants.

Housing New Zealand have recently put in place a level of neighbourhood-building, whereby Tenancy Managers arrange activities to help residents to get to know one-another. They are also considering how they can encourage connection across developments. We discussed how our Community Development staff might be able to support this.

In a meeting following the visit, we discussed how we might link key Housing NZ resident support staff into local networks that will enhance their work and give them a clearer understanding of the supports and services operating in the District. We look forward to welcoming the first residents into our Community in November!

4.6.2. Supported Housing for Young People

Staff have joined a project group looking to address the needs of vulnerable 16 to 18 year olds who lack the support required to transition successfully into independent living. Some of these young people are in Oranga Tamariki care, some are couch surfing and some are at home with very little parental support; unemployed and not in education or training programme.

This idea started from a conversation between Oxford Community Trust and Oranga Tamariki about a potential property in Oxford that may have been suitable for support living. The original idea has not panned out however opportunities to create a service to support young people who are approaching independence/require supported living arrangements is something that the group are interested in developing further. ‘Transition Services’ is high on the agenda for Ministry of Social Development ‘Partnering for Outcomes’ in the next budget bids process. Therefore, it is timely to assess the need and to look to develop a service proposal.

4.7. Planning and Support for an Ageing District Population

4.7.1. Engagement around Age Friendly Community Development

Discussions for the Age Friendly Community project are underway with key stakeholder groups in the District. The Office of Seniors’ Discussion Document and Conversation Guide has been widely distributed to community and residents groups, networks and advisory groups to encourage feedback to the government in developing a national Strategy for an Ageing Population”.

Community Development staff spoke about Social Isolation at the August meeting of North Canterbury Grey Power. She used the opportunity to provide the group with some background to the ‘Age Friendly Waimakariri’ project.

The 100 members in attendance gave feedback on what they considered priority areas for our District; like affordable housing for fixed income seniors, improved accessibility and more toilets.

Staff also presented an overview of the ‘Age Friendly Community’ model to a Social Services Waimakariri Social Isolation workshop. Over 50 local health, community and social support representatives attended this. Discussion provided good formative information to help take the project forward.

4.7.2. Rangiora Menz Shed

As part of engagement for the Age Friendly Community plan development, staff also visited Rangiora Menz Shed. Membership has grown from 19 in February to
Therefore, the group need more projects and odd jobs to keep them busy. They have requested promotional support, seeking people or groups who might have projects to keep them busy.

4.8. **TimeBank Waimakariri**

After a few setbacks and lots of hard work, Timebank Waimakariri were thrilled to have achieved Incorporated Society status! This puts them in a strong position for the ongoing acquisition of funding. It also means that they can now get on with employing a coordinator to develop the initiative through the pilot stage.

The group will be celebrating this at a launch and general meeting in the Rangiora Town Hall on Thursday 13 September. The Steering group will present an overview of the milestones achieved so far and the plans for the pilot programme.

It is intended that a Management Committee will be elected at this meeting and take over from the steering group. Members of the public who may be interested in joining the TimeBank will be welcome to attend the launch.

4.9. **Community House Steering Group**

The consultants, Octa Project Group, have provided two progress reports. These identify appropriate sites and detail proposed models, drafted in consultation with a variety of Community Stakeholders and with the Steering Group. A proposed model will be presented for community discussion in early October.

Two key anchor tenants have been identified (ComCare and Wellbeing North Canterbury Community Trust) and others have expressed interest. Discussions are underway regarding suitable sites and potential partners.

4.10. **Connecting Residents**

4.10.1. **Facilitating Connection in Developing Neighbourhoods - Silverstream**

Our Community Development Advisor has been meeting with Silverstream Development marketing staff who have asked for support in building community with the subdivision.

There is significant interest amongst residents, with monthly events already planned. The agency have been connected with other local groups, including with You We Me Us Trustees and the Greenspace Team. We have provided them with information about our Community Trailer and events funding.

The developer has also posted many of our resources on their website and has brought together a group of residents interested in organising local events. They have booked our Community Trailer for a ‘Duck Race’ later this month and for a resident’s picnic in late November.

4.10.2. **Promoting Volunteering as a Means to Empower and Connect People into the Community**

The Volunteering Steering Group promoted volunteering in the community, and its corresponding benefit, at the Winter Festival carnival in Rangiora.

Community Development staff teamed up with two organisations who are seeking volunteers in the District: Presbyterian Support’s ‘Enliven’ service and Girl Guides. This created an opportunity to promote the online database for volunteer opportunities on the Volunteering Canterbury website and our local Waimakariri Volunteer directory, which is on the WDC website.

Regular crowds gathered each half hour for the chocolate wheel spin, and the group took the opportunity to engage with participants and go over the information on the leaflet. The two partnering organisations were pleased with the number of
engaging conversations they were able to have with members of the public and each collected a list of names to follow-up. - Winter festival is itself reliant on volunteers to run smoothly and there was a great team of volunteers helping again this year.

4.10.3. Social Inclusion – New Resource

A recent District-wide survey by the Social Inclusion initiatives group indicated that people needed prominently displayed, easily accessible information about where they could go to connect with others. In response, the group has pulled together a directory of 26 local activities that aim to support social connection.

This will be one tool in promoting the activities throughout the District that are aimed at welcoming and/or connecting people with others, in relaxed social settings. The flyer version is going into Welcome Bags, as well as being available to property managers, GP practises, community agencies, libraries and service centres, residents groups and the public. It will also be on the Council’s various websites. The group aim to update the flyer seasonally as activities do change over the seasons of the year.

4.11. Waimakariri Health Advisory Group (WHAG)

4.11.1. Terms of Reference Review

Over recent months, staff have been supporting this group to review its Terms of Reference and consider its role in the community. The group has recently secured better representation from the General Practice sector and improved member reporting put in place to allow for a focus on identifying and addressing issues and opportunities, and less on mere information sharing. It has also moved to bi-monthly meetings in an attempt to address dwindling numbers, due to an overstretched local health sector.

4.11.2. Partner Survey

Staff have developed an online survey as a means to gauge sector awareness of the group and its role; and to gather formative information about key health and wellbeing priorities. This will inform priorities for the group, in terms of appropriate advocacy, promotion and support for the sector. We have released the survey to the community. The results will be presented, reviewed and discussed at the group’s October meeting.

4.12. Waimakariri Access Group

With Jill Waldron having to step down as chairperson, and a recent drop in membership, we are looking to up our support for the Waimakariri Access Group. It is important that such groups are community-led. However, our community are busy people and sometimes groups need a bit of extra support to reassess their priorities, promote themselves and grow membership. This is the case for this group at present. – Having them well represented, with a strong membership base will be important, in terms of Council’s commitment to the Waimakariri Accessibility Strategy and its Implementation Plan

4.13. 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:

- Driver Licence
- 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
1. **SUMMARY**

The purpose of this report is to present an overview of the Community Team Annual Report on activities carried out in the 2017/18 financial year.

Attachment:

i. Community Team ‘Year in Review’ Report 2017/18  (Trim # 180906102541)

2. **RECOMMENDATION**

THAT the Community and Recreation Committee:

(a) Receives report No: 180906102542

3. **BACKGROUND**

3.1. The aim of the Community Team ‘Year in Review’ report is to document the work of the Waimakariri District Council Community Team and, importantly, to celebrate the contribution of the various geographic and ‘of interest’ communities that make up the Waimakariri District.

3.2. In line with the four pillars of our Community Development Strategy, the Community Team's collective role is 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.
3.3. The attached report details what has been achieved in the past year as a result of the work of the Community Team. It acknowledges the government and philanthropic funders without whom many of the activities detailed could not have been delivered. It also provides an overview of the function and practice of the Community Team, in line with community-identified needs and aspirations; and with Council’s Community Outcomes. Results for 2018/19 are aligned to the four pillars of the Waimakariri Community Development Strategy 2015 – 2025.

4. **ISSUES AND OPTIONS**

4.1. **Top 5 Achievements for 2017/18**

4.1.1. **Roll out of ‘TimeBank Waimakariri’**

   This project has been a great example of a truly ‘community-led’ initiative. We have been delighted to support this group of committed people through the busy processes necessary for its ‘proper’ launch: Developing guidelines, policies and branding, achieving incorporated society status and securing funding for a coordinator. We think that this will be a great means to create a culture where everyone has something to offer.

4.1.2. **Applying a youth-led approach to review the Waimakariri Youth Development Strategy**

   We supported Youth Council to prepare a comprehensive survey, engagement plan and draft framework for a modernised, simplified Waimakariri Youth Development Strategy, one that directly reflects the voice of our young people in identifying strategic priorities for the coming years.

   408 local young people were engaged in this process, with a good spread across the secondary and tertiary student, home-school and waged sectors; and from right across the District. The youth services that support our local young people were also involved in the process. The new Strategy will be released in October.

4.1.3. **Facilitating a migrant-led approach to celebrating cultural diversity and connecting and empowering our migrant residents.**

   We’ve achieved a lot here, including:
   - A more migrant-led approach by the steering group
   - More English language classes. These now range from Conversational English to formal beginners and intermediate level classes aimed at supporting migrant workers with employment and visa issues related to language difficulties
   - Cultural awareness and cultural competency education for employers and workers in sectors that support migrants
   - Careers expos particularly aimed at informing and empowering migrants seeking employment
   - A range of events and the release of a ‘Migrant Stories’
4.1.4. **Working more closely with ‘neighbourhoods’**

We’ve continued to support Residents Groups as they have worked through some difficult transitions with members moving on and energy flagging. We’ve also worked with residents wanting to set up new groups. This has resulted in the establishment of coffee groups and community events in smaller communities like Waikuku Beach. We also piloted a neighbourhood park event in Kippenberger Estate, similar to those held in Arlington Acacia in past years. We’d like to roll out more of these in the coming year!

4.1.5. **Raising Awareness and Facilitating Action to Address Suicide and Family Violence**

Canterbury is over-represented in statistics for Family Violence and Suicide. These two issues have a significant impact on the whole community and our Community Team staff have continued to apply a sound evidence base to educating and empowering employers, community workers, volunteers and members of the public to ‘ask the difficult questions’ and to know how and where to refer people to get help.

4.2. **Looking Forward: 2018/19**

The Community Team have identified a range of priority activities for the 2018/19 financial year. These are detailed in the Community Development Strategy Implementation Plan 2018/19.

The attached report highlights six key priorities:

4.2.1. **Supporting the TimeBank Waimakariri initiative in the development of its Learning Exchange.**

The Learning Exchange will enable people to offer their skills to teach people something new, in return for TimeBank credits; or to use their TimeBank credits to learn a new skill, without having to spend ‘regular dollars’. We think that this will be a greater leveller, in terms of making community education available to everyone and creating a tangible means to recognise that everyone has something to offer.

4.2.2. **Encouraging and supporting the local Youth Services sector.**

Key issues like Youth Housing, Youth Mental Health, youth friendly spaces and access to transport could all be better addressed via collective impact from that sector. However, this needs intentional coordination. This will be a priority for our Youth Development Facilitator over the coming year.

4.2.3. **Continuing to work with ‘neighbourhoods’:**

Identifying and supporting those in our developing subdivisions and smaller neighbourhoods who would like to play a part in welcoming and connecting new or socially isolated residents into the life of the community.

4.2.4. **Continuing to empower migrants to build a more welcoming and inclusive District**

This will be achieved by facilitating a migrant-led approach to celebrating cultural diversity and connecting and empowering our
migrant residents. The aim is to remove some of the barriers so that they can more readily participate in our communities.

4.2.5. Facilitating the development of an Age Friendly Plan for our District

This will require broad consultation and an analysis of what is already in place and the gaps in achieving a more Age Friendly District

4.2.6. Facilitating an empowerment-based approach to addressing Family Violence and Suicide.

Educating and empowering people so that these issues are 'everyone's business.'

4.3. 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 partnering 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

The acquisition of external funding continues to be a necessary aspect of this work. As detailed in the attached report, the Community Team has facilitated the acquisition of over $200,000 in external funding to support the following:

- Community events in Kaiapoi, Rangiora, Pegasus and Oxford
- Initiatives that connect and empower new residents, migrants and young people
- Family Violence Prevention
- Suicide Prevention
- Community House Feasibility Study
- Social Service Coordination
- Active Ageing
- Age Friendly plan development
6.1. **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.

6.2. **Risk Management**

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

6.3. **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**

N/A

Tessa Sturley

COMMUNITY TEAM MANAGER
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV-01-04 / AQU-02-04 / 180809089646

REPORT TO: Community and Recreation Committee

DATE OF MEETING: 18 September, 2018

FROM: Matthew Greenwood, Aquatic Facilities Manager

SUBJECT: Aquatic Facilities Update Report – 31 August 2018

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

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. 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.

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 2017/18 Aquatic Facilities Attendance

The table below provides a summary of the Aquatic Facilities income from attendances for the 2017/18 year to May 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.

| Income by | Type | 17/18 Budget |
| attendance type | | |
| Programs | 913,748 | 948,130 |
| Recreation | 325,774 | 305,830 |
| Pre-Paid | 158,054 | 145,530 |
| Total | 1,397,576 | 1,399,490 |

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 however this is offset by less expenditure on Learn to Swim staffing, which is detailed further in 6.1 Financial Implications. Actual staffing levels are assessed at the start of each term and adjusted to reflect demand.

The implementation of the SwimDesk software will enable greater efficiencies with the planning and administration of the Learn to Swim and Schools programme and it is anticipated that this will require less administrative time which will help with the bottom line.

4.1. Aquatic Facilities Water Quality Update

The Aquatic Facilities water quality is measured both internally throughout the day by staff, and externally through monthly microbiological tests conducted by an independent lab. The table below indicates the achievement of the required PoolSafe and New Zealand water quality standards as measured by facility and month.

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

Following upgrade work to the chemical controllers at Kaiapoi Aquatic Centre, NZ standards allow us to test the pool water less frequently throughout the day as the new technology is both more reliable and has better safety measures in place. Prior to making any changes we will perform a period of testing to ensure that customer safety will not be compromised and that the equipment is working as desired.

These controllers are similar to the units, which were installed at Dudley Park Aquatic Centre when the facility reopened in 2010. Oxford Community Aquatic Centre will still require testing every three hours to comply with NZ standards as installation of similar equipment is not a viable economic solution at a seasonal facility.
4.2. Customer Service improvements through online solutions

With the start of term three, we will be continuing the rolling out the SwimDesk schools application, which integrates a version of the software with our schools programme. This version differs from the other SwimDesk product in that the initial data being names and abilities is supplied direct by the school, delivery timeframes can vary greatly and the delivered programme focuses on more water safety and survival skills.

We have also made some changes to our in house customer survey to make this a faster process for the customer and potentially a more practical solution. We will continue work to refine this through the coming months with Learn to Swim surveys going out at the end of September.

4.3. 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

In August, we ran our Customer satisfaction survey and for the first time delivered it via the popular online survey platform, SurveyMonkey. To introduce this change we loaded the software onto a couple of tablets housed at each facilities reception. This is similar to how we have delivered the paper surveys in the past and enabled staff to gauge customer reaction to this format.

Customers overall were delighted by the change and said it was easier to follow and more engaging. Some of our less tech savvy customers who might have otherwise struggled with the technology were still able to complete the survey with the assistance of our customer service team, ensuring equal access.

The results of the survey showed that of the 136 customers who completed the questions, 91% of respondents said they were satisfied or very satisfied with the helpfulness of staff, quality and cleanliness of facilities and quality and range of programmes offered.

The survey included a “free text” box for feedback, which around a quarter of the respondents completed. A few were compliments for staff, which were passed on, there was feedback relating to pool temperature issues which have since been rectified and the rest were potential improvements including more car parking, requests for hydroslides, and solar power.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The following table summarises the Aquatic Facilities operational financial position in the 2017/18 year as at June 2018.

<table>
<thead>
<tr>
<th>Aquatic Facilities Budget Summary</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Variance $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Income</td>
<td>Rates Funding</td>
<td>Total Income</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>---</td>
</tr>
<tr>
<td>1,617</td>
<td>2,952</td>
<td>4,569</td>
<td>8</td>
</tr>
<tr>
<td>1,625</td>
<td>2,992</td>
<td>4,617</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operation Expenses</th>
<th>Maintenance</th>
<th>Overheads</th>
<th>Internal Interest</th>
<th>Depreciation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2,945</td>
<td>308</td>
<td>555</td>
<td>420</td>
<td>439</td>
<td>50</td>
</tr>
<tr>
<td>2,995</td>
<td>327</td>
<td>559</td>
<td>417</td>
<td>530</td>
<td>91</td>
</tr>
</tbody>
</table>

| Total Expenditure | 4,667 | 4,828 | 161 |
| Total Pools Surplus (deficit) | (98) | (211) | (113) |

As detailed in the table above, Total Income underperformed slightly with the bulk of that being Rates Funding. This is balanced by a better than forecast result for Total Expenditure with lower operating costs and a less than budgeted expenditure in depreciation.

In summary Aquatics continues to require rates income to break even however for the 17/18 year $113,000 less funding was required from rates than originally budgeted for.

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 councils 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, of a drowning at a North Island facility.

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
1. SUMMARY

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

In addition, a section of this report provides a summary of the results of the Libraries’ annual Customer Satisfaction Survey that was conducted in June 2018.

2. Recommendation

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.

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**

**AnyQuestions** - AnyQuestions is funded by the Ministry of Education, managed by the National Library of New Zealand, and staffed by public librarians from right around New Zealand. This is a free online reference service for all New Zealand school students via live text-based chat. Joanna Milne of the Reference Team was featured in a Transcript Thursday blog post, for the excellent service she provided Matt, a Year 5 student from Star of the Sea School in Howick. Matt's question was: *Who made a discovery in New Zealand?* The script of the chat session has been adopted as a model of good service for all AnyQuestions operators.

**Spiders Up Close!** - The Rangiora Library is currently hosting an exhibit from the Canterbury Museum, called: Spiders Up Close! Spiders have been around for 380 million years and can inspire fear and fascination. Nearly all of the estimated 2,000 spider species that call New Zealand home are found nowhere else on earth, and some 800 New Zealand species have yet to be named. Visitors to the Rangiora Library are enjoying fun facts like this, as well as using an interactive screen that highlights New Zealand's spiders, and a microscope for those wanting to get a closer look at these extraordinary arachnids.

**1,000 likes Facebook** - The Waimakariri Libraries’ Facebook page has just recently hit 1000 page likes. The page likes have steadily increased over the years. Facebook has become an essential tool for Waimakariri Libraries as it is used to promote library events and programmes, to share information, and to engage with library followers. The most popular post to date occurred during the promotion of the book ‘Crafting with Cat Hair’, which was seen by over 100,000 people, and received more than 1000 comments, and 233 shares. More recently, the Libraries, posted a video that was created by audiobook narrator and performer Stig Weymss, after his performance for Waimakariri Libraries’ KidsFest.

**Lynda.com** - The Waimakariri Libraries’ newest database, Lynda.com, offers courses on software, business, creative and technology skills. Lynda.com has more than 5,000 on-demand courses to help users build professional skills across a vast range of job functions. New courses are added each month. Courses include software, graphic design, business skills, photography, marketing, web development and much more. Lynda.com is a brand name that is recognised and sort after by library customers.
**Family History Month at the Libraries** - August was Family History Month during which library staff helped to find answers to the public’s genealogy questions. The Waimakariri Libraries have access to a vast array of resources including British and American historical newspapers and the Library Edition of Ancestry.com. Library staff assist people when getting started with research and navigating internet resources, such as Papers Past and Archives NZ. Customers had the opportunity to delve into their family history, at one of a number of drop-in sessions during the month of August at Kaiapoi Library and Rangiora Library. Customers who couldn’t make it to one of these sessions were able to sign up for a “Book a Librarian” session for help with their queries at a convenient time.
‘Good Read’ Bookmarks
The Reader and Reference services team have developed ‘Good Read’ bookmarks to encourage customers to tell us about books they have enjoyed. The bookmarks stay with the book while it is on display for other customers to take. These bookmarks are for people of all ages to fill in if they really loved a book and want to tell staff and other library members about it. There is space to give a review out of 5 stars, and a section on the back of the bookmark to provide further comments. These bookmarks are excellent reader advisory tools, and have been complimented by ‘Staff Pick’ bookmarks, which are also on display in all three libraries.

‘All About Bees’ Artwork at the Kaiapoi Library - Waimakariri primary school students have created a portfolio of bee art for the first South Island Bee Conference which was held in Rangiora on the 2nd of September. Loburn, Ashgrove, Rangiora New Life, Rangiora Borough and Kaiapoi North Schools participated in the project. Prior to the conference, the artwork was displayed in the children’s area of the Kaiapoi Library.

New topics added to Stepping Up Digital Literacy programme - Stepping Up is a programme that helps people to take their computer skills to the next level. Waimakariri
Libraries have offered new Stepping Up modules this term, including sessions on Smart Phones, in response to customer demand.

**Wrybill Reading Challenge for Schools 2018** The Waimakariri Libraries Reading Challenge for Schools has been developed for primary school students aged 5-12 years old. The Learning Connections team have worked in consultation with teachers and school librarians to create a customised version of our reading challenges to engage reluctant readers, with the goal of boosting levels of literacy. Parents are encouraged to do these activities with their children, as role modelling helps build a strong foundation for future learning and creates a love of reading. Teachers and school librarians monitor progress and tick off the challenges completed by students. Students are encouraged to complete as many of the challenges as they can, and to complete all of the challenges to be eligible for the prize draws. The Wrybill image by Grant Davey, also featured on our new library card for children, helps to promote memberships while raising awareness of this unique and local endangered native bird.

**Winter Reading Challenge 2018** - This winter, the Waimakariri Libraries celebrated reading for pleasure with a new Winter Reading Challenge, open to all ages. The goal of this project was to promote the joy of reading, and to inspire families to relax and read together. Participants were encouraged to complete 12 of the 16 challenges, and return their card to any Waimakariri Library to go in the draw to win prizes.

The Libraries will also be hosting end-of-winter Hygge Evenings in conjunction with the finale of the Winter Reading Challenge. These evenings are open to all ages, and participants will be able to enjoy a warm drink, read, check out some new books, or perhaps listen to an audiobook. Hygge (pronounced hoo-gah), is the Danish Art of Cosiness. Hygge is about creating a warm atmosphere, and enjoying the good things in life, with good people.

4.2. Library activities and events
Class visits to the Libraries - The Learning Connections and Reference Teams have recently hosted numerous class visits. Eight classes from Ashgrove School visited the Rangiora Library last term. More than 300 students enjoyed the sessions, and teachers were thrilled with the positive experience at the libraries. The teams also worked with 22 classes and 550 students at Kaiapoi North School last term, to participate in the school’s book week celebrations. Highlights included all of the students from each class singing the popular waiata Tutira Mai. The goal of these visits was to create enthusiasm for the libraries and to promote the joy of reading for pleasure.

Book Week at St. Patrick’s School - The Learning Connections team celebrated book week with St. Patrick’s School this term. All five classes of 100 students, from Years 0-8, participated in the activities. St. Patrick’s School currently has 100% library membership across all students in all of the classes. When new entrants join the school they receive a
pack that includes a membership form for the Waimakariri Libraries. This is a wonderful initiative run in partnership with the school and the Learning Connections Team.

**KidsFest Success** - The Waimakariri Libraries enjoyed a busy school holidays, with the annual KidsFest activities proving to be popular again with our community. The majority of the events were fully booked, with waiting lists of people keen to participate. 408 Mystery Trails were completed these holidays, with 245 in Rangiora, 95 in Kaiapoi, and 68 trails completed in Oxford. 65 young writers participated in writing workshops, 706 children operated the Thomas and Friends Model Railway, 125 people were entertained and engaged by the Stig Live show, 93 kids and 69 adults competed in the Family Quiz Nights, and 64 children and 34 parents created crafts from around the world. That equates to 1,569 people in the Waimakariri District who participated in the Libraries’ KidsFest programme this year.

**Mid-Week Stress Reliever** - 14 people participated in the first session of the Mid-Week Stress Reliever at the Kaiapoi Library, hosted by Sahera Laing. The sessions include a 35-40 minute guided meditation to reduce stress and improve relaxation, followed by a discussion on breathing techniques and stress. The feedback from attendees was very positive and the sessions continue to run during lunchtime on Wednesdays, 12.30-1.30pm, at the Kaiapoi Library.

**Write On ‘Waimakariri’ Magazine Launch** - The Waimakariri Libraries have hosted multiple masterclasses run by the School for Young Writers for local schools this year, including the most recent KidsFest workshops, and the successful Poets Make History workshops at the Rangiora Town Hall. This event culminated in a concert to celebrate the history of the Rangiora Town Hall in conjunction with the Friends of the Rangiora Town Hall and the Rangiora Historical Society. As a result of all the excellent writing produced in these various workshops, seven young writers from schools in the Waimakariri District were featured in *Write On* magazine. 41 people were in attendance to celebrate the launch of *Write On* Magazine at the Rangiora Library where Mayor David Ayers, presented copies of the magazines, and acknowledged the success of the seven young writers.
Friends of the Library author event - 44 people came to hear Al Lester, who shared stories from his new book: *Straight from the Pig’s Mouth*. Al reflected on his time with the New Zealand police, from training to retirement, with 31 years on the force, as a police constable, detective and detective sergeant.

Rangiora Library Teen Book Group – The Rangiora Library is now offering a Teen Book Group to engage with the youth community, to give avid readers a chance to connect, do some cool mini challenges, and access the library’s newest teen books. The goal of these sessions is to provide teens with engaging books, encourage reading, and to provide a wider range of content.

National Poetry Day event - The Rangiora Library also hosted an open mic event to celebrate National Poetry Day. Ciaran Fox, who is the host of the *Catalyst* poetry nights, was the MC for this celebration and 30 people enjoyed the poetry shared by 15 performers.

Word Christchurch Festival - The Waimakariri Libraries featured in the schools section of the recent Word Christchurch Festival. The Libraries hosted one of the world’s leading slam poets, Carrie Rudzinski ran workshops and performances at Oxford Area School, Rangiora New Life School, and Kaiapoi High School. 250 Students and 25 teachers and support staff enjoyed the performance at Oxford Area School, and 35 students were engaged in an inspiring poetry workshop. 240 students and 15 teachers and support staff also got to experience Carrie’s powerful performance at the Rangiora New Life School, with 18 students participating in the workshop. 70 students at Kaiapoi High School created a range of interesting poems in two workshops that incorporated a performance by Carrie.
Rangiora Library Showcase - Carrie’s honest and personal poems inspired the students to be brave enough to share their own work at the Rangiora Library Showcase of work created in the workshops. The quality of poetry produced was of a very high standard. Over 50 people attended the showcase event, that featured a guest poetry reading featuring Carrie Rudzinski, and musical accompaniment by Doc Drumheller.
4.3. Annual Customer Satisfaction Survey

The Waimakariri Libraries’ annual Customer Satisfaction Survey was conducted in June 2018. 96.89% of customers rated themselves as Satisfied or Very Satisfied with the Libraries.

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

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Satisfied</td>
<td>60.53% 273</td>
</tr>
<tr>
<td>Satisfied</td>
<td>36.36% 164</td>
</tr>
<tr>
<td>Dissatisfied</td>
<td>2.22% 10</td>
</tr>
<tr>
<td>Very Dissatisfied</td>
<td>0.00% 0</td>
</tr>
<tr>
<td>No Opinion</td>
<td>0.89% 4</td>
</tr>
</tbody>
</table>

Answered 451
Skipped 0
### How often do you visit one of the Waimakariri Libraries?

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>3.34%</td>
</tr>
<tr>
<td>Weekly</td>
<td>63.92%</td>
</tr>
<tr>
<td>Monthly</td>
<td>26.95%</td>
</tr>
<tr>
<td>Occasionally</td>
<td>5.35%</td>
</tr>
<tr>
<td>Never</td>
<td>0.45%</td>
</tr>
<tr>
<td><strong>Answered</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Skipped</strong></td>
<td></td>
</tr>
</tbody>
</table>

### How often do you visit the Waimakariri Libraries’ website?

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>4.55%</td>
</tr>
<tr>
<td>Weekly</td>
<td>17.22%</td>
</tr>
<tr>
<td>Monthly</td>
<td>18.90%</td>
</tr>
<tr>
<td>Occasionally</td>
<td>32.54%</td>
</tr>
<tr>
<td>Never</td>
<td>26.79%</td>
</tr>
<tr>
<td><strong>Answered</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Skipped</strong></td>
<td></td>
</tr>
</tbody>
</table>
How do you rate the library regarding...?

<table>
<thead>
<tr>
<th></th>
<th>Programmes and events?</th>
<th>Self-help options?</th>
<th>Helpfulness of staff?</th>
<th>Quality of collections?</th>
<th>Quality of eResources?</th>
<th>Quality of buildings?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Satisfied</td>
<td>165</td>
<td>185</td>
<td>339</td>
<td>187</td>
<td>106</td>
<td>264</td>
</tr>
<tr>
<td>Satisfied</td>
<td>157</td>
<td>185</td>
<td>91</td>
<td>199</td>
<td>115</td>
<td>137</td>
</tr>
<tr>
<td>Dissatisfied</td>
<td>6</td>
<td>7</td>
<td>3</td>
<td>18</td>
<td>13</td>
<td>6</td>
</tr>
</tbody>
</table>

Statistical information

![Bar chart showing age group distribution](chart)
A selection of customer feedback:

- It is a nice comfortable, friendly and supportive place.
- I love to read to relax and learn about things. This contributes to my mental health - time out to relax.
- The library has been great for helping me find early reading material for my daughter who is 5. I also taught myself to crochet with the help of library books and also really enjoy coming to the library for some 'me' time as it is relaxing.
- All the staff are very nice :)
- Friendly staff, group sessions, calm quiet atmosphere, lovely place to spend time.
- Learnt a lot of new skills from the books that are in this library. Very satisfied with the work you guys do etc. Well done Rangiora team.
- Toddler Times has been a hit with my two boys. It's a great morning out for us. We borrow some new books each week when we come in too.
- It is a warm and friendly place to visit. The staff are lovely and helpful, especially the afternoon girls.
- I was looking for career info for my daughter. Your staff (the gorgeous lady with the vibrant dress style) was fantastic at helping me find the appropriate books. And she makes me smile every time I see her. She is your best asset.
- My children love reading - and the library helps foster this
- Just love this library. Staff are wonderful!!! Great taking my son here. Have learned about changes to Kaiapoi.
- Books play an important part of my life. My husband died 6 months ago and books have been integral to my health. I belong to the fortnightly book group at the library and enjoy the friendship and discussion.
- We love the library!! My girls and I are avid readers and we prefer to have actual books. We borrow a large pile of books weekly.
- Visiting libraries is important for me as has been part of my routine all of my life. I think they provide a feeling of well-being and familiarity, and cannot imagine a life without the pleasure of visiting a library and all that this offers.
- As an immigrant family it makes us feel part of the community. Everyone is made to feel welcome by the staff.
- I just love Kaiapoi Library, so pleased I moved out this way.
- Displays of books around the library are very useful to browse and find little treasures. Staff obviously put a lot of care and time into these. Thank you!
- As someone who is bedridden I have found the library services invaluable. My daughter picks books, mags, dvds etc up for me.
- Would like to see a small cafe attached to library.
- I fully agree with enlarging the Rangiora Library. It is great to be able to use both the Kaiapoi and Oxford libraries as well as Rangiora.
- Library at Pegasus/Ravenswood, or at least activities there until a library is built. Libraries shouldn't just be restricted to a building.
4.6 The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

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

5.2. Wider Community
Community views were canvassed through the Libraries’ Annual Customer Satisfaction Survey which was conducted in June 2018. The survey results show a high level of satisfaction with Library Services. (Very Satisfied 60.53%; Satisfied 36.36%; Dissatisfied 2.22%; Very Dissatisfied 0.0%; No Opinion 0.89%. Total participants: 451)

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
Library activities are being met from within the Libraries’ budgets. The following table summarises the Libraries’ financial position as at 31 July 2018.

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

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

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

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

7.2. Legislation
Local Government Act 2002:

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

- Part 7 - Specific obligations and restrictions on local authorities and other persons
  Subpart 4 - Public libraries - 142 Obligation to provide free membership of libraries

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

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

Phillippa Ashbey
District Libraries Manager
1. SUMMARY

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

Attachments:
(a) Letter from Dementia Canterbury (Trim 180725083287)
(b) Email – Toot for Tucker Fundraiser (Trim 180907102680)
(c) Email – Waimak Wee Ones (Trim 180907102685)
(d) Application Form – Mah Jong Group (Trim 180824096406)
(e) Application Form – Woodend Beach Country Music Club (Trim 180831099625)
(f) Application Form – Oxford Craft Market (Trim 180905101640)
(g) Application Form – Fernside School (Trim 180907102706)
(h) Email – West Eyreton Miniature Rifle Club (Trim180806088011)

2. RECOMMENDATION

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 Eyreton 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.

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.

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 eight applications for exemptions of fees, some of which are for one off events and some of which are for regular reoccurring bookings. This report is proposing separate agreements with eight 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 Dementia Canterbury</td>
<td>Rangiora Town Hall Function Room or Greenroom</td>
<td>Casual bookings on an ongoing basis. Typically 2-4 individual bookings a year for workshops and community education.</td>
<td>Standard Fees</td>
<td>Standard Fees</td>
<td>Any reduction of fees available</td>
<td>Dementia Canterbury is a not-for-profit organisation supporting people to live will with dementia in the community. The facilities at the Town Hall are used to provide popular community education sessions. With no specific funding to run these sessions any reduction in fees would assist in ensuring the community education activities could continue.</td>
<td>Approve a %50 fee waiver for Dementia Canterbury booking of Community Facilities for education purposes.</td>
</tr>
<tr>
<td>2 Toot For Tucker</td>
<td>Dudley Park &amp; Pavilion</td>
<td>Single booking - 4th December, 5:30 to 7pm</td>
<td>Fees waived - 1.5hrs x $10 per hour = $15</td>
<td>Total Fee $15</td>
<td>This is the eighth year we have run this event. It is a charitable event, one that has never received any complaints about it, in regards to rubbish or the occasional use of the toilet. The Salvation Army bring the BBQ and take the rubbish away. The fire brigade are on site and participate in the program. We occupy the park from approx. 5pm until 7.30pm and lock the gate up afterwards. I would find it hard to reconcile any request for payment for this event.</td>
<td>Approve Waiver of total fee for this one event.</td>
<td></td>
</tr>
<tr>
<td>3 Waimak Wee Ones (Formerly Pegasus Playgroup)</td>
<td>Woodend Community Meeting Room A+B</td>
<td>Weekly booking - 2hrs, 9.30am to 11.30am</td>
<td>Community Rate - 2hrs x $6 per hour = $12</td>
<td>%50 fee waiver - Charged for one meeting room, but use two rooms.</td>
<td>Operating since 2012, around 20 children between the ages of 0-6 attend playgroup weekly. Attendees are asked for a $2 Koha. We would appreciate consideration for the cost of at least one of these rooms to be exemplified or waivered. We believe we provide a positive hub for young families in Waimakariri. Attendees are charged $2 per person. A Small group of 12 persons, causal attendance due to age. No profits or excess income generated. Paying $10 per hour will be a setback as small halls are not available in the district.</td>
<td>Approve a %50 fee waiver for Waimak Wee Ones for their regular recocurring booking. That the waiver is backdated to 1st July 2018.</td>
<td></td>
</tr>
<tr>
<td>4 Mah Jong</td>
<td>Dudley Pavilion</td>
<td>Weekly booking - 2hrs, 1-3pm</td>
<td>Community Rate - 2hrs x $6 per hour = $12</td>
<td>No specific request</td>
<td></td>
<td>Retain the Mah Jong Group on their historical rate of $12 per hour. That the waiver is backdated to 1st July 2018.</td>
<td></td>
</tr>
<tr>
<td>5 Woodend Beach Country Music Club</td>
<td>Woodend Community Centre - Combined Meeting Room A+B</td>
<td>Meeting Room A+B, twice a month, 6pm to 11pm. Total 10hours a month.</td>
<td>Community Rate - 5hrs x $16 per hour = $80 per booking.</td>
<td>%50 fee waiver - Charged for one meeting room, but use two rooms.</td>
<td>Door Entry Fees are: Members $3, Non-Members $4. Children under 15 free. We are a small club with an average attendance of 30-50 paying members per function night. Use of two meeting rooms is a necessity of the general activity. Banked average door takings after band costs are approximately $91 per Function. ($182 per month). The Club has been operating in Woodend for 25 years.</td>
<td>Approve a %50 fee waiver for Woodend Country Music Club for their regular recocurring booking. That the waiver is backdated to 1st July 2018.</td>
<td></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>
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<th>Waiver Request</th>
<th>Financial Implications</th>
</tr>
</thead>
<tbody>
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<td>1 Dementia Canterbury</td>
<td>Rangiora Town Hall - Function Room or Greenroom</td>
<td>Casual bookings on an ongoing basis. Typically 2-4 individual bookings a year for workshops and community education.</td>
<td>Standard Fees</td>
<td>Standard Fees</td>
<td>Any reduction of fees available</td>
<td>Unable to estimate. Dementia Canterbury would only make future bookings based on the availability of a fee reduction. Previous bookings of the Town Hall Function Room have been for 3hrs</td>
</tr>
<tr>
<td>2 Toot For Tucker</td>
<td>Dudley Park &amp; Pavilion</td>
<td>Single booking - 4th December, 5:30 to 7pm</td>
<td>Fees waived for Fundraising Event</td>
<td>1.5hrs x $10 per hour = $15</td>
<td>Total Fee $15</td>
<td>$15 only.</td>
</tr>
<tr>
<td>3 Waimak Wee Ones (Formerly Pegasus Playgroup)</td>
<td>Woodend community Centre - Combined Meeting Room A+B</td>
<td>Weekly booking - 2hrs, 9:30am to 11.30am</td>
<td>Community Rate - 2hrs x $16 per hour = $32</td>
<td>2hrs x $20 per hour = $40 (2019 Fee increase will see a rise to $60 per booking)</td>
<td>%50 fee waiver - Charged for one meeting room, but use two rooms.</td>
<td>$20 per booking. Total of $860 for all bookings in the 2018 Financial year.</td>
</tr>
<tr>
<td>4 Mah Jong</td>
<td>Dudley Pavilion</td>
<td>Weekly booking - 2hrs, 1-3pm</td>
<td>Community Rate - 2 hrs x $6 / hour = $12</td>
<td>2 hrs x $10/ hour = $20</td>
<td>Retain the Mah Jong Group on their historical rate of $12/ hour.</td>
<td>$8 per booking.</td>
</tr>
<tr>
<td>5 Woodend Beach Country Music Club</td>
<td>Woodend Community Centre - Combined Meeting Room A+B</td>
<td>Meeting Room twice a month, to 11pm. Total 10 hours a month.</td>
<td>Community Rate - 5hrs x $16 per hour = $80 per booking. Total $160 per month.</td>
<td>5hrs x $20 per hour = $100 per booking. Total Per Month - $200 (2019 Fee increase will see a rise to $300 per month)</td>
<td>50% fee waiver - Charged for one meeting room, but use two rooms.</td>
<td>$50 per booking. Total of $1000 for all bookings in the 2018 Financial year.</td>
</tr>
<tr>
<td>6 Oxford Craft Market</td>
<td>Oxford Town Hall - Main Hall</td>
<td>Monthly - 5hrs, 9am - 2pm</td>
<td>Community Rate - 5hrs x $8 per hour = $40</td>
<td>5hrs x $25 per hour = $125 per booking</td>
<td>Retain Oxford Craft Market on their historical rate of $8 per hour.</td>
<td>$85 per booking. Total of $1020 for all bookings in the 2018 Financial year.</td>
</tr>
<tr>
<td>7 Fernside School</td>
<td>Fernside Hall</td>
<td>Weekly - on demand</td>
<td>$500 Annual Flat Fee for all usage.</td>
<td>Standard Fees $10 per hour for usage.</td>
<td>Maintain arrangement of $500 annual fee.</td>
<td>Unable to estimate as usage is as required.</td>
</tr>
<tr>
<td>8 West Eyreton Miniature Rifle Club</td>
<td>Cust Community Center</td>
<td>One off activity</td>
<td>n/a</td>
<td>3hrs x $10 per hour = $30</td>
<td>Free hire for one off voluntary activity</td>
<td>$40 only</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.
25th July 2018

Attention: Craig Sargison – Community and Recreation Manager

Dear Waimakariri District Council,

I am writing to request a reduction of fee for the Function Room in order for Dementia Canterbury to be able to provide a free education session to the North Canterbury population in order to support those residents living in the community who are affected by dementia.

Dementia Canterbury is a not-for-profit organisation whose mission is to support people to live well with dementia in the community. In the North Canterbury region we provide a range of services including home visits and ongoing support from a social worker, carer groups, memory groups for people living with dementia, a yearly education course for care partners/whanau, activity groups for people living with dementia (a swimming group and book group in partnership with the WDC libraries) and a community café.

In addition to these services we ran an open and free Community Education Session in May at the Function Room with Dr. Brian Devol titled “Talk Dementia with a Doctor”. This was extremely well received with over 80 people attending. Due to the success of this event and the need we are aware of in the community for education we are looking to run another seminar in November presented by a psychologist which will focus on the needs and wellbeing of carers.

We receive no funding to run these sessions and they do take a considerable amount of resource to organise, advertise and implement. We therefore would be most grateful to the Council for any reduction of fee you would be able to grant us. We understand that any reduction of fee you may be able to make will be subject to an annual review.

Yours Sincerely,

Philippa Cosgrove

Educator,
Dementia Canterbury
Hi Fiona

With me is fine.

I will have to prepare a report for the next Community and Recreation meeting. This will be on the 18th September. If I need any further information I will contact Bev direct.

Thanks

Fiona Kohi | Customer Service Officer
Customer Services
Fiona.Kohi@wmk.govt.nz
Customer Service: 0800 965 468 (0800WMKGOV)
Good morning Chris,

Bev Wright has sent the attached application to have no charge for this event as well as her explanation below.

Do we send these applications to you or is there an alternative email address for them to go to? How long will it be before we have an answer on this so that I can keep Bev informed?

Kind regards,

Fiona Kohi
Customer Service Officer
Customer Services
Fiona.Kohi@wmk.govt.nz
Customer Service: 0800 965 468 (0800WMKG)
From: Beverley Wright <bev@propertybrokers.co.nz>
Sent: Friday, 13 July 2018 12:02 PM
To: Council Office <office@wmk.govt.nz>
Subject: RE: Dudley Park and Pavilion booking - 5 December 2017

Dear Denise,
Please find attached this years documents. I do hope they are all in order.
Cheers Bev

From: Council Office <mailto:office@wmk.govt.nz>
Sent: Wednesday, September 20, 2017 12:12 PM
To: Beverley Wright
Subject: Dudley Park and Pavilion booking - 5 December 2017

Hi Bev

Thanks for your hall booking enquiry.

I have pencilled in your dates and times, please complete and return the attached booking application form within 7 days to confirm.

I have also attached a template for the Health and Safety Plan that is required.

Kind regards and thanks

Denise Cowan | Customer Service Officer
Customer Services
office@wmk.govt.nz
Customer Service: 0800 965 468 (0800WMKGOV)
To Whom this may concern,

We, the committee at the Waimak Wee Ones Playgroup, formerly known in the community as Pegasus Play Group would like to submit a request for consideration to receive an exemption or waiver for one meeting rooms at the Woodend Community Centre which we use every Friday morning.

As of July 1st, 2018 the meeting rooms have increased in price to $15 including gst per hour. The combined cost for both meeting rooms is now $30.

Waimak Wee Ones Playgroup is a playgroup for 0-6 year olds, which is held for two hours every Friday morning.

We currently have around 20 children attending our playgroup, which is led by a committee of local mothers and includes free time play, where children can explore their world through various activities and crafts that we set up. It is a great sense of community and the families are all supported through our network.

We have been operating since 2012, and have recently undergone a rebranding from ‘Pegasus Playgroup’, to “Waimak Wee Ones’.

We currently use both meeting rooms A&B at the Woodend Community Centre for our expanding sessions.

In the first room (A) we have a Kai table set up for the children, and a floor play, puzzle area which are our fine motor-skill activities, our imaginary play stations and our weekly craft station. Along with a corner for breastfeeding mums to connect with their babies whilst they enjoy tummy time.

In the other room (B) we have the larger items like bikes, scooters, a basket ball hoop, obstacle courses, balls and hula hoops set up.

As the costs of the rooms we use have now doubled due to the facilities price increase, we would appreciate consideration for the cost of at least one of these rooms to be exemplified or waived. We believe we provide a positive hub for young families in Waimakariri, and have adjusted our name to show that we are here for all Waimak’ Whanau and not just those of Pegasus alone.

We thank you for your time and consideration,

Natasha McQuarrie

Waimak Wee One’s Committee Member
Waimakariri District Council
Community Facilities
Post July 2018 Fee Exemption Application

Group Name: Mah-jong Group
Date: 21/05/2018

Contact Details:
P. Glassey
182 Regent Ave
Christchurch
c.glassey@gmail.com.
Ph 313-5250

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

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
  Dudley Park Pavilion
  Weekly from 31st Jan - 29th November

Activity Details:
- Provide a brief description of your activity
  Promoting & playing Mah-jong.

Do you charge fees for your activity? What is the fee?
- Provide details about the fee’s you charge for your activity.
  $2 per person, per week

What does your group do with any income or profits generated from your activity?
  Our group do not generate profits or excess income.

Please detail why your groups should be exempt from the new facility hire rates?
  We are a small group 12 people in total
  Casual attendance due to age.
  Paying $10 per hr will be a set back, as small halls are not available in the district.

P. Glassey
24th August 2018

Marilyn Johnstone
20 Gladstone Road
Woodend

Simon Kong
Community Facilities Coordinator
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Dear Simon

Re: WOODEND COMMUNITY CENTRE HIRE

Thank you for your assistance in forwarding the information regarding the rent increase for the Woodend Community Centre.

Please find enclosed our application for exemption of fees.

As a long-standing group in the Woodend community (25yrs) we look forward to a favourable outcome.

Yours Sincerely

Marilyn Johnstone
President
Woodend Beach Country Music Club Inc
Email: mjrshakers@hotmail.co.nz
Waimakariri District Council
Community Facilities
Post July 2018 Fee Exemption Application

Group Name: Woodend Beach Country Music Club Inc
Date: 24/8/18

Contact Details: President: Marilyn Johnstone 03 312 7589 - Treasurer: Trish Smith 037 411 144

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

It is an incorporated, non-profit Country Music Club, organisation

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

Meeting Room A + B, Woodend Community Hall, every 2nd & 4th Thursday evening, every month from 6.00 - 11.00pm

Activity Details:
- Provide a brief description of your activity

Gathering of club members and visitors alike to the club for the enjoyment of an evening of listening to Country Music provided by the Club’s band.

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

Door Entry Fees are: Members $3.00ea, Non-Members $4.00, Children under 15 years Free

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

Income or profit are used to pay for each evening running costs i.e advertising-hall hire-band members payment-Club Insurance-Annual Audit Fees + other subsidiary items as required, Club costs being involved in community charitable functions, to help discount Club members Bus Travel costs to out-of-town Combined Club functions, replacement of Club Sound Equipment, Special function costs i.e. annual festival

Please detail why your groups should be exempt from the new facility hire rates?

We are applying for exemption of the new hire rates for the hiring of meeting Room A+B to be waved or alternately to be charged full single room rate for one Meeting Room only, even though we will always need to hire the use of both Meeting Rooms to meet our requirements for every Club Function.

We require the exemption to be applied ongoing as we are only a small club with an average attendance of between 30-50 paying people per function night.
Banked average door takings after band members costs taken out is approximately $91.00 per Function and all other costs as per above income-profit details are still to be paid.

We will pay the Hall Hire account as it is currently invoiced and would appreciate receiving the refund back upon acceptance/approval of our Exemption Request.

Signed...
President: Marilyn Johnstone

\[Signature\]
Waimakariri District Council
Community Facilities
Post July 2018 Fee Exemption Application

Group Name: Oxford Craft Market
Date: 2-9-18
Contact Details: Lorraine Rooney
P.O. Box 34, Oxford 03 3124092

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

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

Oxford Town Hall, Monthly.

Activity Details:
- Provide a brief description of your activity

We provide a monthly craft market to allow craftspeople to provide their products for sale to the community.

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

We charge stallholders $10 per table.

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

Excess funds are donated to local causes.

Please detail why your groups should be exempt from the new facility hire rates?

To keep the craft market viable.
Waimakariri District Council
Community Facilities
User Category & Fee Exemption Application

User categories and fees for hire of Community Facilities have been updated as of 1st July, 2018.

If you would like to apply for an exemption to the updated fees please complete the questions on Page 2. Your application will be presented to Council's Community & Recreation Committee for consideration. The next meeting is on Sept 18th, 2018.

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

User Categories Definitions:

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

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

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

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

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

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

* Note: While there are different definitions for individual and community users, updated hire fees for both groups are identical.
Waimakariri District Council
Community Facilities
Post July 2018 Fee Exemption Application

Group Name: Fernside School                                      Date: 06.09.18
Contact Details: David Taylor

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

What facility do you use?
- List facility and frequency of use; weekly, monthly, periodically
  Fernside Community Hall used daily

Activity Details:
- Provide a brief description of your activity
  Kapa Haka, Music, P.E / Gymnastics, School Assemblies, School Production, Jump Jam

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

What does your group do with any income or profits generated from your activity?
None

Please detail why your groups should be exempt from the new facility hire rates?
Continuation of use for educational purposes
Attached is a request letter from Peter Boerlage of the West Eyreton Miniture Rifle Club regarding waiving for the rental for the Cust Community Centre.

Hi Oxford Service Centre

This request is seek councils forberance of the rental cost for a one 3 hour slot in the afternoon of either a Tuesday or Thursday date still be determined.

I am the president of the West Eyreton Miniture Rifle club and I am also a mentor for Big Brother Big Sister North Csnterbury. (There is a website for this Organisation detailing the activities and objects.) http://bigbrothersbigsisters.org.nz/northcanterbury.html

I would like to organise an shooting activity for all the mentors and mentees of BBBS North Canterbury to be held at the Cust Community Centre.

The organisation is a voluntry organisation and funding is hard to come by. I am seeking the councils permission to be able to use the Cust Community hall rent free for this one off voluntary activity.

The Rifle Club currently rent the hall on a regular weekly basis and we would have all the same safety requirements put in place as if we were renting the hall

Your Faithfully

Peter Boerlage
0274523263
03 3125627
1. **SUMMARY**

1.1 This report is requesting the Community and Recreation Committee confirm the exchange of appointments between Councillors Doody and Barnett to the Waimakariri Youth Council.

2. **RECOMMENDATION**

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.

3. **BACKGROUND**

3.1 The Youth Council’s Terms of Reference requires the Mayor and two Councillors to complete its membership. The elected members act as liaison between the Youth Council and the Council.

3.2 At the 16 May 2017 Community and Recreation committee meeting Councillors Doody and Gordon were formally appointed as the Council’s representative on the Waimakariri Youth Council (refer Community Team Update Report Trim 170505044591).

3.3 Councillor Barnett has attended meetings of the Youth Council since her appointment as Councillor in February this year and due to Councillor Doody’s other Council related commitments, it is appropriate for Councillor Barnett to be formally appointed to the role of Council Representative.

4. **ISSUES AND OPTIONS**

4.1. This report seeks to formalise the arrangement officially of Councillors Barnett and Gordon being the Council representatives on the Waimakariri Youth Council.

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

5.1. **Groups and Organisations**
The Waimakariri Youth Council are supportive of this proposal.

5.2. **Wider Community**
Not sought although there is an established relationship with the Youth Council and it is important that this continue.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**
There are no financial implications or risk.

6.2. **Community Implications**
There are no community implications as the Mayor and two councillors continue to be supportive of the Waimakariri Youth Council.

6.3. **Risk Management**
There are no financial implications or risk.

6.4. **Health and Safety**
Nil.

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**
Not applicable.

7.3. **Community Outcomes**
There are wide ranging opportunities for people to contribute to the decision making that effects our District.