



COMMUNITY SERVICES COMMITTEE

24 November 2017

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Thursday 30 November 2017 commencing at 6.00pm

Membership

Cr G Barratt (Chair)

Cr L Bridson
Cr S Edwards
Cr G McDonald
Cr L Sutton

Mayor W R Wallace (Ex Officio)

Cr J Briggs (Deputy Chair)
Cr M Lulich
Cr C Milne

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

COMMUNITY SERVICES COMMITTEE

Membership:	9
Meeting Cycle:	Meets on a six weekly basis, as required or at the requisition of the Chair
Quorum:	Half of the members
Reports to:	Council

PURPOSE

To assist the Council with the development of community services which contribute to the character, culture, and identity of the city and to pursue an active community development role in active partnership with local communities.

Determine and monitor:

- To approve and/or monitor where required the allocation of grants to the following areas:
 - Community Development Fund.
 - Community Houses/Centres Fund.
 - Community Engagement Fund (Central, Eastern, Western and Northern Wards only).
- Key Community Projects.
- Progress towards achievement of the Council's Environmental Sustainability Strategy.
- Advocacy in conjunction with Healthy Families Lower Hutt to maintain and to improve health services, and to comment on issues to do with health that impinges upon the well-being of communities.
- Progress towards strategies, policies and visions that provide for social and cultural wellbeing of the City including but not limited to, Safe City and Liquor Bans.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Naming Policy¹ (Central, Eastern, Western and Northern Wards only).
- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, including the granting of leases and licences to community houses and centres (Central, Eastern, Western and Northern Wards only).
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan)² (Central, Eastern, Western and Northern Wards only).
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves (Central, Eastern, Western and Northern Wards only).
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Central, Eastern, Western and Northern Wards only).
- Matters arising from the activities of Community Houses.
- Maintain an overview of work programmes carried out by the Council's Libraries, Museums, Aquatics and Recreation, Parks and Reserves, Community Safety and Connections and Emergency Management activities.

Consider and make recommendations to Council:

Matters arising from Council for consideration by the Committee to report back.

General:

- Any other matters delegated to the Committee by Council in accordance with approved policies and bylaws.
- Approval and forwarding of submissions on matters related to the Committee's area of responsibility.

1. This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.
2. The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

HUTT CITY COUNCIL**COMMUNITY SERVICES COMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower
Hutt on

Thursday 30 November 2017 commencing at 6.00pm.

ORDER PAPER**PUBLIC BUSINESS****1. APOLOGIES**

No apologies have been received.

At the close of the agenda no requests for leave of absence had been received.

2. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

3. CONFLICT OF INTEREST DECLARATIONS**4. RECOMMENDATIONS TO COUNCIL****a) Free Swimming for under Fives (17/1646)**

Report No. CSC2017/5/301 by the Divisional Manager, Leisure
Active

8

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed and a new part (v) to read:

refers the matter to the Community Plan Committee for consideration of a targeted investment for the Learn to Swim Programme.

**b) Accessibility and Inclusiveness Plan Advisory Group Meeting Fees
(17/1701)**

Report No. CSC2017/5/302 by the Divisional Manager, Strategy and
Planning

14

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed.

5. **COMMUNITY DEVELOPMENT FUND RECOMMENDED ALLOCATIONS 2017/2018** (17/1750)

Report No. CSC2017/5/312 by the Community Advisor - Funding and Community Contracts

17

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed.

6. **ACTIVITY REVIEW - LIBRARIES** (17/1738)

Report No. CSC2017/5/6 by the Divisional Manager, Libraries

22

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed.

7. **GENERAL MANAGER'S REPORT** (17/1688)

Report No. CSC2017/5/303 by the Divisional Manager, Libraries

33

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed.

8. **INFORMATION ITEM**

a) **Community Services Committee Work Programme** (17/1684)

Report No. CSC2017/5/149 by the Committee Advisor

46

CHAIR'S RECOMMENDATION:

That the recommendations contained in the report be endorsed.

9. **QUESTIONS**

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Judy Randall
COMMITTEE ADVISOR



Community Services Committee

26 October 2017

File: (17/1646)

Report no: CSC2017/5/301

Free Swimming for under Fives

Purpose of Report

1. To provide information for the Committee to be able to consider the proposal from Cr Barry to make swimming pool entry free for children under five years of age.

Recommendations

It is recommended that the Committee recommends that Council:

- (i) notes that Hutt City Council pools are currently well used by residents;
- (ii) notes that there is no evidence that making swimming free for under-fives produces long term increased usage by this group;
- (iii) notes that other barriers such as transport and parental support and ability are greater limiting factors to usage than price alone; and
- (iv) agrees to remain with the current charging policy.

Background

2. Council has been asked to consider making swimming free for children under five years of age. The expressed reasons for this request are to make swimming more affordable for families and to improve the swimming ability of children.
3. This report is an initial assessment of the proposal. If the Committee recommends that the proposal be considered as part of the Long Term Plan then a more comprehensive report will be provided.
4. This initial assessment will:
 - a. give an overview of charges and usage and compare these with other local authorities;
 - b. explore research information on similar initiatives; and

- c. provide an analysis of impact on attendances and revenue.

Discussion

5. Hutt City Council swimming pools are well used by local residents with 910,203 visits during 2016/17.
6. This usage is considered high when compared with other Wellington region councils, for example, in 2016/17 on average each resident of Lower Hutt visited a local swimming pool nine times during the year. This compares with an average of six swims per resident at other Wellington regional authority pools for the same period.
7. It should be noted that 2016/17 was a poor year for pool usage (a five-year low) due to unsettled summer weather patterns and extended closure of Huia Pool.

Swims Per Resident 2016/17	
Lower Hutt	9.0
Wellington	6.5
Kapiti	6.0
Porirua	5.8
Upper Hutt	5.1

8. Total usage of swimming pools in 2016/17 by children (under 16) was 506,605. Of these 142,599 visited the pool on a casual recreational basis. The balance is made up of school, aquatic club or swim city programme usage.
9. While we do not specifically keep attendance information on under-fives, it would be reasonable to estimate between 15-20% of these casual visits are by this sector ranging from 21,500-28,500 visits in 2016/17.
10. In addition, 2,750 children registered for under-fives swimming lessons as part of our Swim City Programme. This equates to an additional 27,500 visits in 2016/17.
11. The 2013 census recorded 7,263 children under five years of age living in Lower Hutt.
12. While assumptions have been used in gathering this data it would be reasonable to assume that visits to our pools by this sector are medium/high.
13. It would be difficult to justify a significant subsidy for this sector group over others, particularly as the proposed change does not specifically target the most needy.

Cost of Swimming

14. Hutt City Council swimming pool pricing structure is on par with other local Councils.

REGIONAL PRICE COMPARISON					
	Adult	Child	Senior	A10	Gym
H2O Xtreme	\$ 5.10	\$ 4.10	\$ 4.10	\$ 41.00	
Wellington	\$ 6.00	\$ 3.70	\$ 6.00	\$ 54.00	\$ 17.50
Porirua	\$ 5.80	\$ 3.50	\$ 3.00	\$ 54.00	
City Fitness					\$ 9.50
Les Mills					\$ 19.50
Jenkins Gym					\$ 11.90
Average	\$ 5.63	\$ 3.77	\$ 4.37	\$ 49.67	\$ 14.60
Hutt Pools	\$ 5.50	\$ 3.50	\$ 4.00	\$ 47.00	\$ 12.00

15. In the area of under-fives there are a variety of charging methods used for this sector across the region. In Lower Hutt we charge the same price for all children but allow free entry for an adult supervising a child regardless of whether they are in the water or not. This is for safety reasons but also to encourage parents to interact with and assist children in learning to swim.

Under Fives Pricing			
	Child Under Five	Adult Swimming	Total cost
Lower Hutt	\$3.50	Free	\$3.50
Wellington	Free	Free	Free
Upper Hutt	\$3.10	Free	\$3.10
Porirua	\$3.30	Free	\$3.30
Kapiti	\$1.50	\$1.50	\$3.00

16. Wellington City Council adopted free swimming for under-fives in 2016 and also introduced free access for spectators and supervisors in 2017.
17. The major barrier to participation for children under five is the ability of the parent or caregiver to support children in the water. This barrier is reduced by providing free swimming for supervising adults.

Impact of Similar Initiatives

18. There is little to no specific information or evaluation available on the impact of free swimming for under-fives, however we have found evaluations for free swimming for the under 16 age group which has some relevance.
19. In Wales, free swimming for under 16s was introduced by the Welsh Assembly in 2002 at all local authority pools with the purpose of increasing physical activity of the general population. The scheme was fully funded by the Welsh Assembly.
20. Research showed that while there was an initial large increase in usage, this reduced over time, and while this usage is still above the original baseline, this increase could not be solely attributed to the free swimming scheme. The research also noted that uptake of swimming lessons initially dropped as a result of the scheme.

21. In 2009 the United Kingdom introduced a scheme for free swimming for under 16s and over 60s as part of the London Olympics legacy programme. This was by way of a government subsidy to local authorities who took part, and was aimed at improving physical activity and water safety for children.
22. The scheme was popular with local councils and produced increases in usage, however these had reduced by the second year. Research again showed no correlation between the scheme and increased physical activity and concluded that without addressing other barriers to swim education there was no measurable increase in swimming ability or uptake of lessons. The scheme was discontinued in 2010.
23. In New Zealand, Auckland City Council introduced free swimming for under 16s in 2013. A subsequent evaluation report was commissioned in 2016 and this concluded that despite an initial increase, usage reverted to baseline after 18 months.
24. It also concluded that the removal of user charges for children was not sufficient in isolation to drive long-term increased participation in swimming, or regular on-going visits to Council-owned pools.
25. Wellington City Council introduced free swimming for under-fives in July 2016 and subsequently free spectators in 2017. This was aimed at improving water awareness for under-fives and making it more affordable for families.
26. While it is too early to provide a trend analysis of effect on patronage, anecdotal evidence to date suggests that usage by this sector has remained the same or dropped slightly.

Equity and Affordability

27. Lower Hutt is well served for swimming with six pools spread across Lower Hutt. Pools are located in most areas except for the Western Hills, with higher deprivation areas particularly well serviced.
28. Our most heavily used indoor facility is Naenae Pool and our most heavily used outdoor pool is Wainuiomata.
29. A number of research studies suggest that other barriers such as transport, water confidence, and parental support have a much larger influence on participation in swimming than price alone.

Improved Swimming Ability

30. As previously highlighted, without structured intervention the introduction of free swimming alone is unlikely to increase the ability of children to swim or to be water safe.

Targeted Learn to Swim Initiatives

31. Hutt City Council administers the regional "Kiwisport Fundamental Movement Skills Programme". A cornerstone of this programme is to deliver subsidised swim lessons run by professional instructors within schools. In

2016/17 Hutt City Council delivered lessons to over 9,000 local school children through this programme.

32. Targeted swimming lessons for high deprivation families are provided at Naenae Pool through a partnership with Kiwibank. Twenty-one children benefitted from this programme last financial year. Council is also continuing to run a 'magic card' initiative with schools in Taita that includes free entry to Council pools.
33. Through a corporate partnership with Opus, we have also started a targeted initiative for a small group of local kids with various personal challenges to enable them to have free one-on-one personal swim lessons for a year.
34. With the recent completion of the learn to swim pool at Huia, Swim City will launch the "first term of lessons free" for new enrolments in the water babies class during 2018.

Financial Impact

35. The estimated cost of providing free swimming for under-fives would be between \$70,000 - \$100,000 per year in lost revenue.
36. This loss of revenue would need to be offset by:
 - a. an increase in ratepayer funding (most likely), or
 - b. an increase in other charges (not favoured), or
 - c. efficiency gains (already doing this).
37. The revenue and finance policy sets cost recovery percentages for user charges based on the balance between public and private benefit for an activity.
38. Currently swimming pools are expected to return between 40-60% of total costs through user charges. In 2016/17 only 37% of total cost was returned through user charges.
39. As previously mentioned this was a particularly poor year for attendance and for comparison in 2015/16 user charges returned 45% of total costs.
40. Despite these fluctuations user charge returns are still at the bottom end of the guideline range.

Options

41. The Committee could recommend to Council to:
 - a. Remain with the status quo of charging the normal child price for under-fives and continuing to allow adult supervisors free entry;
 - b. Make swimming free for under-fives at a cost of \$70,000 - \$100,000 per year;
 - c. Choose a reduced charge for under-fives;

- d. Choose a reduced charge for under-fives and introduce a reduced charge for adult supervisors; or
- e. Consider targeting any investment the Council is prepared to consider into much more targeted programmes/initiatives that support those kids that need it the most. Such an approach would be consistent with wider Council strategies.

Consultation

42. No consultation has been undertaken for this report however if a change to the status quo is recommended by Council then this could be consulted on as part of the LTP process.

Legal Considerations

43. Minimal to none. Could possibly be argued that providing free swimming is outside of local government mandate to deliver services in an efficient manner.

Financial Considerations

44. Possible loss of revenue dependent on decision recommended as detailed in the report.

Other Considerations

45. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of local government in that it provides for equity in charging while addressing barriers to usage. It does this in a way that is cost-effective because it charges a low fee for under-five swimming but allows adult supervisors free access to support this swimming.

Appendices

There are no appendices for this report.

Author: Marcus Sherwood
Divisional Manager, Leisure Active

Approved By: Matt Reid
General Manager City and Community Services

06 November 2017

File: (17/1701)

Report no: CSC2017/5/302

Accessibility and Inclusiveness Plan Advisory Group Meeting Fees

Purpose of Report

1. The purpose of this report is to seek Council's approval of a change in approach to the payment of a meeting fee to members of the Accessibility and Inclusiveness Plan Advisory Group.

Recommendations

It is recommended that the Committee recommends that Council:

- (i) agrees that the meeting fee for members of the Accessibility and Inclusiveness Plan Advisory Group will be classed as reimbursement of reasonable costs associated with attending Advisory Group meetings; and
- (ii) notes that the meeting fee covers transport costs, meal costs and, where required, the cost of having a care giver to attend the meetings with individual Advisory Group members.

For the reason that honoraria are subject to withholding tax and the activity being undertaken by the Advisory Group is voluntary in nature.

Background

2. Following the payment of meeting fees to the Advisory Group, officers were advised by Council's Finance Division that as the payments made were described as honoraria, the payment must be taxed.
3. Council originally agreed to the payment of a meeting fee to ensure that Advisory Group members did not suffer any financial disadvantage from volunteering to be a member of the Group.

Discussion

4. Council's Finance Division sought advice from Price Waterhouse Coopers (PwC) and this advice confirmed that payments to volunteers are subject to withholding tax (honoraria), except to the extent that the payment is a

reimbursement for actual expenses incurred in undertaking the voluntary activities. Any taxable amount is treated as honorarium and subject to withholding tax.

5. PwC further advised that if the payment was a genuine reimbursement for costs incurred, Council needed to ensure that the payment was in fact based on actual expenditure incurred (such as the cost of travel) or a reasonable estimate of the likely costs incurred and that Council should document how any estimate has been determined.
6. Council has estimated the total payment through reference to approaches by other Councils when meeting costs for members of their Disability Advisory Group members for attending meetings and also asked Advisory Group members directly about the costs incurred. These costs are predominantly transport and care giver related but also meet the reasonable cost of meals as meetings are held in the early evening.
7. If the payment to the volunteer contains both honorarium and reimbursement elements, Council must deduct withholding tax from the honorarium portion at the applicable rate. The amount relating to the reimbursement of expenditure will be treated as exempt income and not subject to withholding tax. This will not apply to meeting fees for the Advisory Group.

Option

8. Officers recommend that the meeting fee for members of the Accessibility and Inclusiveness Plan Advisory Group be classed as reimbursement of reasonable costs associated with attending Advisory Group meetings.
9. The meeting fee will cover transport and meal costs and, where required, the cost of having a care giver to attend the meetings with individual Advisory Group members

Consultation

10. PwC and members of the Advisory Group have been consulted.

Legal Considerations

11. The legal considerations related to the payment of honoraria have been taken into account.

Financial Considerations

12. There are no financial considerations.

Other Considerations

13. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of local government in that it ensures that Council is meeting the current and future needs of the disability community within the city. It does this in a way

that is cost-effective because it helps ensure that all residents are given the opportunity to make a full contribution to the future of the city.

Appendices

There are no appendices for this report.

Author: Wendy Moore
Divisional Manager, Strategy and Planning

Approved By: Kim Kelly
General Manager, City Transformation

15 November 2017

File: (17/1750)

Report no: CSC2017/5/312

Community Development Fund Recommended Allocations 2017/2018

Purpose of Report

1. The purpose of this report is for the Committee to agree to the recommended allocations for the Community Development Fund 2017/2018.

Recommendation

That the Committee agrees to the recommended allocations for the Community Development Fund 2017/2018, attached as Appendix 1 to the report.

Background

2. Council approved \$148,000 budgeted in the Annual Plan for the Community Development Fund Scheme 2017/2018.
3. There is \$148,000 available for allocation and this has been fully allocated.
4. The outcomes sought are:
 - enhanced quality of life and greater community participation/connections;
 - young people and their families to develop their full potential through such measures as parental education programmes and youth development initiatives; and
 - effective partnerships are in place with others to ensure the most efficient use of the resources and prevent duplication of services.

Discussion

5. Forty-one applications were received requesting a total of \$333,460. The maximum amount an organisation can apply for is \$10,000. Applications were assessed through the Officer Assessment Review Panel.

6. Twenty-four applications have been recommended for funding which meet the criteria of the fund and align more closely with Council priorities. Nine of which will be 100% funded and the remainder of the applications are being funded between 50%-80% of their request.
7. Seventeen applications were deemed to be of a lower priority and they will be offered advice on applying to other funding schemes internally and external to Council's funding.
8. Applicants were asked in the application form if their project would still go ahead if they are only partially funded and officers are confident from information provided, their projects will still go ahead.

Consultation

9. The scheme was advertised on Council's website, Hutt News, and through a newsletter via the Council's online grants management system.
10. Officers met with a number of different community groups offering assistance with Council's online grants management system.

Legal Considerations

11. Funds must be used only for the purpose for which they were sought and/or approved.
12. Funds must be used within 10 months of the recipient being notified of their successful application.
13. The recipients are required to inform Council immediately if any difficulties arise which may compromise the service or project.
14. A complaint must be laid with the Police if any funds received under this scheme are stolen or misappropriated. Council must be notified of all such complaints to the Police.
15. The recipient must allow an audit on the use of Council's funds should Council wish to undertake such an audit.
16. The recipient must recognise the support of Council in appropriate publicity material, annual reports and similar publications.
17. The recipients must provide an accountability report outlining the benefits to the community and copies of receipts of expenditure no later than 10 months after the funds have been uplifted.
18. The recipients will be required to attend a community meeting where they will present to the community on their outcomes.

Financial Considerations

19. Allocations from the Community Development Fund can only be made for amounts between \$1,000 and \$10,000.

Other Considerations

20. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. The objective of the fund is for non-profit groups providing social services to the community which is meeting the needs of the community. It does this in a way that is cost-effective because it already has the funds available through the Annual Plan process.

Appendices

No.	Title	Page
1	Appendix One - Community Development Fund 2017-2018 Recommendations	20

Author: Debbie Hunter

Community Advisor - Funding and Community Contracts

Reviewed By: Melanie Laban

Divisional Manager, Community Projects and Relationships

Approved By: Matt Reid

General Manager City and Community Services

APPENDIX 1 - COMMUNITY DEVELOPMENT FUND 2017-2018 RECOMMENDED ALLOCATIONS

No.	Organisation	Purpose	Request	Recommended
1	Age Concern	Seniors Library Visits	7,500	7,500
2	Trade School Industries Trust	Trade School Coffee House	10,000	10,000
3	Earthlink Incorporated	Koha Hospitality Taita	10,000	5,000
4	Hutt Rape Counselling Network Incorporated	Crisis Support Worker	10,000	5,000
5	Supergrans Charitable Trust	Family Empowerment Project	10,000	5,000
6	Porirua Living Without Violence	Lower Hutt services	10,000	8,000
7	Wellstop Incorporated	Hutt Whanau Education Worker	10,000	5,000
8	Taiohi Morehu	Tikanga Ririki Strengths Based Free Maori Parenting Programme	6,000	3,000
9	Alzheimers Wellington Incorporated	Dementia Friends Hutt Valley	10,000	5,000
10	SeniorNet Hutt City Inc	Computer Training Over 50s	2,913	1,000
11	Hutt Union & Community Health Service Incorporated	Hutt Valley Meth Drop In Clinic	10,000	10,000
12	Ignite Sport Trust	Ignite Sport Funding Coordinator	10,000	6,000
13	Kidz Need Dadz Wellington	Hutt Education Meetings	1,400	1,400
14	Birthright Hutt Valley Trust	Family Support/Youth Worker	10,000	5,000
15	Hutt Valley Youth Health Trust	Vibe Youth Hub Naenae – salaries	10,000	8,000
16	Greenstone Doors Charitable Trust	Lower Hutt services	10,000	5,000
17	Te Huinga O Te Whanau (People's Project) Inc	Community Empowerment Project	10,000	8,000
18	Presbyterian Support Central	Enliven Buddy Socialism Programme	10,000	10,000
19	Anglican Social Services (HV) Trust Board (The Family Centre)	Pacific Family Therapists	6,000	3,000
20	Naenae Youth Charitable Trust	Naenae services	10,000	5,000
21	New Zealand Myanmar Ethnic Council	Support for Myanmar Ethnic Council services	2,000	2,000
22	TaPaNui Trust	Empowering Young Women	10,000	10,000
23	Challenge 2000	Youth Programme in North/East	10,000	10,000

24	Te Awakairangi Access Trust	Education Village Pilot	10,000	10,000
				\$148,000

COMMUNITY DEVELOPMENT FUND 2017-2018 RECOMMENDED DECLINES – Low Priority

No.	Organisation	No.	Organisation
1	Agape Budgeting Services	2	Hutt Multicultural Inc
3	Hearth Trust	4	Petone Youth and Families Trust
5	Wainuiomata Community Garden Group Projects	6	Sailability Wellington Trust
7	The Arthritis Foundation of New Zealand Inc (Seniors)	8	Parkinsonism Society Wellington Incorporated
9	Youth Development Trust Wellington	10	Lower Hutt Women's Centre
11	Wesley Wellington Mission	12	Nextstage Theatre Charitable Trust
13	Pre Pair to Bond NZ	14	Oasis Network Inc
15	Royal New Zealand Plunket Society Wellington Wairarapa	16	Fast Forward Trust
17	New Zealand Centre for Gifted Education Limited		

Report no: CSC2017/5/6

Activity Review - Libraries

Purpose of Report

1. The purpose of this report is to outline the results of a review of the Libraries activity.

Recommendation

It is recommended that the Committee:

- (i) notes the information contained in this report;
- (ii) notes that this review also meets the intent of section 17A of the Local Government Act 2002; and
- (iii) agrees that a full section 17A review should not be undertaken at present.

Background

2. Activity Reports provide regular information about Council activities, so that activities can be analysed and their future direction considered. They also address the requirements of section 17A of the Local Government Act 2002 (LGA) that regular reviews be undertaken of the cost-effectiveness of current arrangements for meeting the needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

High-level description of Activity

3. Council provides eight libraries across the city. While these are run as a single city-wide library service, libraries sited within hubs (Wainuiomata, Stokes Valley and Taita) are managed by the respective hub managers.
4. As hubs open, opening hours have been increased and are 7 day a week enterprises. Opening hours across all 8 libraries total 425 hours per week.
5. There are over 1.4 million physical visits to our libraries per annum.
6. Libraries also manage two Clubhouses open a minimum of 20 hours each per week. Naenae has been running since Term 3, 2010 and currently has 212 active members. Taita opened on 20 May 2015 and has 197 active members. They also open in school holiday afternoons.
7. Libraries:

- Provide and facilitate access to information and resources that promote reading and lifelong learning in the community.
 - Provide access to devices, the internet and other digital resources (e.g. online databases) and support in their use.
 - Collect and preserve local heritage resources and provide programmes and support in the fields of local and family history.
 - Develop and run core library programmes. Programmes are offered that target literacies, active citizenship and stimulate lifelong learning.
 - Provide a community space that is comfortable, safe and non-commercial.
8. The Libraries Activity contributes to the following Community Outcomes:
- A safe community
 - A strong and diverse economy
 - An accessible and connected city
 - Healthy people
 - Actively engaged in community activities
 - Strong and inclusive communities

Reason for the review

9. This review is required because two years have passed since this Activity was last reviewed.

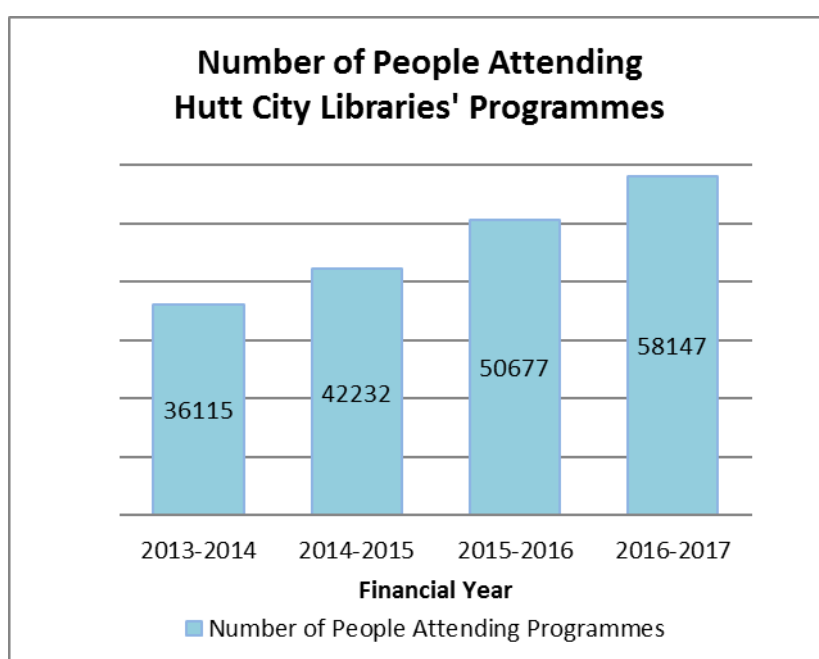
Rationale for service provision

10. Libraries strategic direction and plans are informed by Council's Long Term Plan (LTP), Community Services Group Strategic Plan and a range of Council documents including the Long Term Integrated Facilities Plan, and the Leisure and Wellbeing Strategy 2012-2032.
11. The most significant recent change is transitioning to a different model of libraries service as more libraries become incorporated into hubs without direct line management. While there are currently still 5 standalone libraries within Activity 1, the majority of the 8 will become incorporated into hubs.
12. In the new model, Libraries continue to provide "centralised" professional library services to libraries regardless of whether they are stand alone or sitting within hubs. These services are:
- Programming, including Clubhouses
 - Content Management (collections and access to databases)
 - Libraries specific training
 - Technology
 - Heritage – local & family history services

Present arrangements for governance, funding and service delivery

13. Programming:
- In keeping with libraries worldwide, Hutt City Libraries programme offering has extended significantly. Libraries have had to increasingly differentiate what programme areas are within "libraries" ambit as hubs increasingly foster a broader wide range of community programming than ever before. Libraries core programming covers:
- Reading, language and literacy
 - Information literacy

- Digital literacy
 - Local heritage and family history
 - STEMM (Science, Technology, Engineering, Mathematics, Manufacturing)
 - Active citizenship
 - Knowledge creation
14. Programme Numbers:
- The number of people attending Hutt City Libraries' programmes continues to rise.
 - Last financial year (2016-2017), over 58,000 people attended a library programme.
 - There has been ongoing and significant growth in the range and amount of programming being offered across all libraries.



15. With the increase in the number of programmes, the variety of programmes and the breadth of our target audiences have also widened. For example:
16. STEMM:
- Hutt City Libraries offers programmes in the areas of coding, robotics, stop-motion animation and 3D printing. All of these programmes are consistently fully-booked.
 - In September 2016, over 52,000 people visited the "Dinosaur Footprints: A Story of Discovery" at Hutt City Libraries. (Dinosaur Footprints was a nationally-touring exhibition created by GNS Science and sponsored by NZ Oil & Gas. It attracted 278,867 visitors over 11 NZ venues.)
 - The Libraries have continued to play an important role in the Hutt City Council's STEMM Festival. In May 2017, the Libraries ran 61 events (i.e., 87% of the total festival events). These events attracted over 1700 people (i.e., 74% of all festival attendees) despite some of our events being limited to a small number of participants. Highlights from the festival included: 250+ children and adults attending a Q&A event with an astronaut and an astrobiologist from NASA.

17. New Directions:
 - Hutt City Libraries is making significant inroads into partnerships and more meaningful relationships with schools that foster not only the use of the library; but, also enhances links to curriculum, and supports the students' development of information literacy, transferable skills such as critical thinking and enquiry, and lifelong learning. For example:
 - The Libraries are working with Te Rōpū Āwhina from Victoria University, and the Department of Conservation to offer an exciting, experiential-based programme where Years 9 and 10 students from Taita College, Naenae College and Wainuiomata High School can touch, feel, experiment, find and explore science in situ during a day-trip to Matiu Somes Island.
18. Older Residents:
 - Understanding the importance of reducing old age social exclusion and social isolation, Hutt City Libraries have expanded its programme offerings aimed at older residents. These include Book Groups, senior social mornings in partnership with Age Concern, technology talks and social mornings with SeniorNet, digital literacy drop-in sessions with SeniorNet, Stepping UP computer classes with 2020 Trust, and various information workshops run by groups such as Alzheimers Wellington.
19. Clubhouses
 - Libraries run licensed Clubhouses in Naenae and Taita as part of a global community of 100 Clubhouses in 20 countries that provide a creative and safe out-of-school learning environment where young people from underserved communities work with adult mentors to explore their own ideas, develop new skills, and build confidence in themselves through the use of technology.
 - Naenae and Taita Clubhouses currently have a total of 409 active members.
 - The high level results of the Youth Impact Survey (2016) for Hutt City Clubhouses:
 - 95% of Hutt City Clubhouse members come to Clubhouse at least once a week, because they think their Clubhouse is a fun, friendly place to be, where they feel accepted and like they belong.
 - 98% care more about doing well in school because of Clubhouse
 - 75% think Clubhouse has helped them make better choices with friends, family, and at school
 - 73% want to study STEMM subjects in future because of their experiences at Clubhouse. (STEMM subjects = science, technology, engineering, maths or manufacturing)
 - Clubhouse member at Naenae and Taita have received scholarships this year, one to Massey University, one to Victoria University. Another member has got through to round three auditions for Toi Whakaari. This is especially significant for Clubhouses as these are long-term members, who have heard about these opportunities through us, from bringing in tertiary brochures, C2C presenters, and graduates, to showing them the

FundMe database and other scholarship sites to demonstrate how easy it is to apply for scholarships when you know how to find the information.

20. Collections/Content Management

- Content management includes policy, profiles, supplier relationships, quality assurance, selection, weeding, financial management, systems & processes, customer relationships, collection promotion, e-resource selection & management – facilitating relevant collections for each community while keeping oversight of all of libraries' collections & content.
- Underpinning the programming strategy are the collections which form the foundation of the Libraries' service. The collection's strategy is to:
 - Provide a collective resource that is greater than any individual or family could afford to accommodate.
 - Provide equity of access to information, knowledge, technology, and learning opportunities.
 - Reflect format shifts and expansion of formats (e.g. hard copy and online/electronic); large print, audiobooks, e books, e audio books. E-books represent only 2.5% of libraries' total print issues.
 - Partner with community groups to host intellectual access to their collections via our Library Management System and sometimes physically housing their physical resources. The 2 most recent examples are Te Omanga Hospice and the Stokes Valley Toy Library.

21. Regional Collaboration

- Since 2010, our Sharing and Managing a Region Together (SMART) collaboration provides access to 600,000 items across the regional population of 230,000 through 23 libraries covering Porirua, Kapiti Coast, Weltec, Whitireia, Lower Hutt and Masterton. As at 1 July 2017 nearly 114,000 (83%) of all participating libraries borrowers had opted into SMART.
- Hutt City Libraries collaborated with Wellington City and Upper Hutt City Libraries to plan and deliver the Beyond the Page Children and Youth Literary Festival (8 – 23 July 2017). 1613 participants attended Hutt City Libraries' 56 events. A variety of programming targeting literacy and lifelong learning included creative writing, zines, storytelling, stop motion animation, robotics and animal safety, etc. At Taita Library, library staff ran Kupu Tupu, Māori word games which was developed by the staff at Taita Library and Taita Clubhouse. We will run it again next year with Kapiti Libraries joining the collaboration.

Current and future risks likely to have a significant impact on this activity

22. Buildings: The development of hubs is mitigating the constraints and lack of suitability of Council's library buildings. Those libraries that are likely to remain – Eastbourne, Moera and War Memorial Library will continue to constrain our collections, services and programming.

23. War Memorial is particularly challenging and was last refurbished in 2004. There is no provision in Council's LTP for substantial refurbishment on a regular basis. We are currently developing a conceptual refurbishment plan and costings for War Memorial Library which we intend to put forward in the next Council planning round
24. To fully realise Council's investment in integrated facilities, the experience and knowledge of its professional practising library staff is essential and needs to be incorporated into both the building design and service delivery of hubs. Space, size of collections and the proportion of library professionals need a higher priority going forward as we refine the new service model.
25. Broadly, appropriate funding needs to be allocated to the development and on-going operation of community hubs as they are developed. The community-led demand to work with us and be supported with digital access and venues suggest that the development of community hubs needs to be brought forward if anything.

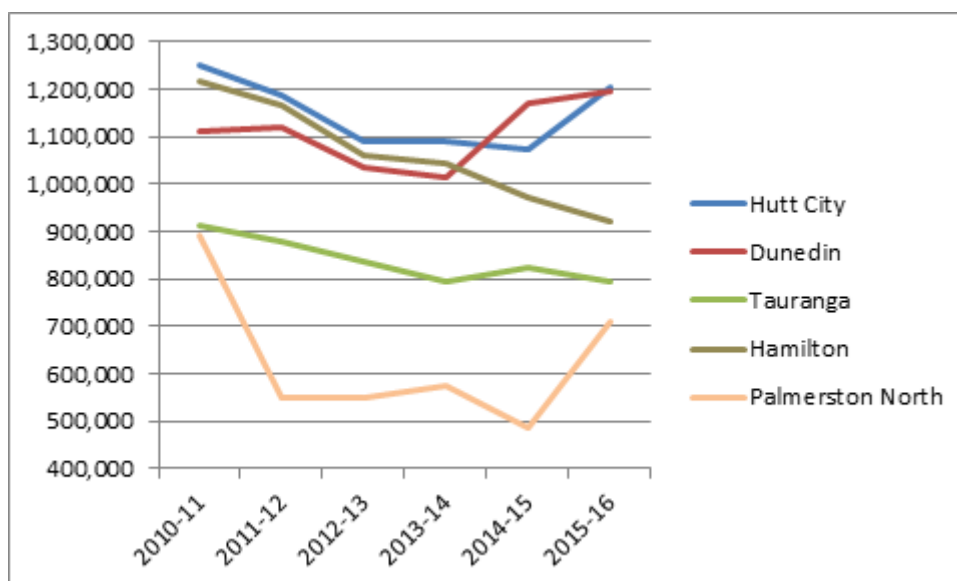
Current performance against KPIs compared to historical and peer benchmarks

26. Hutt City Council KPIs for Libraries:

MEASURE	ACHIEVED 2013-2014	ACHIEVED 2014-2015	ACHIEVED 2015-2016	ACHIEVED 2016-2017	TARGET 2017-2018
Percentage of residents who have used library services during the year (measured by independent survey)	78%	79%	81%	72%*	≥80% of those expressing an opinion
Residents' satisfaction with library services (measured by independent survey)	97%	98%	98%	96%*	≥97% of those expressing an opinion
Number of physical visits per year (measured by management reports)	1,087,947	1,072,140 *Taita Community Library physical visits were not recorded from August 2014.	1,204,830	1,415,759	Over 1,000,000
Number of visits via the internet per year (measured by management reports)	301,037 Libraries Online visits 71,994 sessions on Connect	526,689 Libraries Online visits 107,285 sessions on Connect	579,543 Libraries Online visits 162,182 sessions on Connect	507,974 Libraries Online visits 176,620 sessions on Connect	500,000 Libraries Online visits 95,000 sessions on Connect
Library stock turnover (measured by New Zealand Public Library Statistics)	5.44 (national mean 3.37)	5.18 (national mean 3.17)	5.17 (national mean 3.51)	4.18 (national mean 3.36)	≥ national mean

- A new methodology and new company has resulted in variances from past years across Council areas generally.

27. Physical visits per annum compared to peers:



28. Hutt City Libraries outperforms all benchmarked libraries. The upturn in our visits is largely attributable to the growth in programming. Palmerston North have not reported consistently.

Total operating and capital cost of the service over the last 3 years and next 10 years

29.

2014-2015 Actuals (\$000)	
Revenue = \$ 520	
Total operating expenditure = \$ 9,434	

Net cost \$ 8,914 plus Total Capital \$ 1,280

30.

2015-2016 Actuals (\$000)	
Revenue = \$ 521	
Total operating expenditure = \$ 10,121	

Net cost \$ 9,600 plus Total Capital \$ 1,708

31.

2016-2017 Actuals (\$000)	
Revenue = \$ 387	
Total operating expenditure = \$ 10,163	

Net cost \$ 9,776 plus Total Capital \$ 1,147

32.

YEAR	OPERATING COSTS	OVERHEAD COSTS	REVENUE	NET OPERATING COST	CAPEX
2018-2019	5,137,118	3,074,145	422,950	7,788,313	1,402,496
2019-2020	5,184,885	2,982,304	422,950	7,744,240	1,050,500
2020-2021	5,184,885	2,887,586	422,950	7,649,521	998,000
2021-2022	5,184,885	2,817,763	422,950	7,579,698	1,150,500
2022-2023	5,184,885	2,856,506	422,950	7,618,441	2,530,500
2023-2024	5,184,885	3,311,038	422,950	8,072,973	1,096,500
2024-2025	5,184,885	3,193,461	422,950	7,955,396	1,069,500
2025-2026	5,184,885	3,141,364	422,950	7,903,299	1,012,500
2026-2027	5,184,885	3,077,486	422,950	7,839,421	1,616,500
2027-2028	5,184,885	3,077,222	422,950	7,839,157	1,072,500

33. Operating Costs include:

- Employee Costs
- Operating Costs

Overheard Costs include:

- Support Costs
- Finance Costs
- Depreciation

Revenue includes:

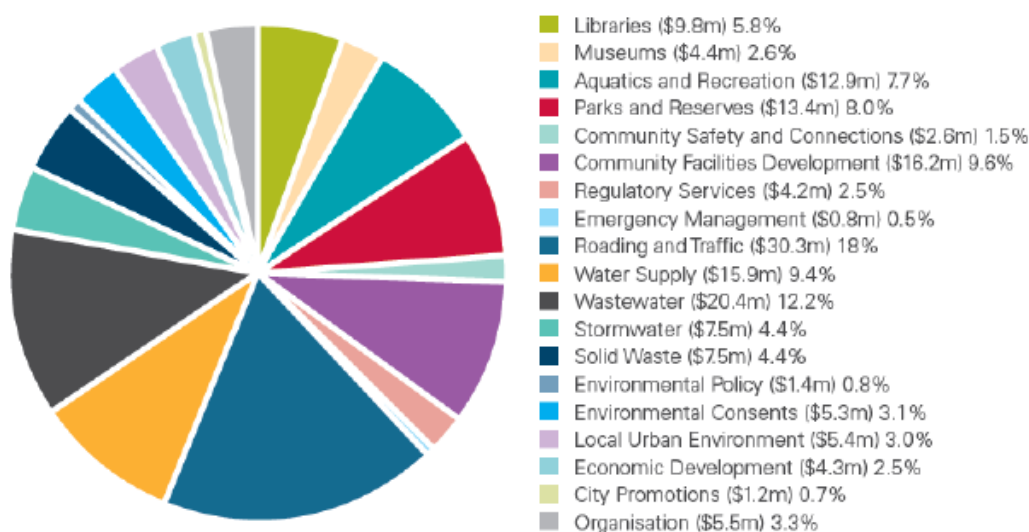
- User Charges (hire/rental fees, internet access, photocopying/printing, interloans & overdues)
- Other Revenue (sales, merchandise)

Capex includes:

- Stock Replacement
- Furniture
- Shelving
- Building Maintenance
- Building Improvements
- Furniture Replacement
- Security Maintenance

34.

WHERE DOES COUNCIL SPEND MONEY?



35. Libraries are now incorporated into the Community Services activity.

Adjustments that could be made to user charges and service levels to increase or decrease these by 5%

36. A 5% reduction in operational funding could see a cut in the number of facilities we can open as well as programmes we could offer, limited staff upskilling and purchasing of resources such as newspapers, magazines and eBooks.
37. An example of what a 5% reduction could be could include the closure of Library x, the closure of 1 Clubhouse, a significant reduction in resources including books, newspapers, magazines etc., and a reduction in opening hours hence staff salary savings.
38. Hutt City Libraries has been providing eBook access for several years and has never been given additional funding to cover this. We have not replaced some senior roles. As Hubs develop an appropriate proportion of budgets is transferred.
39. Capex stock replacement remains much the same year to year regardless of the effect of overseas exchange rates and other associated cost increases.
40. Since our review in 2011, the outsourced cost of processing resources is paid from Capex stock replacement.
41. A 5% increase could contribute to any of the areas above. Such an increase would provide a significant boost to programme and services able to be offered in priority communities, including opening at least one further Clubhouse.

Comparison of any significant fees or charges against peers

2015 – 2016 figures	Population	Total no. Libraries	Hours open per week	Staff FTE	Revenue (\$ 000)	Holdings PA	Total Loans
Hamilton	150,680	6	225	75	302	396,334	1,259,018
Dunedin Public Libraries	123,500	7	260	79	572	655,908	1,247,792
Tauranga	128,737	5	182	60	767	308,128	686,164
Hutt City Libraries	98,241*	8	378	86	360	255,248	1,167,551

Palmerston North	80,079	7	172	unknown	unknown	222,448	853,473
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42. Desk research suggests that Hamilton, Dunedin and Tauranga revenue figures are significantly higher than Hutt Libraries because they all charge for reservations, contract research and meeting rooms hire. Tauranga charges double what Hutt charges for PC internet use and Dunedin offers bindery services and digital imaging.
43. It is likely that Hutt City Libraries has been using technology to alert users to prospective charges more proactively than other libraries. We have a long established and ongoing decrease in receiving revenue. Due to the decreasing demand for DVD and CD rental, the hire/rental fees income is steadily declining.
44. Free internet and higher Wi Fi usage: As Hubs open internet access is free. At the same time there is an obvious increase in the number of visitors using their own devices and taking advantage of free Wi Fi access.

Current highlights or issues of significance to Council

45. Current highlights of the Libraries' Activity include:
 - High community and organisation engagement with Hutt City Libraries as evident by the numbers of people attending.
 - programmes, using the Library buildings or online services.
 - The number and calibre of new partners seeking to work specifically with Hutt City Libraries.
 - Continued delivery of the only Public Library and Polytechnic shared service in New Zealand.
 - Delivery of programmes in partnership with VUW, NASA, GNS, 2020 Trust, Callaghan Innovation and others.
46. Current issues of significance to Council are:
 - Low pay rates afforded library staff, the impact of which is high turnover and/or inability to attract key candidates to work in Hutt City.
 - Revenue expectations which contradict worldwide practice and the movement to free provision of information (i.e. access to internet and collections) and experiences (i.e. access to programmes).
 - Price sensitivity & equity:
As well as the ubiquitous access to free Wi-Fi mentioned above, the general trend for all public libraries is to no longer charge for internet access via other means because internet usage itself has become so ubiquitous. Neither the Walter Nash Centre nor the Stokes Valley Hub are charging for internet access. Thus within

our own local authority there is a disparity already. A large part of the decision to not charge is a result of Council's own direction to concentrate our efforts in the north east which makes up a high proportion of the high deprivation statistics for the valley.

- Comparison with other local authorities:
The literature indicates that overdue charges and other charges are seen, especially by lower-socioeconomic communities to be a significant barrier to use. This is felt particularly around children's access. One of our partner libraries in the SMART network is currently trialling not charging for children's material. Upper Hutt Libraries no longer charges for children's loans.
- All libraries are seeing a downturn in usage of chargeable items such as DVD's, as other technologies become available. Similarly, technology has enabled us to send text and email reminders to many more users than in the past who can then ensure items are returned before charges apply.
- The development of integrated community hubs, (Integrated Facilities Plan).
- The Department of Internal Affairs, the lead agency for achieving Central Government's "Better Public Services" Result 10: "New Zealanders can complete their transactions with government easily in a digital environment", is having a significant impact on public libraries nationwide.

Reasonably practical options for the governance, funding and delivery of this activity

47. The transition to hubs is ensuring that cost effectiveness is being monitored even more closely than usual.
48. A full section 17A analysis is not required.

Appendices

There are no appendices for this report.

Author: Sandra Mann
Divisional Manager, Libraries

Approved By: Matt Reid
General Manager City and Community Services

31 October 2017

File: (17/1688)

Report no: CSC2017/5/303

General Manager's Report

Purpose of Report

1. The purpose of this report is to provide the Committee with a general update from the Community Services Group.

Recommendations

It is recommended that the Committee:

- (i) notes the updates contained in the report; and
- (ii) provides officers with feedback and guidance regarding a proposal for the Nuku Tewhatewha pātaka at The Dowse Art Museum.

Background

2. The Chair of the Community Services Committee and General Manager Community Services agreed that a report from Community Services should be provided at each meeting.

Discussion

3. An update is provided below. Officers request Committee members provide feedback on the sort of information they would most like included in these updates.

Overall Comments from General Manager

4. The Community Services team now form part of the new group City and Community Services. This is a really exciting opportunity for me personally, team members, and more importantly our communities and rate payers.
5. The focus and priorities of the new group are:

- providing the very best core services

- developing world-class public spaces, places and community facilities
 - improving the lives and futures for those living in our highest deprivation communities – especially the young as well as supporting the economic development of Hutt City
6. Especially in relation to second and third areas of focus, I see real potential in a more integrated (one team) approach – including working closely alongside the rest of Council.

Museums

Events

7. Two new exhibitions have opened at The Dowse since the last report:
- *Scribble + Sculpt* is a collections-based exhibition sharing the story of pioneering teachers from the 1940s to 1980s who led the way for educational reform and promoted creativity at the heart of learning. Accompanying the exhibition is an installation of work made by students at Waterloo School and the Raphael House Rudolf Steiner School following intensive whole-school workshops with our education team.
 - *Gavin Hipkins: The Domain* is a survey of the career of New Zealand photographer Gavin Hipkins, which fills the entire ground floor of the museum (excepting the Pātaka Gallery). Our flagship summer show, the exhibition is accompanied by a new book co-published with Victoria University Press and funded through three donations and a Creative New Zealand grant.
8. A new exhibition module is being prepared for display at Petone Settlers Museum, focused on the history of the 'Grand Nash' hotel.
9. A highly successful day-long hui that provided professional development opportunities for front of house staff was held at The Dowse on 30 September, organised by Front of House Team Leader Sasha Greig. Over 50 people attended from museums around the country – including Otago, New Plymouth and Whanganui.
10. Two new exhibition modules will open at Petone Settlers Museum before Christmas; one will explore the history of Chinese market gardens in the Hutt Valley through the life of William Yang Foon and one will explore the Mazengarb report and 'bodgies and widgies'.
11. The Dowse will celebrate International Museum Shop Day on 26 November with the launch of two new merchandise lines, 'The Dowse Pattern Project' and a line of in-house merchandise produced to accompany *Gavin Hipkins: The Domain*. As well as hoping to entice Christmas shoppers, the underlying message is that shopping at The Dowse makes you a patron of the museum and supporter of activities.

Museum Updates

12. Summer opening hours at Petone Settlers begin on 1 December and run through to Easter 2018, meaning the museum is open seven days a week.
13. Co-planning is underway at Petone Settlers Museum to support the New Zealand Festival's major waka event in February 2018. In 2018 the museum will also have a strong focus on the history of women in Petone and the Hutt Valley, marking the 125th anniversary of women's suffrage.
14. Funding has been requested in the 2018/2019 Annual Plan to commission conservation and remedial work on four public artworks: Anne-Marie Splunter's 'Play Modules' in Dowse Square; Louise Purvis' water fountain sculpture in Petone; Russell Clark's 'Free Forms' sculpture outside the War Memorial Library; John Reynolds' 'Titoki Tree Room' in Dowse Square.
15. Funding has also been requested in the 2018/19 Annual Plan (see Appendix 1) to support research, conservation and interpretation work on Nuku Tewhatewha, the historic pātaka held at The Dowse. This follows an unsuccessful application to the over-subscribed Wellington Regional Amenities Fund.

Community Arts Updates

16. The Creative Communities Funding Scheme Round 1 for 2017/18 closed on 25 September. Requests totaled \$79,749. There was \$35,000 to distribute. The Creative Communities panel met on Tuesday 7 November 2017 to allocate funds. 17 projects were funded and five were declined.
17. The Stokes Valley Hub mural project for the exterior south wall of the Hub was successfully completed in partnership with Risk Church. Lead artist Chev Hassett worked with several Stokes Valley teens, supported by Council's Kaimahi Taiohi /Youth Development Facilitator, Josh Peauafi. As a result of working on three consecutive Council mural projects, one of the teens was nominated for a Hutt City Youth award and won his category, 'Embracing Diversity.'
18. In addition to the community mural mentioned above, Community Arts Advisor Pippa Sanderson led a number of art projects to help build community ownership of the new hub. This included commissioning the stunning entranceway carving by Sam Hauwaho and Sonny Davis in collaboration with Koraunui Marae, native bird paintings by Joe McMenamin and a huge coloured tile project led by The Dowse educator Jolie de Gaia working with the three local Stokes Valley schools.

Leisure Active

19. Spring continues to prove busy for the team at Leisure Active with the highlight being the delivery of a vast range of recreation events this period.

Swimming Pools + Fitness

20. Maintenance planning work has commenced at our outdoor pools in preparation for openings in November.

21. Aquatic events that have been hosted at our indoor pools during this period have included:
 - Surf Life Saving NZ Regional Meet at Naenae Pool.
 - Wellington Canoe Polo Solstice Tournament at Naenae Pool.
 - Hutt Water Polo Nippers Cup at Huia Pool.
22. Swimming Pools were busy during September hosting Winter sport break- up events. This follows on from our very successful sponsorship of 'player of the day' certificates for many codes.
23. A very successful partnership was formed between Sport Wellington and Huia Pool + Fitness to deliver a healthy lifestyles course.
24. The Fitness Suites ran a rowing challenge to run in line with the World Rowing Champs that were held in Florida USA which proved popular with members.
25. Huia Pool + Fitness continues to be popular with over 2,300 clients registered for swim lessons in term four (600 increase on previous year) and over 500 people signed on as gym members.

Recreation and Sport Programmes

26. Sport Wellington has confirmed provisional approval of funding to continue the regional Fundamental Movement Skills project delivered by Leisure Active for 2018. This includes an increase of funding to \$545k (60k increase on previous years) to enable free participation for decile 1-3 schools in the programme. The funding also allows for the new delivery of a basketball stream at Walter Nash Centre.
27. Both an Active Recreation for Over 50's Expo and Recreation for Under 5's Expo were run during this period with good participation and an increase in activity recorded by providers.
28. Highlighting the Hutt, a series of recreational events with lights as a common theme, was run by the team during October. The aim of this series of events was to:
 - Promote the Labour Weekend HighLight festival run by City Events.
 - Promote Mental Health Awareness Week (9-15 October) the theme of which was 'Nature is Key'.
 - Promote services and programmes which currently exist in Lower Hutt and help to promote Lower Hutt as a great place to live, work and play.
29. Highlighting the Hutt occurred from 7-15 October and included:
 - Te Whiti Riser Night Walk
 - Dive in Movie

- Mindful Colouring In
 - Youth Glow Up
 - Shut Up and Dance
 - Starlight Picnic at Percy's
 - Highlight on Huia
 - Glowga
 - G-Low down
 - Men's night at Hangdog
 - Broga at Petone Rugby
 - Hikoi for HUHA
 - Light Up Les Mills
30. Ongoing community recreation programmes delivered or supported by the team during this period include:
- Kori kori kids
 - Playball
 - Minimovers
 - Seated volleyball
 - Table tennis for seniors
 - Community yoga classes
 - Animal yoga for kids
 - Broga
 - Yoga in schools

Healthy Families Lower Hutt

31. Outcomes achieved by the Healthy Families team this period include:
- Two successful **FruitTrees4Marae workshops** with 24 new fruit trees planted.
 - **Turning the Tide** our community portal for healthy change going live (www.turningthetide.org.nz) with 17 settings taking action and a number of success stories shared.

- Scott Court being the **first suburban shopping area in Lower Hutt** (and possibly New Zealand outside of CBDs) to become a smokefree area.
- Exhibited at the **Wellness in Wainui Expo which attracted over 400 people**. This provided an opportunity to engage with the Wainuiomata community around smokefree spaces.
- Publishing a successful **national newsletter on Wai** which has resulted in this being published on the Ministry of Health's website.
- Commitment and ongoing investment by our Parks and Gardens colleagues in **water fountains**.
- Council's **Event Support Funding Application Form** now references Hutt City's Smokefree Outdoor Public Places Policy and encourages all events to be smokefree as well as encouraging event organisers to provide healthy food and beverage options.
- Nine schools in the north east of Lower Hutt actively engaged and on their journey to becoming a **water-only school**.
- Gaining commitment from **Wellington City Council, Porirua City Council** and **Upper Hutt City Council** to adopt our player of the day certificates and providing free pool passes as an alternative to unhealthy fast food vouchers over the 2017-18 summer season.
- Commitment between Healthy Families Lower Hutt, Hutt City Council and Sport NZ to work together on **understanding play at a neighbourhood level** to better inform local and national collective efforts.
- Wainuiomata High School's **Quick Kai** initiative has had their first successful fundraising round for their school girls' football team.
- Hosted a soft launch of **Good4Work** which also included an overview of other workplace wellbeing support.

Libraries

- Naenae and Taita Clubhouses currently have a total of 409 active members.
- High level results of 2016 Youth Impact Survey for Hutt City Clubhouses:
 - 95% of Hutt City Clubhouse members come to Clubhouse at least once a week, because they think their Clubhouse is a fun, friendly place to be, where they feel accepted and like they belong.
 - 98% care more about doing well in school because of Clubhouse
 - 75% think Clubhouse has helped them make better choices with friends, family, and at school

- 73% want to study STEMM subjects in future because of their experiences at Clubhouse. (STEMM subjects = science, technology, engineering, maths or manufacturing)
- These responses from Hutt City youth were obtained during the 2016 global Clubhouse Youth Impact Survey, carried out at 100 Clubhouses around the world, conducted by Inverness Research. See [Youth Impact Survey](#) for more information about the international survey.
- Recent positive Clubhouse outcomes include:
 - More scholarships – a Taita Clubhouse member has received a Pasifika scholarship to Victoria University next year, and another member has got through to round three auditions for Toi Whakaari. This is especially significant for Taita Clubhouse as these members have been members since 2015, and heard about these opportunities through us, from bringing in Toi Whakaari and Victoria brochures, C2C presenters, and graduates, to showing them the FundMe database and other scholarship sites to demonstrate how easy it is to apply for scholarships when you know how to find the information.
 - Hutt City Youth Awards – three Naenae Clubhouse members – Saviour, Clench and Anatto were category finalists. Although none of them won their category we were all thrilled that they were acknowledged for all their hard work and leadership at Clubhouse. It was also wonderful to have their families at the youth awards, so families could see their children's time at Clubhouse is well spent.
- Programme highlight for the period has been Hutt City Libraries sharing its expertise in the area of information literacy, research and event management on the Matiu Somes Island Project. We are collaborating with Te Rōpū Āwhina from Victoria University and the Department of Conservation and on 7 November 60 students from Naenae, Taita and Wainuiomata Colleges, 11 Āwhina mentors, 6 teachers, 5 librarians and 5 DOC rangers visited the Island together.
- We continue to develop the case for revamping War Memorial Library in the next financial year. We are hoping to increase public space.

Community Hubs

32. Koraunui Stokes Valley: The building part of the project is now officially completed. This has been done on schedule with the project team promoting a Spring 2017 opening since the beginning of the project. A successful opening ceremony was held on Friday 27 October, and public open day on Saturday 28 October with approximately 3,000 visitors attending. The project team would like to thank all partners, officers, councillors and the community for their support, guidance and encouragement throughout the last two years. The fit-out budget and post contract works are still being completed. It is expected that final costs for the project will be known before Christmas with a final project budget available in January. It is forecast to be

under budget. Operationally we face some challenges with staffing levels. These will be worked through with staff over coming months.

33. Walter Nash Centre continues to perform well. During the school holidays a fantastic programme was offered to local young people, we hosted the Judo national championships which included a visit from the Japanese Ambassador, and hosted a World of Wearable Arts intermediate art display.
34. A focus for hubs over the coming 12 months is to clarify and strengthen the offering across literacy, recreation, arts, and technology access, whilst maintaining commercial viability.
35. Overall, Walter Nash Centre and Wainuiomata Hub (note Stokes Valley is not included as it is only just operational) have had 350,000 visitors July – September 2017.
36. Naenae hub consultation has commenced with 1 November – 1 December 2017 the designated dates. A range of locations and methods of gathering feedback have been employed over this month. Officers will analyse results early in 2018 with results expected in February 2018.

Community Partnerships & Relationships

37. **Te Awakairangi Access Trust** are currently completing preparatory work to build infrastructure to enable Rata Street School Wi-Fi pilot to begin in Term one 2018. The pilot will target two streets near the school with the most students on them.
38. Community Patrol, Neighbourhood Support and CCTV administrative support has now been formally transferred to the **City Safety** team – this is at no additional cost to Council. Budget formally held with Hutt Safe City Trust has now been reallocated to City Safety to cover additional staff hours and provide funding to each Community Patrol.
39. Stakeholders working on the **PSO (Personal Safety Order) house** for perpetrators of domestic violence are looking at a slightly revised model that would see a focus also on coordinated social service delivery for a wider group of men who have not been served a PSO but are still at risk of offending.
40. **Youth Health** - Vibe are now operating their first community based drop-in clinic in Lower Hutt, from an existing Council space in Naenae. A **Meth Drop-in Clinic** pilot programme, developed in collaboration with HUCHS, Regional Public Health, E Tu Whanau, and Pomare Taita Community Trust will begin by the end of the year.

Community Services Significant Projects (information repeated in CDC papers)

**City & Community Services Group and Community Facilities Trust (CFT)
Significant Projects**

41. The status of these projects is as follows:

Riddiford Gardens

42. Concept design options for Phase 3 work were prepared and considered by Council in confirming the 2016/17 budget. A meeting with key stakeholders was held on 12 July 2016 to consider the concept design before the detailed design commenced. Phase 3 design has been the subject of value engineering, which pushed the work into the 2017/18 financial year.
43. SLT agreed that the Phase 3 works be negotiated with Naylor Love, the incumbent contractor, to ensure continuity and coordination with the Events Centre work. Negotiations, following further value engineering, were completed at the end of August with work commencing in September, with the works expected to be completed within the current financial year.

Avalon Park

44. Tenders closed for the third stage of upgrade works for Avalon Park at the end of October.
45. A contractor is expected to be appointed mid-November and commence works in late January with works completed by 30 June 2018.

Fraser Park Sportsville Stage 2 – Multipurpose Sports Building

46. The Fraser Park Sports and Community Hub is well under construction with approximately 40% of the foundation and floor slabs down. The first of the external tilt slabs are in place as is the steel work to support the roof and second story. By mid-December it is anticipated that the main structure of the building will be in place.
47. Fundraising for the project is also going well with a total of \$1.2 m raised. A total of \$1.813 m remains to be raised to meet the funding target of \$13.1m. A pleasing outcome from the last two months was a significant grant from the Hutt Mana Trust and very useful support from the Hutt Valley business community. Funds raised from small businesses who have agreed to sponsor parts of the project have now reached \$287,000.

Walter Mildenhall Park Redevelopment

48. The club is now fully operational with members enjoying the new facility. Total membership of the club is climbing rapidly and has now passed the 550 mark, making the club the largest bowls club in New Zealand. The club is actively working to attract local regional and international tournaments.
49. Hawkins Construction is completing final landscaping works around the site. Repairs to the Ferrari roof which was damaged during the final stage of construction will be undertaken in the first two weeks of December. The post

installation fine tuning of the artificial turf will be completed after the roof repair work is completed. This will likely occur in January 2018.

Stokes Valley Community Hub

50. The building part of the project is now officially completed. This has been on schedule with the project team promoting a Spring 2017 opening since the beginning of the project. A successful opening ceremony was held on Friday 27 October, and public open day on Saturday 28 October with approximately 3000 visitors attending. The project team would like to thank all partners, officers, Councillors and the community for their support, guidance and encouragement throughout the last two years.
51. The fit-out budget and post-contract works are still being completed. It is expected that final costs for the project will be known before Christmas with a final project budget available in January. It is forecast to be significantly under budget.
52. Operationally we face some challenges with staffing levels. These will be worked through with staff over coming months.

Wainuiomata and Petone Sportsvilles

53. A preliminary business case has been completed by Visitor Solutions for both Wainuiomata and Petone Sportsvilles. Both organisations are now refining these plans to meet their operational needs and desired outcomes. Wainuiomata Sportsville will present this to founding clubs for sign off prior to further design development taking place.
54. In the case of Petone an alternative development option is being explored. This essentially follows the withdrawal of two clubs from Sportsville. If an alternative development option is the preferred scenario then Council will need to consider and endorse this alternative before any further work is undertaken.
55. In regard to both sportsville developments it has become clear during business case development, that lease costs (which include rates and insurance) will be challenging for clubs if they are based on capital values as is currently the case. A report on rates chargeable to sportsvilles is due to be considered by Council early next year.

Other Considerations

56. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of local government.

Appendices

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1	Nuku Tewhatewha Appendix 1	44

Author: Sandra Mann
Divisional Manager, Libraries

Author: Melanie Laban
Divisional Manager, Community Projects and Relationships

Author: Mike Mercer
Divisional Manager Community Hubs

Author: Marcus Sherwood
Divisional Manager, Leisure Active

Author: Courtney Johnston
Director, Museums

Approved By: Matt Reid
General Manager City and Community Services

Appendix 1 - Application for unbudgeted project: Nuku Tewhatewha refurbishment and interpretation

1. Nuku Tewhatewha is nationally significant pātaka built in Naenae, Lower Hutt, as an expression of support for the burgeoning Kīngitanga (Māori King) movement in 1856. Seven or eight of these pātaka were built at locations around the North Island as the Kīngitanga movement coalesced. Nuku Tewhatewha is the only one that remains today.
2. Nuku Tewhatewha is the only item on permanent display at The Dowse. The proposed project consists of conservation work, new research and relationship building, a refresh of its gallery, new signage, and a new multi-lingual interactive storytelling experience to unlock the stories of the pātaka and create a compelling permanent local and international cultural tourism attraction in Lower Hutt.
3. Through this project, Nuku Tewhatewha's ties to Māori communities will also be reinforced, and The Dowse's ability to care for and share this taonga will be strengthened.
4. The National Library's recent and highly successful development of He Tohu (to house the Declaration of Independence, the Treaty of Waitangi and the Women's Suffrage Petition) shows the ongoing relevance of our history today for educational, cultural and tourism purposes.
5. We believe Nuku Tewhatewha can play a similar role in connecting New Zealanders and our international visitors to the history of our country. To do this we need to unlock the power of the stories that Nuku Tewhatewha can tell, in a way that will be compelling and accessible for today's museum visitors.
6. We propose to:
 - Undertake much-needed conservation work on Nuku Tewhatewha to keep it in good condition for future generations.
 - Employ a specialist researcher to conduct new research on the history of Nuku to inform new interpretation (printed signage and digital interactives) and form connections with descendants of involved in the creation of the pātaka.
 - Refresh the display space in which Nuku Tewhatewha is displayed, which includes a new colour scheme, carpeting, signage and print interpretation.
 - Use the information gained through our research to create an interactive digital story-telling experience, to make the stories more accessible and vibrant and to meet contemporary museum visitor expectations.
 - Ensure the interpretation we create is multi-lingual, to cater to all our visitors. Ideally, we would like to provide stories in te reo Māori, English, Samoan (the most-spoken language in Lower Hutt after English), and the languages of our

dominant non-English-speaking international visitors: Mandarin, German and Japanese.

7. In doing so, we will create a unique and enduring visitor experience for The Dowse to promote to local, national and international audiences. It will be grounded in what we know visitors of all kinds are drawn to: authentic and meaningful engagements with our nation's stories. The project will have educational, cultural and economic outcomes, and strengthen Lower Hutt's position as a tourism destination.
8. An unsuccessful bid was made for funding for this project to the over-subscribed 2017 Wellington Regional Amenities Fund. Therefore a request is being made to undertake this project in the HCC 2018/2019 financial year.
9. A breakdown of the budget is provided below:

Item	Cost (incl. GST)
Salary for contract researcher (.5 position for 12 months @\$80,000)	\$40,000
Conservation of pātaka by experienced conservator	\$20,000
Software licences (5 licences, 3 year duration) and development time for digital interactives	\$45,000
Hardware: 5 x Apple 10.5-inch iPad Pro Wi-Fi 64GB (\$1099 each), 5 x Logitech UE Boom long battery life Bluetooth speaker \$219 each), 5 x Anker PowerCore 20100 battery pack (\$84.95 each)	\$7,000
Plastering, painting, carpeting and new furnishings for the gallery	\$9,500
New print signage design and production	\$11,000
Travel for contract researcher	\$3,000
Translation for signage and interactives	\$5,000
Construction of kiosk stands (\$1,200 time + materials each)	\$6000
Contingency (to allow for price increases since costings were provided)	\$2,000
Total	\$148,500

Community Services Committee

30 October 2017

File: (17/1684)

Report no: CSC2017/5/149

Community Services Committee Work Programme

Recommendation

It is recommended that the Committee receives the work programme attached as Appendix 1.

Appendices

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1	Community Services Committee Work Programme November 2017 - Appendix 1	47

Author: Judy Randall
Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Democratic Services

Appendix 1

Community Services Committee – Work Programme – November 2017

Description	Author	Cycle 1, 2018	Cycle 2, 2018	Cycle 3, 2018	Cycle 4, 2018	Cycle 5, 2018	Pending
GMs' Report	M Reid	x	x	x	x	x	
Activity Report: Parks and Gardens	B Hodgins	x					
Review of Community Panels	M Reid				x		
Annual Community Panel Report back	M Reid					x	
Activity Report: Aquatics and Recreation	M Sherwood						Cycle 1, 2019
Activity Report: Community Projects and Relationships including City Safety and Community Funding	M Laban						Cycle 2, 2019