

## Project Brief – Little River Wairewa Community Trust

**Name of Project:** Project Coordinator (Two years)

**Description:**

To contract a part-time Project Coordinator to provide a range of events, programmes and activities to increase community wellbeing for the Little River district.

This role will identify gaps in provision and implement activities to meet them.

It will include specific disaster preparedness work – working with the civil defence organisations to grow the current level of responsiveness.

On a wider Banks Peninsula scale this role will include the management and promotion of a games trailer and a programme of Summer Fun events. (To end March)

A coordinator is needed to achieve the results because one to one reach has to be delivered as well as convening and supporting group development and activities.

**Date & Copy of Meeting Minute to Accept Project:**

To consider completing application for a Project Coordinator and associated expenses to delivery 2 years of recreation/community activities to support recovery of Little River and districts and to manage the BP Games Trailer.

*Moved Vanessa Secodeded Tori : Approved*

**How do we know this is needed? How did it come about?**

This creation of this position is in response to:

- The increase or drift of displaced population from Christchurch to Little River in the last four years since the earthquakes.
- The increased demand since the earthquakes noted for existing programmes and services provided by several organisations in the district. (This Trust plus Craft Station, Wairewa Heart, Little River school)
- The lack of services in Little River which has been a dormitory town where people sleep but often recreate and work in Christchurch. Following reduction of available opportunities in the City, local residents are seeking more to be provided in the district and this is an opportunity to build community in (their) changing town.
- Earthquakes and more recently flooding, highlighted the vulnerability concerns of the District which can be isolated by slips and flooding, limiting safe emergency/service vehicle access.
- Secondary stressors like the frequency of flooding have increased a sense of vulnerability especially amongst older people and those with young children.

**Expected Outcomes For Community:** (Tangible and intangible)

- New arrivals connecting in with community
- New collaborations that build friendships and common purpose
- Increased number of people receiving information and assistance about local opportunities as well as earthquake recovery issues
- Increased number of volunteers and volunteer activities
- Six events across BP over summer 2015
- Twelve events/programmes annually.
- Online directory/brochure of clubs, activities and events
- Games trailer full of equipment and available at a low cost to family and community groups across BP.

**How much will it cost?** (Budget breakdown)

**2015**

Wages

29,000

**Date Brief Written:**

**27 Nov 2014**

Mileage	5,000	
Venue hire \$100 x 24	2,400	
Admin-phone, computer, internet	4,000	
Disaster preparedness equipment	2,500	
Programme expenses	5,000	
Promotion	3,000	
Summer Fun Event Programme	9,000	
Games Trailer	5,000	
	<b>Total</b>	<b>64,900</b>
<b>2016</b>		
As above less games trailer and summer fun programme		\$50,900
<b>Where will the money come from?</b> (Include the meeting minute to apply for any funding)		
Red Cross Application - \$50,000 pa for 2015 and 2016		
CERA application - \$14,000 – one off 2014		
LRWCT funds - \$900		
<b>Milestones/Review Points.</b> (To check if is on track and whether to continue)		
<ul style="list-style-type: none"> <li>● Funding applications submitted to Red Cross by Sunday 30 Nov. (Bryan)</li> <li>● Funding application to CERA. (Penelope ok to do)</li> <li>● Funding received from Red Cross and confirm/adjust budget</li> <li>● Funding received from CERA and confirm/adjust budget</li> <li>● Recruitment of coordinator – by Christmas to start early in the new year.</li> <li>● Games trailer planned and created.</li> <li>● Summer Fun programme signed off by Board</li> </ul>		
<b>Expected Completion Date</b>		
December 2016		
<b>Trust Member Leading This Project</b>		
The Coordinator needs one person to supervise them, who is a Trustee. There will be regular reports to the Board.		
<b>Other Trust Members/Stakeholders/Helpers</b>		
Strengthening Communities Adviser – CCC		