

24. COMMUNITY CENTRE DEVELOPMENT

Officer responsible Community Advocate, Burwood/Pegasus	Author Paul Stewart, Kaye Edens, Michael McNabb of the Shirley Advocacy Team Vanessa Taylor and Ginny Bowden of the Leisure Team
Corporate Plan Output: Burwood/Pegasus Community Board - Project Funds	

The purpose of this report is to inform the Board of a proposed Community Facility Development Plan that will focus on increasing the usage of the Community Centres and provide support for the Centre Management Committees.

The staff were requested to prepare such a plan at the Board's 29 May 2000 meeting and a working party was established. The Community Advocacy Team and the Leisure Team hosted a thank you and information sharing evening with management committee members of the Aranui/Wainoni Family Centre, the Aranui Community Hall and the Ascot Community Centre. Information gathered at this meeting has significantly shaped this plan along with the Councils publication "Management Guidelines for Community Facilities".

This initial plan will concentrate on the Aranui/Wainoni Family Centre, the Aranui Community Hall and Ascot Community Centre. The Parklands Community Centre and North New Brighton Community Centre will follow after development of these Centres has been resolved. School halls can share the development programme where appropriate.

There are two major aspects to the proposed plan:

- (A) Local research in the areas around the Community Centres and the employment of two part time Activities Officers who will focus on increasing the utilisation of the Community Centres.
- (B) The implementation of Active Support Systems for the Management Committees of Community Centres.
- (A) **Local Research and the Employment of Part-time Activities Officers**

The Community Recreation Adviser will manage this part of the project.

Initially one of the Community Recreation Advisers will undertake some research around the Community Centres. This research will be funded from the Leisure Team budget. As well as analysing existing research, this exercise would identify local community needs, current and potential users of these facilities, including facility design and appropriateness for active/passive recreation programmes, and other activities and other providers in the area (to avoid any duplication of programmes). This information would also form part of the Burwood/Pegasus Recreation Arts and Sport Plan as presented by the Leisure Unit at the 3 July 2000 meeting.

From this information, the Community Recreation Adviser will write job value statements for the Activities Officers, and undertake the advertising and interviewing process, in partnership with the Advocacy Team. The Activities Officers will need to have skills in the areas of arts and recreation, programme planning, marketing and community development. Therefore the most effective use of resources may be to employ two part time people with different skill sets to cover both Ward areas.

A small Project Core Group has been set up to oversee the project and will also provide supervision for the Activities Officers. This group has representatives from the Leisure and Advocacy Teams.

The brief of the Activities Officers would be to increase the utilisation of Community Centres through:

- Identifying potential arts, cultural, recreation or social activities which are able to take place within each centre based on design, demographics and need.
- Implementing new programmes and activities.
- Identifying local community groups who may be interested in operating programmes from the Centres.
- Resourcing new programmes with funding, tutors and equipment as required.
- Promoting and marketing both existing and new programmes and activities at the Centres, through newsletters, media releases and brochures.
- Developing a volunteer base to ensure the Centres are open and accessible for groups and individuals.
- Evaluating programmes and activities and reporting outcomes to the Community Board at 6 and 12 monthly intervals.

Some possible activities (dependent on facility design) could include:

- Recreation programmes (eg Gentle exercise classes, dance and music classes, martial arts, school holiday and after school programmes, youth activities such as break dance workshops).
- Arts programmes, craft and hobby courses.
- Social programmes (eg Resident groups meetings, Toy libraries, Play groups).
- Educational programmes (eg Parenting courses, Interest group meetings, Teaching individuals how to use the net or e-mail).
- One off events (such as “Carols in the Community”).

The aim of the project is to increase utilisation of the Centres and to promote the facilities as a focal point in the community. The vision is to support the people who live and work in the areas around the Community Centres, and to respond to the needs of that community. Activities Officers working at the centres would be co-ordinators of the activities that are happening in peoples’ neighbourhoods.

The Wellington City Council has part time Activities Staff in all of its Community Centres. These staff are responsible for running the Centre on a day to day basis and supporting new groups, as well as initiating new programmes if there is a demand from the community. This model has worked well for Wellington and with a dual approach of working with the Community Centre management teams and employing part time Activities Staff this would be an exciting initiative to trial in Burwood/Pegasus.

(B) Support Systems for Management Committees

The Advocacy Team will manage this part of the proposed plan.

The principal drive of the support systems will focus around the guidelines already established by the Council as detailed in the publication "Management Guidelines for Community Facilities".

This includes factors such as establishing one liaison officer per Centre who would attend all Management meetings (shared amongst Advocacy Team members), establishing an annual programme plan and user satisfaction survey for each Centre. Training seminars would be held for each Management Committee including a forward looking building management plan. As per the published guidelines annual requirements would have to be met, including, for example, regular health and safety checks, receiving and receipting hire monies, annual reporting AGM and accounts. A simple Centre Handbook would be compiled for Management Committees to assist in meeting these goals.

Key Performance Indicators: - to be achieved by June 2001.

1. That local research clearly identifies neighbourhood needs that can be met by the Community Centre be completed.
2. That a Handbook for each Management Committee setting out the year's programme be provided.
3. That each Community Centre have a Management committee.
4. That each Community Centre show an increase of 10% usage by both community groups and by individual users.
5. That user satisfaction be at a 80-90% level.
6. That there be delivery of one training seminar per Management Committee.
7. That staff host two combined support meetings for all Community Management Committees

- Recommendations:**
1. That this report be received.
 2. That the Board approve the Plan recommended.

Chairperson's

Recommendation: That the community centre activity officers be appointed as soon as possible.