

# **Community Services**

## **Activity Management Plan 2006**

**Stratford District Council**

Appendix E of LTCCP

# Community Services Activity Management Plan

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## 1. Introduction

Stratford District Council (SDC) recognises that PEOPLE make a community. The activity of Community Services is seen as one of Stratford District Council's key strategies for providing the district with the ideal lifestyle opportunity for families and the older generation. The district is an attractive place to live with its social services and amenities such as health, recreational, cultural and educational systems and institutions readily accessible.

The Stratford District Council recognises that community groups exist and that, through their activities, they help develop the community and provide a direct social benefit that assists in delivering community outcomes.

In 2005 the Stratford District Council established a Community Services activity to deliver the districts social needs. The purpose of the activity is to identify the communities needs and in liaison with the people, facilitate options to maintain and/or enhance the current services.

The Community Development Advisor role resourced by Stratford District Council provides the opportunity to liaise and facilitate within the community, manage new initiatives, develop and implement community projects, organise community events and administer community funding.

### 1.1 Community Initiatives

New initiatives are identified and implemented for the overall social and cultural well-being of the Stratford community. Where practicable partnerships with other agencies will be established and Council will take a hands on role to ensure that the opportunities are recognised and made available to the community.

### 1.2 Project Development and Implementation

In consultation with project partners and key stakeholders Council will develop concept and action plans to facilitate and mobilise people, funds and other required resources. Managing of project implementation and monitoring and evaluating outcomes will be a high priority for the Community Services role within Council to ensure that the community's social and cultural well being is well serviced.

### 1.3 Community Events

Organising Council and community events through Community Services will provide the community with essential social connections and opportunities for social agencies to network.

### 1.4 Community Funding

Through Community Services Council will administer community funding to ensure that where possible external and internal funding is resourced and distributed where and when required.

### 1.5 Summary

This document describes the big picture for what is needed, how it is to be done, by whom and when it will be achieved.

## 2. Strategic Goals

Community Services activities undertaken by the Stratford District Council are influenced by and reflective of Council's LTCCP. This document highlights the community outcomes for the district.

- “Secure and Healthy Stratford”
  - Enhancing community based social services and amenities.
- “Prosperous Stratford”
  - Encouraging positive attitudes about and within Stratford.
- “Skilled Stratford”
  - Providing good education and training opportunities.

The Community Services contributes to the community outcomes of:

- A district with a clear identity where people experience a sense of belonging and pride.
- Local jobs and training for local people.
- Comprehensive social, recreational facilities accessible to all.
- High quality health and education facilities and services accessible to all.

### **Significant Negative Effects**

There are no negative effects relating to this activity. There are no major assets included in this activity.

### **Community Grants Pool**

The Stratford District Council will through its budget process provide funding to a Community Grants Pool. The level of funding each year will be subject to the consultation process as part of the Long Term Council Community Plan/Annual Plan. This fund shall be funded from general rates.

The Stratford District Council shall in July of each year call for applications to the Community Grants Pool, with a closing date of 31 August.

Council will consider applications and make a decision on any funding allocations by 31 October.

### Funding Guidelines

Funding will be provided to community groups (not individuals) who demonstrate that their activity contributes to the community outcomes.

Funding will not be provided for retrospective costs, debt servicing costs, or philanthropic organisations whose primary purpose is to give funds to other groups.

Groups should not regard grants as assistance in perpetuity.

### Applications

Groups wishing to apply for funding will need to provide details of their organisation and the intended project using the application form.

The application form will request details of the applicant name, group's ability and effort to raise funds, brief description of the project and group's financial information, latest audited accounts, income and expenditure statement with balance sheet, annual report, and investment details.

### 3. Initiatives

#### 3.1 Youth Development

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Continue to manage the Youth Development initiative partnership with MSD.	Resource funding post 30 June 2006	MSD SDC	Funding is secured
	Resource services through partnerships to assist young people with their social and mental developmental needs within the transition service and programme.	SDC Police	Monthly report updates provided Work placements completed
	Work with local businesses to encourage work experience and permanent full time employment for young people.	SDC SBA	Resources secured Employers database compiled
Facilitate a Youth Stakeholders Forum.	Arrange and attend Youth Stakeholder meetings.	SDC	Regular meetings held
	Liaise with South Taranaki District Council in terms of joint quarterly meetings.	Stakeholders STDC	
Attend relevant meetings with key stakeholders, networks and organisations.	Maintain listing of key networks, organisations and contacts.	SDC	Database maintained regularly
	Investigate, plan and report on opportunities for enhancement of services and activities for youth.	MSD WINZ Police	Project Planning completed as required
Youth Council.	Fund, support and facilitate the administration of the Youth Council.	SDC	Regular meetings held
	Support the resourcing of funding for Youth Council projects.	SDC Youth Council	Planned projects completed Funding resourced
Develop and manage a robust School Holiday Programme contract.	Establish community needs and resource funding and services for holiday programme activities.	SDC	Contract established and maintained for four programmes per year
	Work with the provider, Sport Taranaki to establish a contract to co-ordinate four holiday programmes per year.	Sport Taranaki	

### 3.2 Education

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Build relationships with education providers in Stratford District.	Work with education providers to assess needs and develop projects to enhance effective primary and secondary education in the community.	SDC School Principals MOE	Project Meetings held regularly
Before and After School Care.	Actively work with education providers, both pre school and primary school, to determine the need and establish a resource for before and after school care.	SDC Early Childhood	Proposal complete and actions implemented
Maintain relationships with regional education providers.	Continue to work with Western Institute of Technology (WITT) to maintain community classes and assess the needs in terms of further post secondary education requirements in the community.	SDC WITT	Regular meetings held

### 3.3 Health & Welfare

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Maintain relationships with key Health & Welfare agencies and individuals within the community and region.	Facilitate an advisory committee to develop action plans to maintain and enhance health and welfare services in the community.	SDC, Advisory Committee	Regular meetings held Administration completed
Administer the Stratford Health Trust.	Attend to administration of the Health Trust in terms of the Trust Deed and as directed by the Chairman (District Mayor).	SDC SHT	Regular meetings held Administration completed
Attend relevant meetings with key stakeholders, networks and organisations.	Pursue opportunities for enhancement and/or new initiatives for the provision of health and welfare services.	SDC TDHB PHO GP's SHC	Regular meetings held Actions implemented

### 3.4 Positive Ageing

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Develop and maintain a Positive Ageing Strategy.	In consultation with the community and Office for Senior Citizens develop a positive ageing strategy.	SDC Advisory Committee	Strategy planning document completed
Encourage a Positive Ageing Advisory Committee.	Facilitate enquiries and planning for a Positive Ageing Forum.	SDC	Advisory committee established and meetings held regularly
Attend relevant meetings with key stakeholders, networks and organisations.	Pursue opportunities for enhancement and/or new initiatives for the provision of activities and services for the older population of the Stratford district.	SDC OSC Advisory Committee	Report on potential opportunities

### 3.5 Community Events

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Liaise with the District Mayor to manage the Mayoral Reception.	Manage the annual Mayoral Reception in liaison with the District Mayor.	SDC	Planning and co-ordination of event is complete
Liaise with the District Mayor to manage the Citizen Awards.	Attend meetings and manage the annual Citizen Awards with the Citizen's Award Committee.	SDC	Planning and co-ordination of event is complete
Facilitate and co-ordinate War Memorial Services within the Stratford District.	Work with the NZ Army, 5 <sup>th</sup> Battalion to develop appropriate protocol and ceremonies for the holding of War Memorial Services.	SDC NZ Army 5 <sup>th</sup> Battalion RSA	Planning and co-ordination of events is complete
Collaborate with the Community Services Team to manage and promote the Council stand at the A & P Show.	Work with the Community Services Team, Council Management and Councillors to promote current events for Council and Community at the local A&P Show.	SDC A&P	Planning and co-ordination of event is complete
Liaise and facilitate Community events.	Work with community, regional and national organisations to co-ordinate the holding of community events in the town.	SDC	Planning and co-ordination of event is complete
Attend relevant meetings with key stakeholders, networks and organisations.	Pursue opportunities for enhancement and/or new initiatives for the provision of activities and services for the community of the Stratford district.	SDC OSC Advisory Committee	Regular meetings held  Administration completed

### 3.6 Community Funding

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Facilitate Council's Community Funding application process.	Continue to administer the Council Community Grants Pool as per the LTCCP.	SDC	Administration of grants completed
Co-ordinate the SPARC Rural Travel Fund.	Continue to work with SPARC to administer the Rural Travel Fund as per guidelines.	SDC SPARC Funding Committee	Administration of grants completed
Co-ordinate the Creative Communities Fund.	Continue to work with Creative New Zealand to administer the Creative Communities Funding Scheme.	SDC Creative NZ Funding Committee	Administration of grants completed
Attend relevant meetings with key stakeholders, networks and organisations.	Pursue opportunities for enhancement and/or new initiatives for community organisations within the Stratford district.	SDC	Meetings held regularly  Administration completed

### 3.7 Community Organisations

<b>Initiative</b>	<b>Action</b>	<b>Who</b>	<b>Standard Process</b>
Maintain a communication network with Community Organisations.	Liase with community organisations to develop and implement projects which enhance the social and cultural well being of the Stratford community.	SDC Community Organisations	Meetings attended regularly
Build relationships with community groups in Stratford District.	Attend and support community group meetings and initiatives where appropriate.	SDC	Meetings attended regularly
Liase with social, recreational and cultural providers.	Meet with service providers to ensure opportunities for the Stratford District are recognised and realised.	SDC	Meetings attended regularly