

PALMERSTON NORTH SAFE COMMUNITY



SAFETY ADVISORY BOARD TERMS OF REFERENCE

ORIGINALLY
ACCREDITED
2014



PALMERSTON NORTH CITY
SAFETY advisory BOARD

VISION

A safe community for all people within Palmerston North.

MISSION

To work collectively with stakeholders to create a strong foundation for a connected and safe community.

ROLE

The role of the Palmerston North Safety Advisory Board is to provide direction and leadership to ensure a safe community for all people within Palmerston North.

OBJECTIVES

1. Gather and share information on safety trends, priorities and programmes.
2. Establish and strengthen effective partnerships with others working towards improving safety.
3. Raise awareness, commitment and motivation to promote safety within organisations and throughout the community.
4. Champion policy and legislative change that supports improved community safety.
5. Guide and support organisations to develop effective safety interventions that target high risk and vulnerable groups.
6. Enable Palmerston North to meet the International Safe Community (ISC) criteria under Safe Communities Foundation New Zealand accreditation requirements.

ORGANISATION MEMBERSHIP

The Palmerston North Safety Advisory Board will comprise of representative from:

- Palmerston North City Council (Mayor as ex-officio member)
- Representative for the Mayor (as the chair)
- Mana Whenua – Rangitā ne
- New Zealand Police
- MidCentral District Health Board
- Accident Compensation Corporation
- Ministry of Social Development
- Massey University
- Oranga Tamariki—Ministry for Children
- Department of Corrections
- Palmerston North SafeCity Trust
- Palmerston North City Council officers
- Other members may be included in the group as required.

INDIVIDUAL MEMBERS

Individual members shall:

- Attend regular meetings as required and actively participate in the group's work
- Represent the interests of their organisation
- Bring with them a genuine interest in the initiatives and the outcomes being pursued
- Be an advocate for the PNSAB responsibilities and outcomes
- Be committed to, and actively involved in, pursuing safety outcomes for Palmerston North

Individual members can expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact safety in Palmerston North
- Open and honest discussions
- Ongoing support from member organisations in advancing organisational outcomes

PROXIES TO MEETINGS

- Members of the PNSAB can nominate a proxy to attend a meeting if the member is unable to attend. The Chair will be informed of the substitution in advance of the meeting. The nominated proxy will provide relevant comments/feedback about the attended meeting to the PNSAB member they are representing.

CHAIR

- All meetings will be chaired by either the Mayor, or his nominated representative if so desired by the Safety Advisory Board.
- A Deputy Chair will be elected by members of the Board.

QUORUM REQUIREMENTS

- A quorum will be half the regular membership plus one.

REPORTING

- Members will be expected to report at each meeting of the PNSAB and then, report progress back to their parent organisation following the meeting.
- The PNSAB will report to the PNCC Community Development Committee at least annually. The PNSAB will make available a report to the public at least once in each 12-month period.

REFERENCE GROUPS

- The Palmerston North Safety Advisory Board will work with subject matter expert groups to inform priorities and statistics on safety initiatives. Reference group will be provided with opportunities to report to the PNSAB to align and priorities messages and campaigns.

FREQUENCY OF MEETINGS

- Meetings will be held every 6 weeks, on Thursdays from 10am-11:30am generally at the Palmerston North City Council building.

AGENDA, MINUTES, AND MEETING PAPERS

- Logistical meeting support will be provided by Palmerston North City Council, including:
 - preparing agendas and supporting papers
 - preparing meeting notes and information.
- The minutes of each meeting will be prepared by PNCC Committee Administrator.
- All agenda items will be forwarded to the Coordinator by close of business ten working days prior to the next scheduled meeting.
- The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting
- Full copies of the minutes, including attachments, will be provided to all members no later than ten working days following each meeting.

DECISION MAKING

- By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, PNSAB chair makes final decision.

TERM

This Terms of Reference will be reviewed annually for effectiveness and membership of the Safety Advisory Board. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by PNSAB members



Palmerston North Police
410 Church Street
Private Bag 11040
Palmerston North 4410

Tuesday 27 November 2018

Tena koutou katoa,

I write on behalf of the Palmerston North City Police with pride and admiration on what the Palmerston North Safety Advisory Board has achieved and aspire to achieve.

The New Zealand Police mission is to be the safest country, our motto to support this vision is safer communities together.

My role as the Manawatū Area Prevention Manager is to bring our community together, preventing harm, growing trust and confidence and growing our people.

The Safety Advisory Board for us is a collaborative team representative of the leading agencies authorised and willing to invest in our community, expertise, experience, innovation and resource to attain collective impact and minimise harm. Examples of which are detailed in our application for reaccreditation.

Accreditation and recognition as an International Safe Community creates a positive environment for our city, from a foundation stone for our city's 10 year plan, enticing students to our tertiary institutions, encouraging businesses to invest and work here, through to making our people feel safe in their city.

Creating in the community a better general awareness of crime and injury prevention, which includes family harm and road trauma will assist the police in achieving reductions in serious crime, safer homes and less road deaths or injuries.

Palmerston North Police support the application for reaccreditation because we make safer communities together.

Yours faithfully,

Ross Grantham
Inspector
Area Commander Manawatū

6th December 2018

TO WHOM IT MAY CONCERN

PALMERSTON NORTH SAFE COMMUNITY REACCREDITATION

LETTER OF SUPPORT

The Palmerston North SafeCity Trust is fully supportive of Palmerston North city's Safe Community reaccreditation, the work of our local community in this regard and that of the Palmerston North Safety Advisor Board.

We are proud to be a contributor to the ongoing collaboration associated with the various initiatives that make our communities safe and we remain committed for the future.

Sincerely

A handwritten signature in blue ink, appearing to read "S. Williams".

Steve Williams
Trustee/ Manager

PALMERSTON NORTH SAFECITY TRUST

Helping to make Palmerston North's Square & CBD Safe & Pleasant for All Residents and Visitors alike

Helping Palmerston North to be New Zealand's Safest City



MIDCENTRAL DISTRICT HEALTH BOARD

Te Pae Hauora o Ruahine o Tararua

3 December 2018

Phone (06) 350 8061
Fax (06) 355 0616

Postal Address:
PO Box 2056
Palmerston North Central
Palmerston North 4440
New Zealand

Physical Address:
Gate 2
Heretaunga Street
Palmerston North
New Zealand

Mayor Grant Smith
PNCC City Council
PO Box 1948
Palmerston North

Dear Mayor Smith

Letter of Support Safe City Accreditation

I am writing to you in support of Palmerston North City's Safe City re-accreditation application.

MidCentral District Health Board (MDHB) has been a member of the Safety Advisory Board for many years now and through that has been actively involved in both the initial accreditation and now the re-accreditation process.

A key focus of MDHB is supporting our community to remain injury free and to do this, a focus on injury prevention, safe environments and early intervention is key.

MDHB sees significant value in this work as it reflects our own priorities in those areas that contribute to inequity in health outcomes in our region. As a collective, we can achieve much more than working in isolation.

MDHB wishes Palmerston North City Council and its partners every success with the pending application for re-accreditation as a Safe Community.

Yours sincerely

Craig Johnston
General Manager
Strategy, Planning & Support



4 December 2018

Safe Communities Foundation New Zealand
Auckland

Palmerston North Safe Community Reaccreditation application

The Department of Corrections is proud to support Palmerston North's Safe Community reaccreditation application and we fully support the initiatives that have already been produced through this process and through the Palmerston North Safety Advisory Board.

As an organisation we are committed to working collaboratively with other Government and non-Government organisations to make Palmerston North a safe place to live.

We look forward to continuing with our work to make Palmerston North a safe place to live and although as an organisation we primarily focus on reducing reoffending in the community, we also work with other agencies to support them to achieve their goals for a safe community for everyone.

Yours sincerely

A handwritten signature in blue ink that reads 'Bidois'. The signature is stylized with a large 'B' and a cursive 'idois'.

Belinda Bidois
Lead Service Manager
Palmerston North Community Corrections

To the Safe Communities Foundation NZ

7 December 2018

Support for reaccreditation of Palmerston North Safe Community

As ACC's Senior Injury Prevention Specialist for the Central Region, I am happy to write in support of the Palmerston North Safer City's application for reaccreditation as a Safe Community.

For the past nine months, I have had the pleasure of joining the PNSC governance group and have also participated in their most recently completed priority setting process. From the insights gained through this involvement, I am confident that Palmerston North can demonstrate it is meeting all the criteria required to maintain its safe community accreditation.

Collaboration is at the heart of the infrastructure in place in this safe community, where a broad and engaged governance group is supported by strong and able leadership from local government.

Collaboration has also been successfully extended to include the wider community in a consensus building priority setting process that has achieved wide engagement and buy-in to the safe community's goals and objectives.

Reducing injuries is an important goal for ACC and I am proud that ACC has been associated with some of the achievements of PNSC over the past few years to reduce the burden of injury in the community. I fully endorse the goals and robust measures of success outlined in Palmerston North's application for reaccreditation.

My role in the Central Region brings me into close contact with several other safe community programmes and, while each is different in its structure and approach, the model has been proven to strongly support delivery of sound interventions to reduce injuries. ACC is keen to see the injury prevention efforts of Palmerston North Safer City continue to grow and I have no reservations in supporting its reaccreditation as a Safe Community.

Yours sincerely,



Kath Forde

Senior Injury Prevention Specialist, Regions



MINISTRY OF SOCIAL DEVELOPMENT

Te Manatū Whakahiato Ora

Central Regional Office, 32 Victoria Avenue, Private Bag 11 400, Palmerston North • Facsimile: 0-6-952 0085

Dear Mayor Smith

RE: Safe Community reaccreditation.

The Ministry of Social Development (MSD) fully supports and endorses Safe Community reaccreditation for Palmerston North City.

MSD helps New Zealanders to be safe, strong and independent, and this vision aligns with that of Safe Communities through common aims, particularly those relating to safety and wellbeing of the people in our communities, partnerships which target and address social and economic development and overall improved quality of life.

The most vulnerable in our community are often most affected by issues like physical abuse, drugs and alcohol, poor health, injury, crime, poverty and isolation. The consequences of these things impact on the wider community, and visitors to the city. MSD is a longstanding member of the city's Safety Advisory Board and I have seen the benefit to the community of increased interagency connectedness and focussed endeavours in addressing these issues as a result of the Safer Communities approach.

MSD wishes the City Council, the wider Safety Advisory Board and other partners well in their application, and remains committed to so supporting the wellbeing of our community through the Safer Communities work programme.

Yours sincerely

Katie Brosnahan

Regional Commissioner MSD

Central Region



MASSEY UNIVERSITY

14 December 2018

Mayor Grant Smith
Palmerston North City Council
Private Bag 11034
Manawatū Mail Centre
PALMERSTON NORTH 4442

Kia ora Grant

Safer Palmerston North reaccreditation

I am writing in support of Palmerston North City Council's (PNCC) application for reaccreditation as a Safe Community.

Massey University endorses and supports the framework for Community Safety Accreditation and recognises the programme as a positive intervention for improving community safety, which is a matter that university sees as vital for our students as part of the Palmerston North community to contribute to and benefit from.

PNCC's approach to community safety, through the Safety Advisory Board, encourages greater collaboration between non-government organisations, government agencies, the business sector, local Iwi and community groups and is something Massey University is pleased to be an active contributor to.

Massey University wishes Palmerston North City Council success with its pending application for reaccreditation and notes our commitment to ongoing collaboration with this programme for the benefit of the local community.

Ngā mihi

Jan Thomas

1000

6 December 2018

Councillor Vaughan Dennison

Chair

Palmerston North Safety Advisory Board

Palmerston North City Council

Dear Councillor Dennison

I am writing in support of Safe Palmerston North's application for reaccreditation as a Safe Community.

The 1st (New Zealand) Brigade on behalf of the NZDF as an organisation, has and will continue to provide support to Palmerston North's Safe Communities projects. The approach to community safety encourages greater cooperation and collaboration between non-government organisations, the business sector, local and government agencies. We are pleased that 1st (New Zealand) Brigade will be a part of that network.

Safe community approach is an important means of delivering violence and injury prevention strategies at the local level. Therefore, 1st (New Zealand) Brigade on behalf of the NZDF are committed to ongoing collaboration with the programme for the wellbeing of the community.

Yours sincerely



M.D. WESTON

Colonel

Commander

INFORMATION FOR MEMBERS

Palmerston North Safety Advisory Board



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- ✓ Additional resources
 - Safe Community Model overview
 - Minutes of previous meetings
 - Copy of latest Annual Report and SCFNZ Feedback

INFORMATION FOR MEMBERS

Palmerston North Safety Advisory Board



Overview

Key Points

- The World Health Organization views the Safe Community approach as an important means of delivering evidence-based violence and injury prevention strategies at the local level.
- Palmerston North City will re-apply to the Safe Communities Foundation of New Zealand for re-accreditation as a Safe Community in 2018/2019.
- The Palmerston north Safety Advisory Board will guide and oversee the re-accreditation process.

Overview

The Palmerston North Safety Advisory Board was established in 2004. Since then, senior leaders of the city's key agencies have been working together to ensure Palmerston North is a safe city to live and work in. The city has benefited from this effort resulting in Palmerston North City becoming a designated Safe Community on 27 March, 2014.

As this accreditation is promoted widely throughout the business, education and hospitality sectors, the community will be seeking reaccreditation when the current status expires.

The Safety Advisory Board is committed to continuing to work as an interagency governance group providing leadership and direction to ensure the responsibilities associated with its accreditation are met on behalf of Palmerston North city.

Contact details

Chairperson:

Vaughan Dennison
City Councillor, Chair of the Safety Advisory Board
Vaughan.dennison@pncc.govt.nz
027 601 1428

Coordinator:

Zoé Kavanagh
Safe Communities Coordinator, Libraries and Community Services, Palmerston North City Council
Zoe.kavanagh@pncc.govt.nz
06 651 4100

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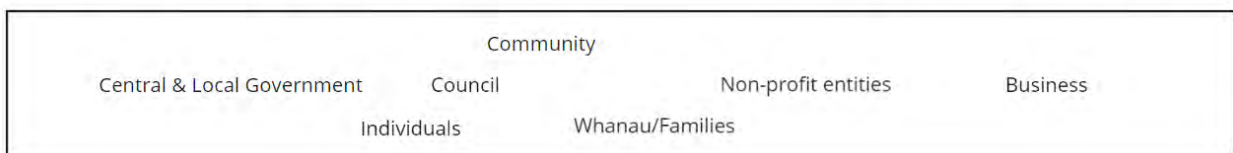
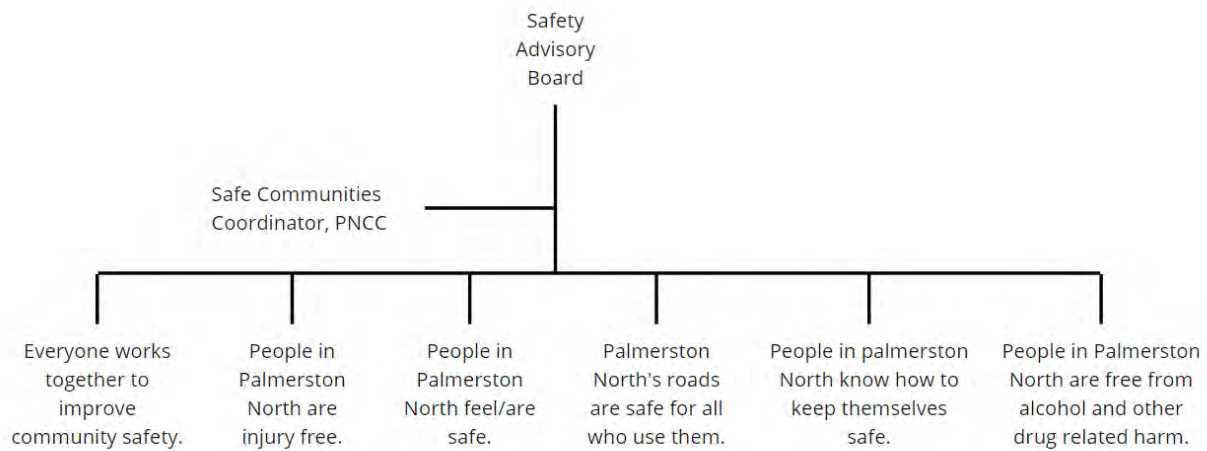
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INFORMATION FOR MEMBERS

Palmerston North Safety Advisory Board



Organisational Chart



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Palmerston North Safety Advisory Board



Meetings & Events Calendar

2018 Safety Advisory Board Meeting Dates

22 February
05 April
17 May
28 June
16 August
20 September
01 November
06 December

* Meetings occur on Thursdays from 10am-11:30am, typically at Palmerston North City Council offices

Dates to Highlight

11 April	Sustainable Development Goals(SDG) Workshop in Palmerston North
31 May	Safekids Aotearoa Workshop in Palmerston North
24 & 25 July	Safe Community National Forum in Wellington
31 August	Safe Community Annual Reports due

* Others to be determined

International Campaigns 2018

3 April	April Falls Day
7 April	World Health Day
28 April	World Day for Safety and Health at Work
7-13 May	Road Safety Week
31 May	World No Tobacco Day
15 June	World Elder Abuse Awareness Day
10 September	World Suicide Prevention Day
2 October	International Day of Non Violence
10 October	World Mental Health Day
25 November	International Day for Elimination of Violence Against Women

The Safe Communities model

What it is and how it works in New Zealand

The Safe Communities model is an internationally recognised model used in many countries throughout the world to bring organisations and communities together to enable injury and crime prevention to happen at a local community level.

In this article, you will find a short explanation of what the Safe Communities model is, how it works, and the benefits and challenges involved. The article also briefly describes the accreditation process and the role of the Safe Communities Foundation New Zealand, and highlights recent examples of alcohol-focused projects that are being undertaken as part of Safe Community initiatives.

About the Safe Communities model and how it works

Community safety impacts on the way people feel and interact in their community. Achieving community safety is not just about reducing and preventing injury and crime; it involves building strong, cohesive, vibrant and participating communities. A safe community is one in which all sectors of the community work together to promote safety. This means forming partnerships, managing risks, educating and informing, and increasing overall safety, especially for the most vulnerable.

The Safe Communities model can help to achieve this. It is not a programme that is replicated in different communities; nor is it a mechanism for assessing if a community is safe or if there are potential risks. Rather, it is a process that creates a local infrastructure to enable community members, community organisations, businesses, local government, government agencies and others with an interest in and concern about community safety issues to work together in a coordinated and collaborative way. This process helps communities to put in place joint activities and projects to address local concerns. These may be concerns about injuries, crashes, antisocial behaviour, violence and crime from multiple causes, including from alcohol use. Each Safe Community initiative is unique to, determined by, and locally owned and driven by a particular community.

Communities, districts or cities that are interested in becoming a Safe Community go through a robust accreditation process that equips the organisations and individuals involved to set up the process and infrastructure needed to succeed. It also usually involves employing a coordinator. The Safe Communities Foundation New Zealand (SCFNZ) provides support throughout the accreditation process as well as ongoing support once an initiative is accredited and up and running.

New Zealand currently has 24 Accredited Safe Communities across 30 territorial authority areas. Many have been running for several years, with the first one starting in 1999.

Below are the current New Zealand Accredited Safe Communities with their dates of accreditation or reaccreditation.

- Whangarei Safe Community (2005, 2011)
- Auckland Safer North (2007, 2013)
- Auckland Safer West (1999, 2006, 2013)
- Tauranga Moana Safe City: Tauranga City and Western Bay of Plenty District (2007, 2014)
- Treasure Rotorua (2010, 2014)
- Safer Taupo (2010, 2015)
- Safer Tairāwhiti Community Trust (2012)
- Te Wairoa He Hāpori Haumaru (2014)
- Safer Central Hawke's Bay (2012)
- Safer Napier (2010)
- Safer Hastings (2013)
- New Plymouth Injury Safe (2005, 2010)
- Safer Whanganui (2010)
- Palmerston North Safe City (2014)
- Safer Wairarapa: Masterton District, Carterton District, South Wairarapa District (2010)
- Safer Porirua City (2008, 2014)
- Safe Hutt Valley: Upper Hutt City and Lower Hutt City (2010, 2015)
- Wellington City Safe Community (2006, 2012)
- Nelson Tasman Safe at the Top (2011)
- Marlborough Safe & Sound @ the Top (2014)
- Waimakariri Safe Community (2008)
- Safer Christchurch (2008)
- Safer Waitaki (2013)
- Invercargill City & Southland District Safe in the South (2016)

There is no standard structure for Safe Communities. Some Safe Community coalitions are organised as a programme or section within a territorial authority, district health board or primary health organisation. Others opt to become part of a larger, not-for-profit umbrella organisation. The host agency then usually acts as the fund-holder, employs or contracts the services of the coordinator, and may provide office space and other support. Some Safe Communities have become independent legal entities, usually a charitable trust. This allows the programme to be completely autonomous rather than operating within a host agency.

An international dimension

The Safe Communities model was developed and established in Sweden in the 1990s following the First World Conference on Accident and Injury Prevention, in Stockholm, in 1989. Since then it has expanded worldwide to more than 270 designated Safe Countries. The World Health Organization (WHO) also recognises its value and provides some overarching support. New Zealand is part of the Pan Pacific Safe Communities Network (PPSCN), which also includes Australia, the United States of America and Canada. The Safe Communities Foundation New Zealand is one of the lead organisations for PPSCN and all New Zealand Safe Communities are members. PPSCN is currently in the process of developing formal relations with WHO.

How to become an Accredited Safe Community

Many communities already have agencies, networks and collectives working in the fields of violence and injury prevention, and safety promotion. The Safe Communities model does not reinvent the wheel or duplicate these existing networks but provides a mechanism to bring organisations and individuals together to share information, establish priorities and plans, and work more effectively.

The starting point is recognising and identifying the people and organisations that are already active, and seeking their buy-in to the Safe Communities process. The next step is to undertake a scan or survey of crime and injury data and build a living inventory of the needs and issues in the local community, and the services that are currently being delivered. If there is sufficient interest and momentum, the next step is contacting SCFNZ, who can visit and provide support through the various stages of the accreditation process.

Communities seeking accreditation are asked to demonstrate how they meet the six criteria of the Safe Communities model, but accreditation is a flexible process. It involves a review and validation of the collaborative governance, planning and research/ data analysis processes in place, and recognition of the programmes and activities, communications and evaluation that are undertaken. Responsibility for setting and evaluating performance measures and outcomes sits with a Safe Community governance group or committee which is established as part of the process. Ideally a coordinator is also employed.

The six criteria of the Safe Communities model are:

1. **Leadership and collaboration** – demonstration of leadership by the coalition or group focused on improving community safety.
2. **Programme reach** – the range and reach of community safety programmes operating throughout the community/region, including an indication of the extent to which they are based on proven or promising intervention strategies.
3. **Priority setting** – demonstration of programmes that target and promote safety for high-risk/ vulnerable groups and environments.
4. **Data analysis and strategic alignment** – analysis of available safety (injury, violence, crime and perception) data for the community/region and how proposed strategies align with established national/state/ regional priorities and action plans.
5. **Evaluation** – outline of expected impacts and how they are being measured or evaluated.
6. **Communication and networking** – demonstration of community engagement with relevant sectors of a community/region and ongoing participation in local, national and international Safe Communities networks.

Accreditation also includes a site visit by SCFNZ.

Next steps and ongoing support

Once accreditation and reaccreditation are confirmed, action begins in earnest. Projects and activities undertaken are many and varied. The diagram below illustrates the scope of issues and partnership activities.



An annual report of activities and an annual survey of coalition partners are completed. A reaccreditation process is undertaken every 5–6 years. Often Safe Community programmes choose to hold an accreditation ceremony to formally celebrate successes and partnerships created. An example is the Safer Napier programme, which has been accredited since 2010 and is currently applying for reaccreditation. On 6 November 2015, 43 agencies signed a five-year Memorandum of Commitment to signal their ongoing participation in the Safe Community programme.

SCFNZ provides ongoing support and advice to Safe Community programmes, including hosting regular webinars, an annual national hui, and regional forums and workshops on a range of topics. Information is also provided via SCFNZ's website safecommunities.org.nz. SCFNZ is a non-government organisation with charitable trust status and receives funding from a number of government agencies to carry out its national support role.

Safe Communities alcohol-focused projects

Alcohol harm reduction is a good example of a focus area for a Safe Community initiative. Because alcohol impacts on society in multiple ways and across various sectors, many agencies and groups have an interest, and play a role, in reducing alcohol-related harm. As a result, no single agency has the mandate to manage or deliver everything and a combined approach is needed. Government agencies in the health and social services sector, the justice and education sectors, local government, the hospitality sector and alcohol industry, and a myriad of non-government organisations and community groups all have a role to play.

The following pages have short summaries of three examples of recent, alcohol-focused Safe Community projects.

Useful web links and resources

Safe Communities Foundation New Zealand's website – safecommunities.org.nz – has contact details, links, information and resources on Safe Communities in New Zealand.

The Pan Pacific Safe Communities Network (PPSCN) website – ppscn.org – has useful international information including links to Safe Communities initiatives in other countries.

SAFETY ADVISORY BOARD

DATE: Thursday 5 October 2017
LOCATION: Missoula Room, PNCC, 10.00am

1. **WELCOME**
2. **APOLOGIES**
3. **MINUTES OF THE PREVIOUS MEETING - 24 August 2017**
4. **TERMS OF REFERENCE**
To consider attached document
5. **YOUTH CONCERNS UPDATE**
6. **WORK STREAMS UPDATE**
7. **WHATS HAPPENING IN THE CITY**
Board members to provide one minute update on any key issues

Please forward apologies to: penny.odell@pncc.govt.nz

Ph 356-8199 ext 8333

MINUTES OF MEETING

SAFETY ADVISORY BOARD

DATE: Thursday 24 August 2017, 10:00am

LOCATION: Missoula Room, PNCC

1. WELCOME

MEMBERS PRESENT

Vaughan Dennison (Councillor)
Tim Woodman (NZDF)
David White (Police)
Barb Bradnock (MidCentral DHB)
Deon Rossouw (Corrections)
Gavin Smith (Oranga Tamariki)
Katie Brosnahan (MSD)
Penny Odell (PNCC)

Ian Littleworth (PNCC)
Triestre Te Awe Awe (Rangitane)
Stephen Sanson (ACC)
Steve Williams (SafeCity Trust)
Monica Miranda (Oranga Tamariki)
Zoe Kavanagh (PNCC)
Sandi Shillington (Massey)

2. APOLOGIES

Mike Fletcher (Oranga Tamariki), Peter Eathrone (PNCC), Hati Kaiwai (Corrections) and Wiremu Te Awe Awe (Rangitane).

3. MINUTES OF THE PREVIOUS MEETING

Passed by Vaughan Dennison, seconded by Tim Woodman.

4. NATIONAL SAFETY CONFERENCE

Vaughan and Zoe provided a report on the National Safety Conference that they had attended.

5. TERMS OF REFERENCE

The current Terms of Reference (ToR) were incomplete. It was suggested that two documents were required - a ToR and a Work plan. There needed to be an understanding of what the Board is doing now and how that is different from the past. It was believed that Education should be included on the Board and Julie Hook was suggested to come and talk with the Board about her role.

6. YOUTH CONCERNS IN THE CBD

The Mayor joined the meeting to raise concerns regarding groups of youth that are causing trouble in the city. Monica and Gavin outlined that they were aware of all the individuals involved and were working extremely hard to find solutions and were also meeting regularly with Police regarding this. The Board discussed a number of options that could address the issue, such as mentors for 3-4 hours per day, reducing public wifi access, safe city hosts during the day and the possibility of Street Van not serving food.

It was believed this would be an ongoing concern as there were no easy solutions and there would always be youth that were getting excluded from school (and from a younger age) that were not willing to engage.

7. WORK STREAMS

This continued to be a work in progress that required shaping up

8. AROUND THE TABLE

The meeting concluded with a round the table of what's happening in everyone's area:

- Heather Shotter, the new PNCC Chief Executive starts on 12 September 2017
- Linton were running a number of internal training programmes; Safety, sexual ethics and alcohol harm
- The Singapore Airforce were running a trial at Ohakea
- Emergency Housing continued to be a concern, with people struggling to find accommodation. However Motels were a last option.
- Police HQ had moved to Church Street
- Police were involved in running a day at PNBHS for all year 12, relating to healthy relationships, based on the Sophie Elliot programme
- Housing was still a concern for Corrections
- ACC running mates and dates programmes in High Schools
- Motorcycle campaign starts on 1 September
- SafeCity are noticing youth issues on the rise, with more youth than normal out at night. There have been a couple of serious incidents
- Massey University had received the Rainbow tick
- MidCentral was still extremely busy with very limited or at times no beds.

Meeting closed at 11.39am

**Next Meeting to be held on Thursday 5 October 2017 at 10.00am
at PNCC, Missoula Room**

SAFETY ADVISORY BOARD

DATE: Thursday 30 November 2017
LOCATION: Missoula Room, PNCC, 10.00am

1. **WELCOME**
2. **APOLOGIES**
3. **MINUTES OF THE PREVIOUS MEETING - 5 October 2017**
4. **PLACE ACTIVATION UPDATE**
Keegan Aplin-Thane from PNCC will speak to the Board
5. **MINISTRY OF EDUCATION**
Julie Hook – Manager Learning Support
6. **TERMS OF REFERENCE**
To consider attached document
7. **WORK STREAMS UPDATE**
8. **WHATS HAPPENING IN THE CITY**
Board members to provide one minute update on any key issues
9. **MEETING DATES 2018**

Please forward apologies to: penny.odell@pncc.govt.nz

Ph 356-8199 ext 8333

MINUTES OF MEETING

SAFETY ADVISORY BOARD

DATE: Thursday 5 October 2017, 10:00am

LOCATION: Missoula Room, PNCC

1. WELCOME

MEMBERS PRESENT

Debbie Duncan (PNCC) (Chairperson)
David White (Police)
Barb Bradnock (MidCentral DHB)
Hati Kaiwai (Corrections)
Zoe Kavanagh (PNCC)
Sandi Shillington (Massey)
Penny Odell (PNCC)

Ian Littleworth (PNCC)
Michael Morris (ACC)
Steve Williams (SafeCity Trust)
Gavin Smith (Oranga Tamariki)
Wiremu Te Awe Awe (Rangitane)
Peter Eathorne (PNCC),

2. APOLOGIES

Vaughan Dennison (Councillor), Katie Brosnahan (MSD), Monica Miranda (Oranga Tamariki), Tim Woodman (NZDF) and Stephen Sanson (ACC).

3. YOUTH CONCERNS IN THE CBD

A meeting had been held with the Mayor and Oranga Tamariki staff and the Mayor had committed to working with City Networks to arrange some work experience and possibly some paid work for those that were older.

It was noted that some of the individuals that had been causing a lot of the issues were currently not in the city but it was likely that they would return. Also Gavin advised that Care and Protection facilities were managed nationally and that there was a waiting list. All that could be done to deal with individuals under the various legislations was being done.

Ian advised that a report was being to put to Council on 24 October to look at the option of CBD Ambassadors. If this was approved the ambassadors would look to start in December.

4. MINUTES OF THE PREVIOUS MEETING

Passed by Ian Littleworth, seconded by Barb Bradnock.

5. TERMS OF REFERENCE & WORKSTREAMS

Zoe tabled an updates documents outlining various events, training opportunities, updates on different areas for the month of October.

She also provided an overview of the Terms of Reference and workstreams documents. It was reinforced that the Board did not want to be recreating work that was already done by other agencies but more had a role in pulling together all the information. It was agreed that Zoe

would continue to work on the two documents and they would be put forward to the Board at the November meeting for ratification.

It was suggested that Fire Service should be invited to be a member of the Board following their restructure as they now had responsibility covering a lot of areas.

7. AROUND THE TABLE

The meeting concluded with a round the table of what's happening in everyone's area:

- Police Strategy was to focus on reducing serious offences, achieve a 25% reduction in offending by Maori and a 90% rating in perception by the public
- The hospital was still very busy and four cases of Mumps had been identified.
- Council had noticed a growing problem of dealing with difficult people, there appeared to be more tension in the community
- Massey University's three campuses would be smokefree from 1 January 2018
- The prison population had increased dramatically and this was being looking at nationally
- There was an increase in the number of released prisoners going straight into work and MOUs were being developed directly with employers.
- ACC was undergoing restructure with possibly significant changes.
- SafeCity Hosts had noticed that breaches of the Liquor Ban were consistently high

Meeting closed at 11.35am

**Next Meeting to be held on Thursday 30 November 2017 at 10.00am
at PNCC, Missoula Room**

DRAFT

PALMERSTON NORTH SAFETY ADVISORY BOARD

TERMS OF REFERENCE

PALMERSTON NORTH SAFETY ADVISORY BOARD

TERMS OF REFERENCE

VISION

A safe environment for all people within Palmerston North City.

MISSION

To work collectively with stakeholders to create a strong foundation for a connected and safe community.

ROLE

The role of the Palmerston North Safety Advisory Board is to provide direction and leadership to ensure a safe environment for all people within Palmerston North City.

OBJECTIVES

1. Gather and share information on safety trends, priorities and programmes.
2. Establish and strengthen effective partnerships with others working towards improving safety.
3. Raise awareness, commitment and motivation to promote safety within organisations and throughout the community.
4. Champion policy and legislative change that supports improved community safety.
5. Guide and support organisations to develop effective injury/crime prevention interventions that target high risk and vulnerable groups.
6. Enable Palmerston North to meet the International Safe Community (ISC) criteria under Safe Communities Foundation New Zealand accreditation requirements.

Safety Advisory Board Objectives	Link to Safe Community Model
1. Gather and share information on safety trends, priorities and programmes.	4. Data Analysis and Strategic Alignment: Analysis of available safety (injury, violence, crime and safety perception) data for your community/region and how they align with established national/state/regional priorities and action plans.
2. Establish and strengthen effective partnerships with others working towards improving safety.	6. Demonstration of Communication and Networking: Community engagement with relevant sectors of your community/region and ongoing participation in local, national and Pan Pacific Safe Communities networks is required.
3. Raise awareness, commitment and motivation to promote safety within organisations and throughout the community.	2. Program Reach: The range and reach of community safety programs operating throughout your community/region, including an indication of the extent to which they are based on proven or promising intervention strategies.
4. Champion policy and legislative change that supports improved community safety.	5. Leadership and Collaboration: Demonstration of leadership by a coalition or group focused on improving community safety
5. Guide and support organisations to develop effective injury/crime prevention interventions that target high risk and vulnerable groups.	3. Priority Setting: Demonstration of programs that target and promote safety for high risk/ vulnerable groups and environments. 5. Evaluation: Outline of expected impacts and how they are being measured or evaluated.
6. Enable Palmerston North to meet the International Safe Community (ISC) criteria under Safe Communities Foundation New Zealand accreditation requirements.	6. Demonstration of Communication and Networking: Community engagement with relevant sectors of your community/region and ongoing participation in local, national and Pan Pacific Safe Communities networks is required

PALMERSTON NORTH SAFETY ADVISORY BOARD

TERMS OF REFERENCE

ORGANISATION MEMBERSHIP

The Palmerston North Safety Advisory Board will comprise of representatives

- Palmerston North City Council (Mayor as ex-officio member)
- Representative for the Mayor (as the chair)
- Mana Whenua – Rangitane
- New Zealand Police
- MidCentral District Health Board
- Accident Compensation Corporation
- Ministry of Social Development
- Massey University
- Ministry for Vulnerable Children Oranga Tamariki
- New Zealand Defence Force
- Department of Corrections
- Palmerston North SafeCity Trust
- Palmerston North City Council officers

Other members may be included in the group as required.

INDIVIDUAL MEMBERS

Individual members shall:

- Attend regular meetings as required and actively participate in the group's work
- Represent the interests of their organisation
- Bring with them a genuine interest in the initiatives and the outcomes being pursued
- Be an advocate for the PNSAB responsibilities and outcomes
- Be committed to, and actively involved in, pursuing safety outcomes for Palmerston North

Individual members can expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact safety in Palmerston North
- Open and honest discussions
- Ongoing support from member organisations in advancing organisational outcomes

PALMERSTON NORTH SAFETY ADVISORY BOARD

TERMS OF REFERENCE

PROXIES TO MEETINGS

- Members of the PNSAB can nominate a proxy to attend a meeting if the member is unable to attend. The Chair will be informed of the substitution in advance of the meeting. The nominated proxy will provide relevant comments/feedback about the attended meeting to the PNSAB member they are representing.

CHAIR

- All meetings will be chaired by either the Mayor, or his nominated representative if so desired by the Safety Advisory Board.
- A Deputy Chair will be elected by members of the Board.

QUORUM REQUIREMENTS

- A quorum will be half the regular membership plus one.

REPORTING

- Members will be expected to report at each meeting of the PNSAB and then, report progress back to their parent organisation following the meeting.
- The PNSAB will report to the PNCC Community Development Committee at least annually. The PNSAB will make available a report to the public at least once in each 12 month period.

REFERENCE GROUPS

- The Palmerston North Safety Advisory Board will work with subject matter expert groups to inform priorities and statistics on safety initiatives. Reference group will be provided with opportunities to report to the PNSAB to align and priorities messages and campaigns.

PALMERSTON NORTH SAFETY ADVISORY BOARD

TERMS OF REFERENCE

AGENDA, MINUTES, AND MEETING PAPERS

Logistical meeting support will be provided by Palmerston North City Council, including:

- preparing agendas and supporting papers
- preparing meeting notes and information.
- The minutes of each meeting will be prepared by PNCC Committee Administrator.
- All agenda items will be forwarded to the Coordinator by close of business ten working days prior to the next scheduled meeting.
- The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting
- Full copies of the minutes, including attachments, will be provided to all members no later than ten working days following each meeting.

FREQUENCY OF MEETINGS

- Meetings will be held meets every 6 weeks, on Thursdays from 10am-11:30am generally at the Palmerston North City Council building.

DECISION MAKING

- By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, PNSAB chair makes final decision.

TERM

- This Terms of Reference will be reviewed annually for effectiveness and membership of the Safety Advisory Board. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by PNSAB members.

DRAFT

DRAFT

PALMERSTON NORTH SAFETY ADVISORY BOARD

OUTCOMES FRAMEWORK

PALMERSTON NORTH SAFETY ADVISORY BOARD

OUTCOMES FRAMEWORK

Priority Safe Community Goals	Everyone works together to improve community safety in Palmerston North.	People in Palmerston North are injury free .	People in Palmerston North feel/are safe .	People in Palmerston North are free from alcohol and other drug related harm .	Palmerston North's roads are safe for all who use them.	People in Palmerston North know how to keep themselves safe .
Population on Indicators Red colour = Nationally agreed upon indicators	1. Safe Community Re-accreditation 2. Organisational attendance at SAB meetings 3. # collaborative initiatives	4. Number of fatalities (all injury) 5. Number of non-fatal serious injuries (all injury) 6. Rate of ACC claims (serious to moderate) 7. Number of injuries in public places	8. Reduction in re-offending 9. Rate of victimisations by a family member and % change 10. Rate of victimisations in community locations 11. Total # of reported victimisations 12. # referred for elder abuse support in partner agencies 13. # referred for family violence in partner agencies	14. Exceeding low-risk drinking guidelines 15. Reduction in # of drivers exceeding breath/alcohol limits 16. Number of alcohol related fatal and serious road crashes 17. # liquor ban breaches 18. # reported fighting and disorder incidents in CBD	19. Rate of fatal and serious road crashes (% change & ntl) 20. Number of ACC claims for road crashes 21. # & severity of crashes involving cyclists and pedestrians 22. # and severity of crashes involving young drivers (aged 16-24 years) over the previous five years	23. # of people trained in CIMS / ITF /Welfare /EOC 24. % people who have an emergency plan 25. # of people belonging to a neighbourhood support group 26. # of household civil defence emergency kits 27. # community engagements/presentations/home shows 28. # of working smoke alarms in homes
Programmes, Services, or Initiatives in the network that contribute to population outcomes	<ul style="list-style-type: none"> - SAB meet regularly - Synergies of collective impact - Open sharing of information - Reporting on interagency outcomes and indicators 	<ul style="list-style-type: none"> - Safety in the Home - Falls and Slips - Water Safety - Childhood Injuries - Fire Safety - Suicide and Self Harm - Sport and recreation 	<ul style="list-style-type: none"> - Strengthening Connecting Neighbourhoods - Family Harm/Violence - Sexual Violence - Safety in Public Places - Youth Offending - Burglary and Theft from cars and homes - Wellbeing - Homelessness/Beggars 	<ul style="list-style-type: none"> - Alcohol free events /spaces - Local Alcohol Policy - Liquor Ban Area - Alcohol interventions in Primary Care 	<ul style="list-style-type: none"> - Intersections - Speed in school zones - Pedestrians and cyclist safety - Safe Roads and Roadsides Restraint use - Alcohol and Drugs - Young drivers - Older Road Users - Accessible road networks 	<ul style="list-style-type: none"> - Developing a people capable community - Hazard risk reduction - Awareness of hazards and preparedness for response - Response capabilities are prepared - Resilience and recovery initiatives in place

SAFETY ADVISORY BOARD

DATE: Thursday 22 February 2018
LOCATION: Missoula Room, PNCC, 10.00am

1. **WELCOME**
2. **APOLOGIES**
3. **MINUTES OF THE PREVIOUS MEETING - 30 November 2018**
4. **ROUND TABLE**
What is your organisational focus for 2018
5. **DISCUSSION**
What does the Board want to achieve together in 2018
6. **REACCREDITATION PROCESS**
7. **WHATS HAPPENING IN THE CITY**
Board members to provide one minute update on any key issues

Please forward apologies to: penny.odell@pncc.govt.nz

Ph 356-8199 ext 8333

MINUTES OF MEETING

SAFETY ADVISORY BOARD

DATE: Thursday 30 November 2017, 10:00am

LOCATION: Missoula Room, PNCC

1. WELCOME

MEMBERS PRESENT

Vaughan Dennison (Councillor)(Chairperson)	Ian Littleworth (PNCC)
David White (Police) from 10.20am	Stephen Sanson (ACC)
Barb Bradnock (MidCentral DHB)	Steve Williams (SafeCity Trust)
Hati Kaiwai (Corrections)	Gavin Smith (Oranga Tamariki)
Zoe Kavanagh (PNCC)	Wiremu Te Awe Awe (Rangitane)
Peter Eathorne (PNCC)	Katie Brosnahan (MSD)
Penny Odell (PNCC)	

2. APOLOGIES

Monica Miranda (Oranga Tamariki), Sandi Shillington (Massey), Michael Fletcher (Oranga Tamariki) and Dave White (Police, for lateness).

3. MINUTES OF THE PREVIOUS MEETING

Passed by Barb Bradnock, seconded by Ian Littleworth

4. PLACE ACTIVATION UPDATE

Keegan Aplin-Thane spoke to the Board regarding Place Activation Projects that he had been working on, specifically Laneway interventions in Berrymans Lane and Regent Arcade.

He also spoke about a "Free Walls" project for underground passes. The idea being that these be designated as free walls to paint on with the aim of getting more art on the walls rather than the tagging that they currently are being used for.

5. MINISTRY OF EDUCATION

Sandra Marshall from the Ministry of Education spoke to the Board regarding the new structure of the Ministry and how it operates in the Manawatu region.

6. TERMS OF REFERENCE & WORKSTREAMS

Zoe spoke to the updated Terms of Reference and Outcomes Framework. It was suggested that a definition of safety was required to cover the document.

Consideration was given to inviting the Ministry of Education and Fire and Emergency New Zealand to join the board. It was agreed that the Board would approach the fire service first to determine if they were interested in becoming a member.

Resolved that Ministry of Education be invited to be a member of the Safety Advisory Board.

Resolved that the Terms of Reference be adopted, subject to minor amendments by the Chairperson.

7. AROUND THE TABLE

The meeting concluded with a round the table of what's happening in everyone's area:

- The City Ambassador programme will start on 13 December
- The 2am bar closing trial is to end and revert to the 3am closing
- There are a large number of Christmas holiday programmes being developed (see attached)
- The hospital is still busy but the numbers is reducing slightly
- Oranga Tamariki is still undergoing set up
- Some of the youth that had caused concerns in the past will be returning to the city
- Council's Long Term Plan will be a challenge with a large demand for dollars
- National Driver Training programme had opened at Manfeild
- ACC still undergoing a restructure
- Liquor ban breaches in the CBD remain high
- The prison is at capacity and Corrections have been working to identify the top 20 "to watch"
- Media are only interested in reporting negative stories and need to find different ways to get the good news out
- SAB is giving a deputation to Community Development Committee on 11 December

Meeting closed at 11.46am

**Next Meeting to be held on Thursday 22 February 2018 at 10.00am
at PNCC, Missoula Room**

Youth Hui Project

In March this year there were discussions around the increasing number of young people hanging around the central business area and often engaged in inappropriate behavior. It was agreed that this type of antisocial behavior seemed to escalate during school holidays.

The idea of a Youth Hui to identify possible reasons and solutions was floated and a focus group was formed to look into this. In early discussions it was agreed that we needed to do some work first in establishing what was available to young people during holidays and if what was available was accessible and affordable.

Through all of our contacts and investigations, we contacted groups and organisations to find out what currently exists.

We looked at the activities/programmes, were they age specific, was there a cost, were there limited numbers and was the programme eligible for subsidy.

We then held focus group sessions with young people to ask them what they currently do in the holidays. Had they previously attended school holiday programmes and if so, what did they like/dislike about them. We also asked them to give us ideas about what they would like to be doing in the holidays.

A summary of this information was shared through youth organisations and there was a consensus that more holiday activities were needed in Palmerston North, this was widely recognized the need and many were working on solutions in their own areas.

For the upcoming holidays, there are a number of new initiatives, programmes and activities planned for young people in Palmerston North. We are now working on communicating these opportunities to ensure people know about them. A couple to note are the free Break Away holiday programme being run by the YMCA which has a large range of activities for 11-17 year olds, Palmy Unleashed activities with Sport Manawatu and additional days and hours for Youth Space.

A review will be completed at the end of January to determine if there is a reduction in incidents over the summer holiday period and participation numbers for the new activities and programmes.

PALMERSTON NORTH CITY Safe Community Annual Report

Initiative/Programme Name: 2 am voluntary closing		
Issue/Population Group Addressed: Alcohol related-harm attributed to on-licence sales past 2am		
Goal: Reduction of alcohol-related harm, crime and other harm		
Partners: On-licence holders supported by MidCentral DHB, NZ Police, Palmerston North City Council		
Evidence reviewed before implementing programme: (i.e. Link to peer reviewed journal article, national strategy, guidelines on best practice etc.) Story behind data. “There is strong and reasonably consistent evidence from a number of countries that changes to hours or days of trade have significant impacts on volume of alcohol consumed and on the rates of alcohol related problems. When hours and days of sale are increased, consumption and harm increase, and vice versa.” www.alcohol.org.nz/files/documents/LAPs%20-%20for%20website.docx		
What did you do?	How well did you do?	Is anyone better off?
A dozen bars have voluntarily agreed to reduce their trading hours and close at 2am from their licensed time of 3am. This initiative starting 8 May is initially a trial for a 6 month period as bars evaluate the impact of this on their business.	The agreement includes 12 bars within Palmerston North. Three bars not included from the list indicated they closed before 2am before the voluntary closing. Those licensed premises that have not agreed to participate have 1-way door policies in place so as to not have a flow from the earlier closure into their premises.	A reduction in trading hours is proven to create safer environments for alcohol consumption. We are tracking the incident numbers as the trial goes on. Additionally, this voluntary closing sets up a positive environment for the Local Alcohol Policy (now in draft form) which can lock in these gains by a reduction in maximum trading hours.

PALMERSTON NORTH CITY Safe Community Annual Report

Initiative/Programme Name: Tui Park Redevelopment		
Issue/Population Group Addressed: Residents in Highbury		
Goal: Safer park environment		
Partners: Community driven with input from a cross section of Highbury groups		
Evidence reviewed before implementing programme: (i.e. Link to peer reviewed journal article, national strategy, guidelines on best practice etc.) Story behind data.		
What did you do?	How well did you do?	Is anyone better off?
<p>Redevelopment of Tui Park. Changes included Crime Prevention through Environmental Design principles being included in the redesign, Placemaking through ownership and engagement of park facilities, native plants and place-appropriate murals by local artist Ephraim Russell.</p> <p>The redevelopment was highlighted by a reopening with a sausage sizzle, tree planting, bouncy castle, and live music to mark the significance of the day and the journey of redeveloping the park.</p>	<p>The reopening of the park was well attended with about 150 in attendance, even on a rainy day. This was attributed to members of the community taking pride and engagement in the park.</p> <p>The redevelopment of this park has been a long journey. Media attention was allocated to redevelopment plans of this park in November 2011. Through active community engagement and this project was</p> <p><i>New Life for Tui Park</i> 30 November 2011 http://www.stuff.co.nz/manawatu-standard/news/6060463/New-life-for-Tui-Park</p> <p><i>Community reclaims tagged Highbury play park</i> 15 June 2017 https://www.stuff.co.nz/manawatu-standard/news/94054011/community-reclaims-tagged-highbury-play-park</p>	<p>The immediate benefits are that children have a safer and clean place to enjoy the play equipment.</p> <p>The longer term benefits are the positive sense of place and ownership of the park that pride in this project/park can bring the community.</p>

PALMERSTON NORTH CITY Safe Community Annual Report

Initiative/Programme Name:

Unison Services Map and Directory

Issue/Population Group Addressed:

- Whole population
- Those who are impacted by mental health and addictions concerns
- Those working in the mental health and addictions field

Goal:

MidCentral Health Mental Health & Addictions Services Map & Directory 2017-2018

Partners:

- Lead by MidCentral District Health Board Mental Health and Addiction service, along with other agencies both steering and providing information for the Directory
- Over 140 organisations are listed in the directory

Representation - Service order

Ministry of Vulnerable Children Oranga Tamariki	Intersectoral	Monica Miranda Gavin Smith
NZ Police	Intersectoral	Ross Grantham/Pat Handcock Ashley Gurney
Corrections	Intersectoral	Deon Rossouw
Ministry of Social Development (MSD)	Intersectoral	
Health Promotion	Public Health	TBC
Youth, Education & Employment		Kelly Bevan
Education	Tertiary	Paul Fenton
GP Primary Mental Health & Addictions	Central PHO	Dr. Dave Ayling
Social Services		Graeme Munford
NGOs (Non Government Organisations)		Carol Searle (Deputy Chair) Dean Chapman
Service Users	Service user voice	Lailani Maraku Frank Bristol Chris Hocken
Family/Whānau	Families	Christine Zander-Campbell
Kaupapa Māori Providers	Best Care Whakapiri Rangitane o Tamaki Nui a Rua Raukawa Whānau Ora Whāioro Trust	Donna Cummerfield Oriana Paewai Liat Greenland Kelly Bevan
Acute Care Services	MidCentral Health	Chris Nolan (Chairperson) Dr. Syed Ahmer

All representatives have a mandate to be present at the network and ability to feed all information back to their networks. Pasifika, Migrants & Refugees are kept informed via email as requested then distributed amongst the various groups. See page 14 for Mental Health & Addictions Planning matrix. For further information email: resourcesmhao@midcentraldhb.govt.nz - Chris Nolan Service Director or Chris Hocken Project Lead

**“TRUE TEAMS
ARE MADE
WHEN YOU PUT
ASIDE
INDIVIDUAL
WANTS
FOR COLLECTIVE
GOOD”**

Evidence reviewed before implementing programme: (i.e. Link to peer reviewed journal article, national strategy, guidelines on best practice etc.) Story behind data.

What did you do?

MidCentral District Health Board Mental Health and Addiction service have joined up with intersectoral agencies, NGOs, social services, education, GPs, primary mental health and addictions, families/whānau

How well did you do?

Within this document there is a list with over 140 community agencies that can be contacted for mental health and addictions help & support. There is also an analysis of our population & demographics for the

Is anyone better off?

(from page 5 of report)
Developing and documenting a map for mental health and addiction services is important for a number of reasons:
• To identify the key providers and agencies

<p>and consumers to create a service mapping document for our region. Unison identifies key providers and agencies delivering services in our region.</p> <p>The MidCentral Health Mental Health and Addictions Services Map and Directory is a resource designed to support collaboration by supplying providers and stakeholders with up-to-date information on who's working in the sector and what their activities include.</p>	<p>MidCentral region.</p> <p>Link to document</p>	<p>delivering services (MidCentral District Health Board contracted and non-contracted) in the district. This creates a transparent level playing field.</p> <ul style="list-style-type: none"> • To update the levels of service being delivered by providers and stakeholders including where they are provided. • To identify and analyse the needs of the population that will inform and support future service development decisions • To identify a range, and scope, of services that are configured to best meet the needs of the community. • To grow our capacity to respond more flexibly and more effectively to increasing demand, acuity and complexity of need. • To share information and promote a better understanding of mental health and addiction providers and the services they deliver. • To acknowledge the important contribution made by stakeholder agencies and not-for-profit groups to the mental health and addiction sector.
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PALMERSTON NORTH CITY Safe Community Annual Report

Initiative/Programme Name: Staying Safe Workshops		
Issue/Population Group Addressed: Older Road Users – Palmerston North		
Goal: Safer older drivers in Palmerston North – less road injuries and fatalities in senior demographic		
Partners: Age Concern NZ Manawatu Outreach and Horizons Regional Council		
<p>Evidence reviewed before implementing programme: (i.e. Link to peer reviewed journal article, national strategy, guidelines on best practice etc.) Story behind data.</p> <p>“The age distribution of New Zealand's population is changing. The ageing of 'baby boomers' means people over the age of 65 are expected to make up about 25% of the population from the late 2030s. Not only will there be more drivers, but these drivers will also drive more kilometres per year than previous generations, and will drive at older ages.</p> <p>Medical care and technology has improved, meaning many older people are living longer and driving longer than a generation ago. This means that there is an increase in the number of drivers who will have medical conditions or are on strong medication.</p> <p>Older drivers are more likely to be injured or die following a crash than younger people. Health problems including diminishing vision, physical and/or cognitive abilities can make driving more difficult and risky. For example, older drivers may find their night vision deteriorates, which leads to difficulty detecting and assessing hazards at night.</p> <p>Older drivers are unlikely to have had any driver education for many years, meaning there may be gaps in general knowledge about the road code and new road rules.</p> <p>Common older driver crash situations:</p> <ul style="list-style-type: none"> •side-impact crashes at intersections – the side panels of cars are weak and this, combined with older road users' physical frailty, means the occupants are placed at greater risk of injury in this type of crash •fatigue-related crashes, especially when driving in the mid-afternoon •driver error, such as putting their foot on the accelerator instead of the brake •most driving fatalities among older adults occur in the daytime. <p>During 2009–14 senior road users (ie drivers, passengers, cyclists and pedestrians aged 75 years and over) made up:</p> <ul style="list-style-type: none"> •5% of the population •11% of fatalities •4% of all injuries.” <p>From: http://nzta.govt.nz/safety/driving-safely/senior-drivers/senior-driver-statistics-and-resources/</p>		
What did you do?	How well did you do?	Is anyone better off? (i.e. Changes in knowledge/attitude, Increase of skills,

		<i>Safer Behaviours Safer Environments, Policy Change)</i>
<p>Staying Safe driving workshops include Road Code updating and driving technique refreshing to increase driving confidence and safety. This Older driver education is aligned with NZTA's previous "Safe with Age" programme and uses the current Senior Drivers toolkit.</p>	<p>4 Staying Safe courses held in Palmerston North with a total of 110 attending</p>	<p>This course was offered in Palmerston North for the first time in a few years and it was very well received. Initially the idea was to hold one workshop but it was so popular that this was extended to 3 more workshops in the City.</p> <p>Participants reported that they felt they had a better understanding of the road rules after completing the courses.</p>

PALMERSTON NORTH CITY Safe Community Annual Report

Initiative/Programme Name: Palmerston North SafeCity Host Program		
Issue/Population Group Addressed: People in the Central Business District		
Goal: Safety in our CBD and reducing alcohol related harm.		
Partners: SafeCity Trust Palmerston North, Palmerston North City Council, NZ Police		
Evidence reviewed before implementing programme: Story behind data. Palmerston North is home to a number of educational institutions including Massey University; Universal College of Learning (UCOL), Te Wananga o Aotearoa, the International Pacific College, in addition to several other specialised schools. The student population of Palmerston North is estimated at over 15,000 of approximately 80,000. The cycle of education means that every year a new population of students enters the City. The Palmerston North SafeCity Hosts are one example of a project aimed at keeping these students safe, as well as others living in, or visiting our Central Business District.		
What did you do?	How well did you do?	Is anyone better off?
Hosts patrol the Central Business District on Thursday, Friday, and Saturday nights throughout the year. They work closely with NZ Police and can be an extra pair of eyes and ears for the Police, as well as engage in interventions if required. They are also able to enforce the Liquor Ban Area. The hosts can also observe patterns and capture any emerging concerns or patterns of anti-social behaviour in the Central Business District.	Apart from the SafeCity hosts, there is a monthly SafeCity Advisory Group where any trends captured by the hosts are discussed and actioned by key stakeholders including Police, Council, the Safety Advisory Board, Massey University, MUSA, IPU, NZ Defence Forces, Neighbourhood Support, Maori Wardens, Street Vans, and others.	<p>This graph shows the Average number of SafeCity Host Fighting (red) and Disorder (black) incidents from 2012.</p> <p>The marked decrease is positive for us and a reminder of the importance of continual improvement as well as continuing momentum for effective and proven projects.</p>

26 September 2017

Vaughan Dennison
Chair, Palmerston North Safe Community
vaughan.dennison@pncc.govt.nz



cc: Zoe Kavanagh

Dear Vaughan

Annual Report 2016/17

Thank you for Palmerston North Safe Community's on-line Annual Report and five excellent case studies.

SCFNZ acknowledges all the work that was undertaken to bring about the restructure of the Safety Advisory Board, and the appointment of a new Coordinator. I particularly note the strong leadership, and commitment of resources from Palmerston North City Council. I encourage looking at including Fire and Emergency New Zealand and Civil Defence as partners, since both have an important role to play in community safety.

It's an exciting time when you can build confidence and trust amongst the partner agencies and ignite collaborative action across the community safety domain. But remember, collaboration does not come naturally, especially to, and even within government agencies. That's why the coordination role is critical to the success of the coalition.

SCFNZ is planning to provide orientation and training together for recently appointed Safe Community coordinators, including Zoe. We will continue to promote our webinars, and circulate case studies and other relevant information and data.

Palmerston North Safe Community's annual report indicates that work is still underway to realign the strategic and business plans - this will help consolidate and focus safety promotion initiatives. SCFNZ would also encourage the development of a communications plan and the use of mainstream and social media to engage with partners, priority groups and the wider public.

The case studies demonstrate the range and diversity of safety promotion activities in the city, and reflect the focus on high-risk populations and environments identified in the annual report. SCFNZ would encourage review of all data and information when identifying priority areas i.e. the recent statistics and media coverage surrounding youth and mental health would warrant further investigation as to the situation in Palmerston North in terms of needs and initiatives in place.

The data from Safe Community annual reports will be aggregated into a national report that will not identify individual community information. This summary report will be a valuable source of information and will be circulated by the end of October along with collated case studies.

SCFNZ appreciated having participation from yourself and Zoe at National Forum this year, and looks forward to continuing to work with Palmerston North Safe Community.

Kind regards



Tania Peters
Director
Safe Communities Foundation New Zealand



23 July 2018

Tania Peters – Director
Safe Communities Foundation New Zealand
PO Box 331399
Takapuna
Auckland 0740

Dear Tania

LETTER OF INTENT TO APPLY FOR REACCREDITATION AS A SAFE COMMUNITY

Please accept this letter as Palmerston North's intention to re-apply to the Safe Communities Foundation of New Zealand for accreditation as a Safe Community. As you know, preparation for this has been underway for some time now, and we anticipate presenting our initial draft on the 1st of November 2018 for re-accreditation in March 2019.

The Palmerston North Safety Advisory Board was established in 2004. Since then, senior leaders of the city's key agencies have been working together to ensure Palmerston North is a safe city to live and work in. The city has benefited from this effort resulting in Palmerston North City becoming a designated Safe Community in March 2014, and therefore we are now seeking reaccreditation.

The Safety Advisory Board is committed to continuing to work as an interagency governance group providing leadership and direction to ensure the responsibilities associated with its accreditation are met on behalf of the Palmerston North Safe Community.

The main contact for our Safe Communities application will be Zoé Kavanagh, Safe Communities Coordinator, who can be reached at 06 651 4100 or zoe.kavanagh@pncc.govt.nz.

Thank you for the assistance and advice you have provided thus far, and we look forward to continuing to work with you in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read "Vaughan Dennison".

Vaughan Dennison
**CHAIR OF PALMERSTON NORTH SAFETY ADVISORY BOARD
CITY COUNCILLOR**

27 August 2018

Councillor Vaughan Dennison
Palmerston North City Council



Dear Councillor Dennison

Thank you for your letter dated 23 July 2018 stating Palmerston North's intention to apply to Safe Communities Foundation New Zealand (SCFNZ) for re-accreditation as a Safe Community.

We welcome and support your application, and congratulate all involved in the progress made since being accredited as a Safe Community in 2014. We recognise the commitment of the Palmerston North Safety Advisory Board in supporting community safety and providing leadership and direction as an interagency governance group. SCFNZ looks forward to working with Palmerston North Safe Community during the reaccreditation process and beyond.

We note your main contact is Zoé Kavanagh, Safe Communities Coordinator, and the anticipated time frame of application in March 2019.

Your main point of contact moving forward will be Michael Mills (mills@scfnz.org). Please don't hesitate to contact Michael or myself if you require any further information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Tania Peters".

Tania Peters
Director
Safe Communities Foundation New Zealand

cc: Zoé Kavanagh
Safe Community Coordinator, Palmerston North City Council



Safe Communities Foundation New Zealand (SCFNZ)

Web: www.safecommunities.org.nz

Support and Accrediting Centre for the Pan Pacific Safe Communities Network
Safe Communities is a World Health Organization recommended approach



Palmerston North City Council Job Profile

Position Title	Safe Communities Coordinator
Reporting to	Community Liaison Team Leader
Unit	Libraries and Community Services
Date Created	March 2017

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

Utilising Council's Library and Community facilities and resources, the Libraries and Community Services Unit delivers a range of services that support many of Council's strategic outcomes, especially those relating to the social services and cultural sectors.

To be successful it is essential the unit must place the community at the centre of all activities, ensuring that our programmes and services are equitable, effective and delivered efficiently. Palmerston North's residents need to know that they will receive a consistent level of service regardless of the facility they visit; and that this same level of consistency is applied to the community groups and organisations supported by Council through our Unit.

The Community Liaison team work within the Community Engagement Division to build community and neighbourhood resilience, supporting people and the development of connected, vibrant and empowered communities.

Main Purpose

To support the work of the Safety Advisory Board through the co-ordination of work stream activities, reporting, processes, and documentation; to ensure the city retains its WHO Safe City accreditation.

Responsibility for Managing Staff

None

Financial Authority

This position has delegated financial authority as per delegations

Key Areas of Responsibility

Contribute to ensuring that the city is safe for residents and visitors by:

- Actively engaging with the Safe Communities work stream leaders and other stakeholder members to ensure that all community safety initiatives are well documented to WHO Safe City accreditation standards;
- Developing, supporting, and facilitating partnership arrangements between Central government, local government and the community and voluntary sector to ensure work stream activities are well co-ordinated;
- Provide relevant research and quarterly reports on work stream activity to the Safety Advisory Board;
- Provide six monthly reports on Safety Advisory Board activities to Council's Community Development Committee;
- Developing and maintaining ongoing documentation to support the Palmerston North's Safe City reaccreditation application;
- To support the development of community safety initiatives in conjunction with lead stakeholders and partners;

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Internal safe communities representatives
- Community Liaison Team
- City Future Unit
- City Networks Unit
- Customer Services Unit

External:

- Iwi
- Safe Communities Foundation of New Zealand
- Safety Advisory Board
- Both Government and Community Stakeholder members of the Workstreams

Typical knowledge, skills, and attributes

Knowledge (*qualifications and experience*)

- A relevant tertiary qualification
- Proven success in coordinating multiple work streams in their delivery of projects
- An understanding of collective impact and results based accountability
- An understanding or appreciation of community development principles and practices is desirable

Skills and Attributes

- Excellent communication skills, with the ability to articulate complex information in a succinct manner to a variety of audiences
- Strong relationship management skills
- Ability to think laterally, be innovative; and find creative, but pragmatic solutions to issues
- Proven effective networking and co-ordination skills
- Proven ability to write concise and accurate reports
- Be adaptable and flexible
- Able to prioritise and work to deadlines with a proven ability to multitask
- Able to work both independently and within teams
- An understanding of the safety related needs of the community

Usual Hours of Work

- 40 hours per week generally worked between Monday to Friday. Some flexibility outside the usual hours and days of work will be required on an as required basis to meet community needs.
- As the Unit is a seven day a week operation and delivers a range of services, there is an expectation that from time to time staff may be required to work evenings and weekends and/or provide cover for front of house customer services. Staff will be compensated with time in lieu in line with Council's Employment Agreements and Management Team Leave Policy.

Remuneration

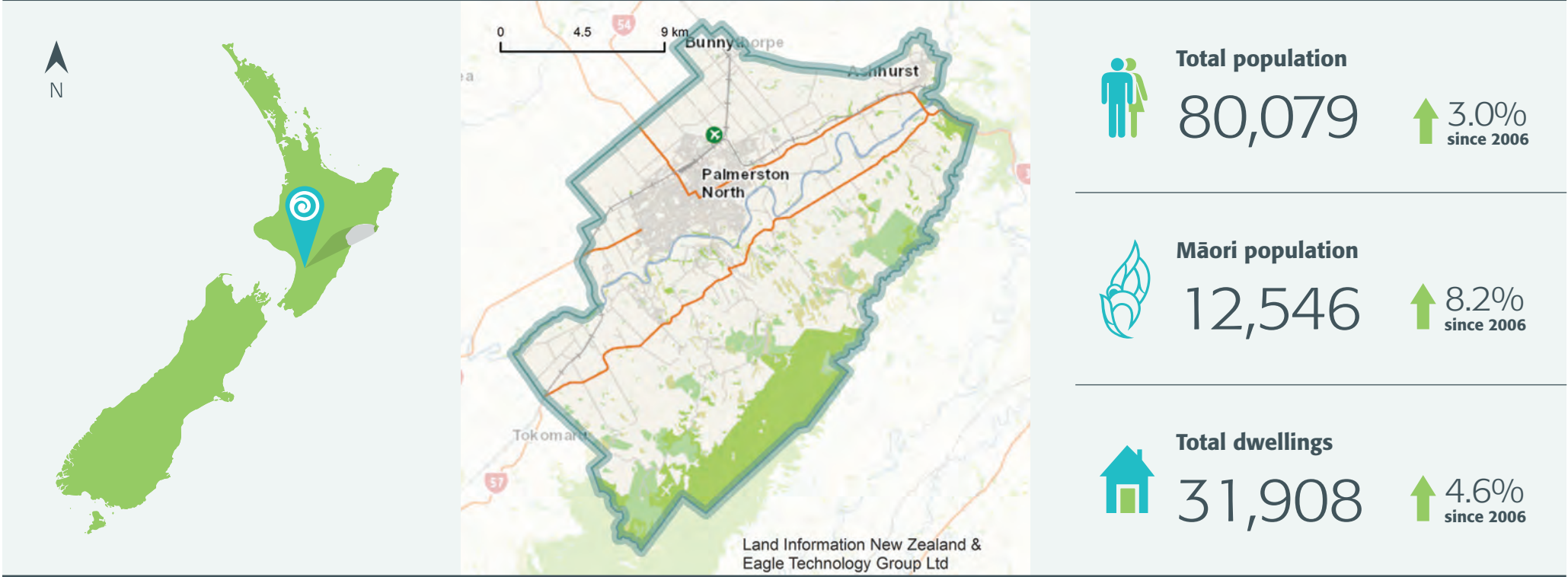
- This role is graded at **GP5** on the Council's remuneration system, i.e. between **\$51,647** (85%) and **\$60,761** (100%), depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **3.0%** of base salary is available.

Competencies

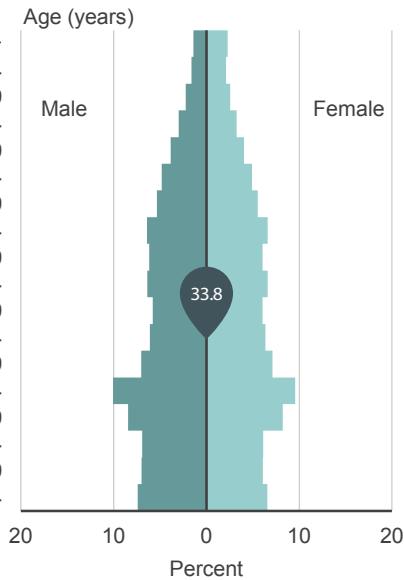
Core	
Service	Able to identify and understand customers needs, find solutions, seek feedback and follows up on solutions.
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work.
Information technology	Able to utilise the relevant computer packages used at Council
Role specific	
Relationship building	Has internal and external networks. Values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments.
Teamwork	Understands team dynamics and actively contributes to effectiveness of the team
Technical skills	Able to focus on the technical skills an individual requires, understands legal requirements and has the ability to update and expand current knowledge base.
Coaching and mentoring	Keeps up-to-date with professional knowledge and looks for opportunities for professional development.
Organisation achievement	Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.
Relationship building	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments.

QuickStats about Palmerston North City

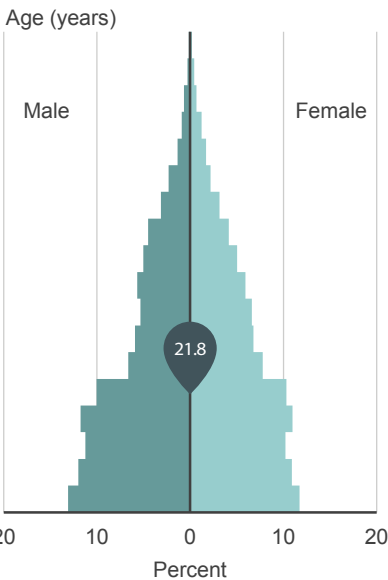
2013 CENSUS



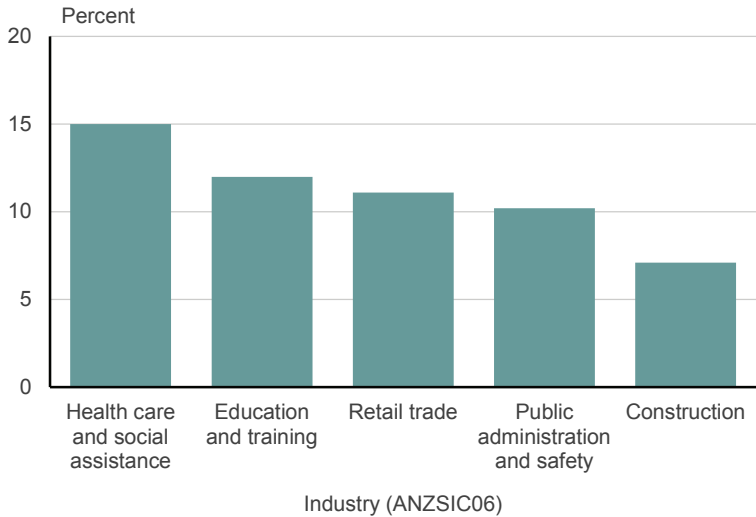
Age and sex of people
Palmerston North City
2013 Census



Age and sex of Māori
Palmerston North City
2013 Census



Top five industries in Palmerston North City
By employee count
For year ended February 2013



How Palmerston North City compares with the national average

Individuals

Major ethnic groups

	European	78.9%	vs	74.0%
	Māori	16.5%	vs	14.9%
	Pacific peoples	4.5%	vs	7.4%
	Asian	9.7%	vs	11.8%
	Middle Eastern/ Latin American/ African	1.3%	vs	1.2%
	Other	2.1%	vs	1.7%

Percent born overseas

19.2% vs 25.2%

Percent of people with a formal qualification*

80.2% vs 79.1%

Median income*

\$27,000 vs \$28,500

*For people aged 15 years and over.

Households

Percent of households that own their dwelling*

62.4% vs 64.8%

Median weekly rent

\$250 vs \$280

Percent of households with internet access

77.2% vs 76.8%

*Or hold it in a family trust.

PALMERSTON NORTH SAFE COMMUNITY



2018 PRIORITY SETTING Summary Report



PALMERSTON NORTH CITY
SAFETY advisory BOARD

ORIGINALLY
ACCREDITED
2014



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Introduction

Ngā mihi nui to all who participated in the Palmerston North Safe Community Priority Setting Exercise. Your time and input in this process is greatly valued.

This document is being used both as a summary of the activities on the day, but also as a time capsule to celebrate the event and recognize the importance of community consensus building.

The exercise was productive, with varied and interesting discussions throughout. This summary may not capture everything that was discussed, but it attempts to summarize themes which can be used to inform further activities and subsequent priority setting exercises.

Interestingly, of all participants, the response to the statement: “This injury category can be addressed most effectively by a single agency assuming full responsibility for addressing it” received an average of 2.0 (where the scale was 1: strongly disagree to 7: Strongly agree). This shows a commitment and strong agreement that working collaboratively will increase safety in our community. So, again, thank you to all those who participated on the day, and also, to those countless others who will participate in engaging with harm-reduction programming as they relate to these priorities in the future. Let’s work together!

Priorities

	Road	Falls	Self-Inflicted	Assault	Other
Quantitative	565	1692	432	147	1063
RANK	3	1	4	5	2
Qualitative	43.40	38.52	38.83	40.24	34.82
RANK	1	4	3	2	5
SUM OF RANKS	4	5	7	7	7
Priority Order Findings	1	2	3	3	3

Discussion

Falls

- This category elicited several comments about the need for additional information related to cause and demographic information that painted a more accurate picture of the injury (ie. Older people, tamariki, working age).
- “Perception that the community is not aware that this is a major cause of injury and fatality.” (Avg score 3.53)

Road

- A lot of work is being done with effective mechanisms in place to create the conditions for safer roads but there was a sentiment that often the unsafe situations were being caused by individuals actively making unsafe choices.
- “Proven programs and strategies that can respond to this injury category are available.” (Avg score 6.15)

Self-Inflicted

- The group agreed that complexities leading to self-inflicted injuries could not be addressed independently and a wholistic approach was necessary.
- “Key partners in the community will support interventions to address this injury category.” (Avg score 4.17 with one group giving this an average of 2.6)

Assault

- Assaults that may not be classified as an injury or require hospitalization (ie. sexual harm) are not captured within the data.
- “The occurrence of this injury is getting worse and it will continue to get worse if nothing is done.” (Avg score 5.41)

Other

- This category proved to be too wide with a range of injuries that participants found it difficult to assess. Almost all the results for this category fell within the mid-range of responses. In future exercises, it will be important to distinguish separate categories within “other” for better results.

Other Factors

We did not look at root causality of injury. However, it was noted on several occasions that it would be crucial to look at recurring causes of injury, in particular:

- **Alcohol.** Alcohol was identified as a factor across all the injury categories. Several participants agreed that decreasing alcohol use and abuse would improve outcomes for each of the categories (road, assault, self-inflicted, falls, other).
- **Mental Health and Addiction.** It was noted that positive mental health was foundational to wellbeing, and to experience less harm and injury, mental health needed to be addressed as well.

Additionally, it was noted demographic data (age, ethnicity) would be important in understanding the nature of each injury and develop accurately targeted programming (ie. falls have wide range of causes that differ with age of person).

Interventions

While the process was not designed to workshop effective interventions – participants widely discussed interventions that would be most effective if they tackled root causes. Additionally, a wide range of intervention styles and methods were favoured by the group including behavioural (ie. Getting people to wear seatbelts), environmental (ie. changing the footpaths), and policy (sale of alcohol).

Gaps

Participants identified some “gaps” in the data that should be noted to recognize that these additional factors may not have been present in the data but are worth noting and keeping an eye on. Two of these items were:

- **Synthetics:** There was some concern that poisonings could be increasing in the years not covered in the data, due to recent presence of synthetics.
- **Civil Defence & Emergency Management:** Palmerston North has not experienced a large scale civil defence emergency throughout the data period, and therefore no injuries or fatalities caused by such a disaster were present in the statistics.

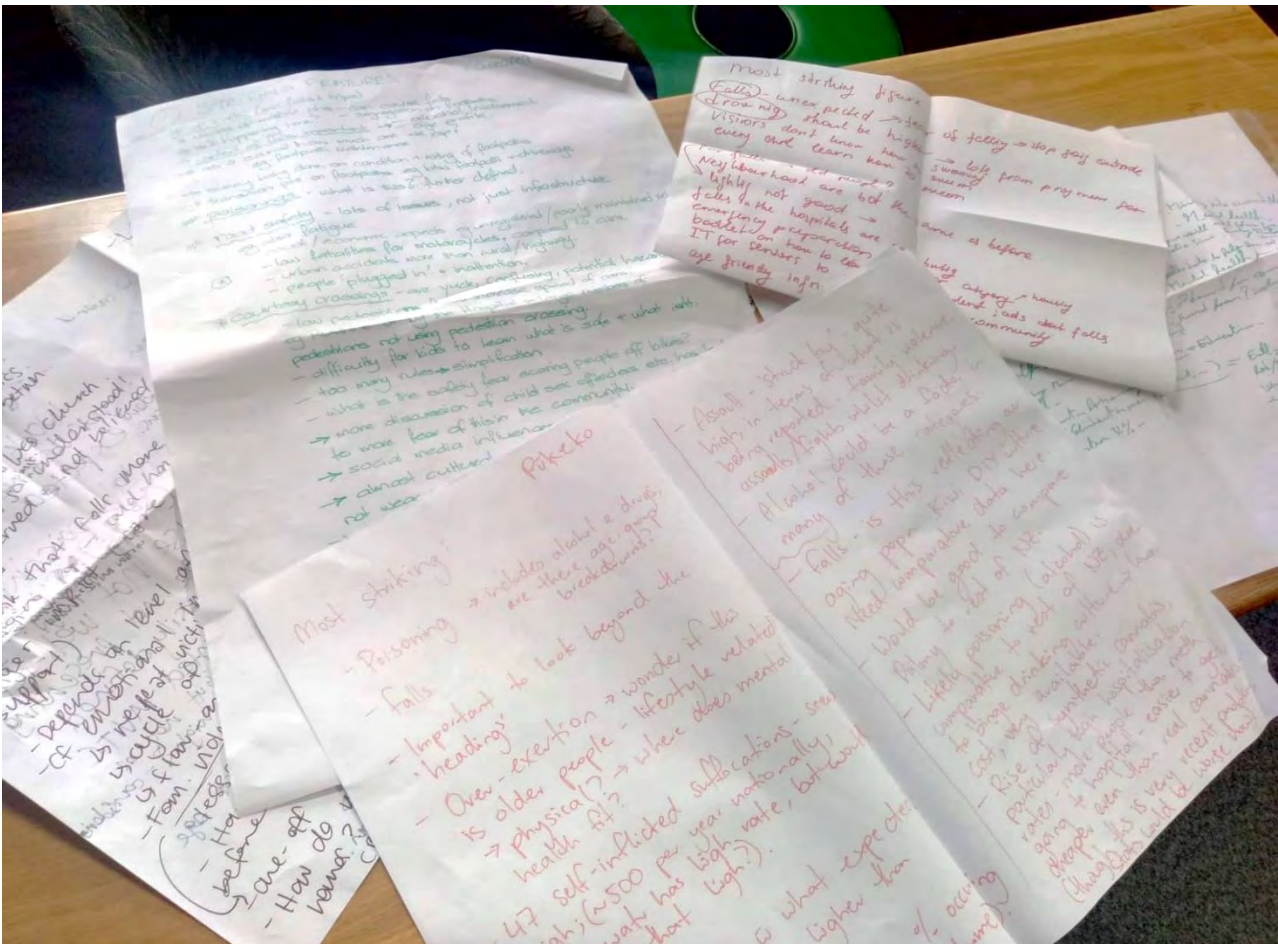
Next steps

Next steps have been identified following the priority setting exercise, including:

1. In depth profile for each of the categories
 - Participants were keen to develop deeper understanding of the injury categories, especially as it related to understanding what would be effective at addressing each root cause of the injuries. We will undertake to develop easily readable and sharable data profiles for our priority categories that will be able to be used to inform and provide much of the context required for more targeted interventions. These profiles can also be used to address another frequent discussion point – which was around the idea that the perception of injuries was sometimes divergent from the reality of incidents and trends.
2. Link with pre-existing strategies and networks
 - There was a lot of positive networking and discussions about harnessing our collective strategies and networks. Continued work needs to be done to ensure this collaboration and networking exists to increase efficient and effective interventions.
3. Reaccreditation as a Safe Community
 - The Palmerston North reaccreditation as a Safe Community is a commitment to continuing conversation and engagement in activities aimed at decreasing harm in the community.
 - We now have priorities which can narrow focus to allow better interventions over the next period of accreditation.
 - These priorities, along with previously mentioned data profiles, will be worked into the Safe Community workplan, and can also be used by member organisations to inform their separate workplanning.

Photographs from the Day







What is required for the foundation of a Safe Community?

The above question was posted digitally and participants had the option of responding with up to 3 open text words in response. The following are the results:



Attachments

Process

1. We started the day with karakia and a welcome into the process. This was followed by looking at the data for Public Hospital Injury Discharges (2012-2016) and Fatalities (2010-2014) in Palmerston North. At each table, groups discussed what was surprising about the data, if it fit with what they knew about our community, and if it was easy to recognise the causes or reasons of the injuries showing in the data. We came back together to rank the data by numbers alone. The order from highest to lowest was: *Falls, Other, Road, Self-inflicted, and Assault*.
2. We then took a break, before reconvening for a qualitative analysis of the same numbers. Each table went through and ranked their agreement with a series of statements, and discussed any large differences between participants. The averages for each category and statement were collected and merged, resulting in a priority ranking of: *Road, Assault, Self-inflicted, Falls, and Other*. I noted that one of the early trends in the qualitative assessments was that the group seemed to agree that each category was best addressed with collaborative approaches by several agencies, rather than one agency assuming full responsibility.
3. We concluded by combining the qualitative and quantitative ranks to give us a combined priority order, which was: **Road safety as the top priority, followed by Falls, and a 3 category draw for third place between Self-inflicted, Assault, and Other**. Further analysis will be done to see what else was gathered from the conversations and numbers, as there is a richness in information that is not captured by this data alone.
4. We closed the day with an invitation to all to continue engagement in the Safe Community network, including through the process to become re-accredited as Safe Community (which is currently underway). There were also comments which included: a reminder that alcohol-use was invisible in the statistics, but could be a contributing factor for all categories and reducing alcohol-related harm could see a decrease across all injury categories; and a commendation and thanks to all groups, organisations, and individuals who have been working towards safety in Palmerston North – it was noted that all of this work has made an impact in the community over the years. We ended this important afternoon in karakia.

Invitation

Palmerston North Safe Community

INJURY PREVENTION PRIORITY SETTING



Tuesday 16 October

1PM - 4PM

Events Central- Central Library, 4 The Square

Please join the Palmerston North Safe Community partners in a facilitated discussion which will focus on identifying injury prevention priorities for our Community. Data will be provided in advance, which will be used to discuss and build consensus on next steps for prevention activity priorities.

For more information:
zoe.kavanagh@pncc.govt.nz

**Register
Online**



Agenda

Palmerston North Safe Community

PRIORITY SETTING







TUESDAY 16 OCTOBER, 1PM - 4PM
EVENTS CENTRAL- CENTRAL LIBRARY, 4 THE SQUARE

ABOUT THE SESSION

Please join the Palmerston North Safe Community partners in a facilitated discussion which will focus on identifying prevention priorities for our Community. Data will be provided in advance, which will be used to discuss and build consensus on next steps for prevention activity priorities.

TIMELINE

OPENING AND OVERVIEW	15 minutes
PILLAR ONE : QUANTITATIVE DATA	
STEP ONE: Introduce the Chart	10 minutes
STEP TWO: Process the information	30 minutes
STEP THREE: Rank the Data	10 minutes
Coffee/Internet Break & Rearrange the room	(15 minutes)
PILLAR TWO : QUALITATIVE ASSESSMENT	
STEP ONE: Introduce the Process	10 minutes
STEP TWO: Qualitative Assessment	45 minutes
STEP THREE: Present the Qualitative Result	5 minutes
STEP FOUR: Ranking the Qualitative Results	5 minutes
PILLAR THREE : THE CONSENSUS	
STEP ONE: Combine the Rankings	10 minutes
CONCLUSIONS AND NEXT STEPS	10 minutes
Total Time:	165 minutes = 2.75 hours

Any questions or comments can be directed to: zoe.kavanagh@pncc.govt.nz

Qualitative Statement Sheet

Palmerston North Safe Community Priority Setting – Qualitative Assessment – Participant

Steps:

- Fill in 3 individual scores at a time for one of the injury categories.
- Then the table will reconvene to discuss.

Participant's Name:					
Participant's Organization:					
Table:					
Note: Discussion in this section should be an outcome of the scoring, not necessarily an influence on it. We want to know what you think!					
STATEMENTS		Individual Score	Group Average	Individual Score	Group Average
1	The community is aware that this injury category is a problem.				
2	The community will be receptive to programs that address this injury category.				
3	Key partners in the community will support interventions to address this injury category. (Examples: PNCC, NZ Police, DHB)				
4	At present, no organization or individual in the community is addressing this injury category.				
5	Proven programs and strategies that can respond to this injury category are available.				
6	Proven interventions can have an immediate and positive impact on the rate of occurrence of this injury category. (We know they will work)				
7	The occurrence of this injury is getting worse and it will continue to get worse if nothing is done.				
8	This injury category has a greater impact on the community than do other injuries identified on the Quantitative Data chart.				
9	This injury category can be addressed most effectively by a single agency's assuming full responsibility for addressing it. (For example: police being solely responsible for crime prevention in the community, social services for suicide, etc.)				

Likert Scale

1	2	3	4	5	6	7
Strongly disagree with the statement	Disagree with the statement	Inclined to disagree with the statement	Neutral response – neither agree nor disagree with the statement	Inclined to agree with the statement	Agree with the statement	Strongly agree with the statement

- Please return your sheets to Table Captains, as the results will be used for further analysis. We are more than happy to e-mail you a scan of your sheet after the session.

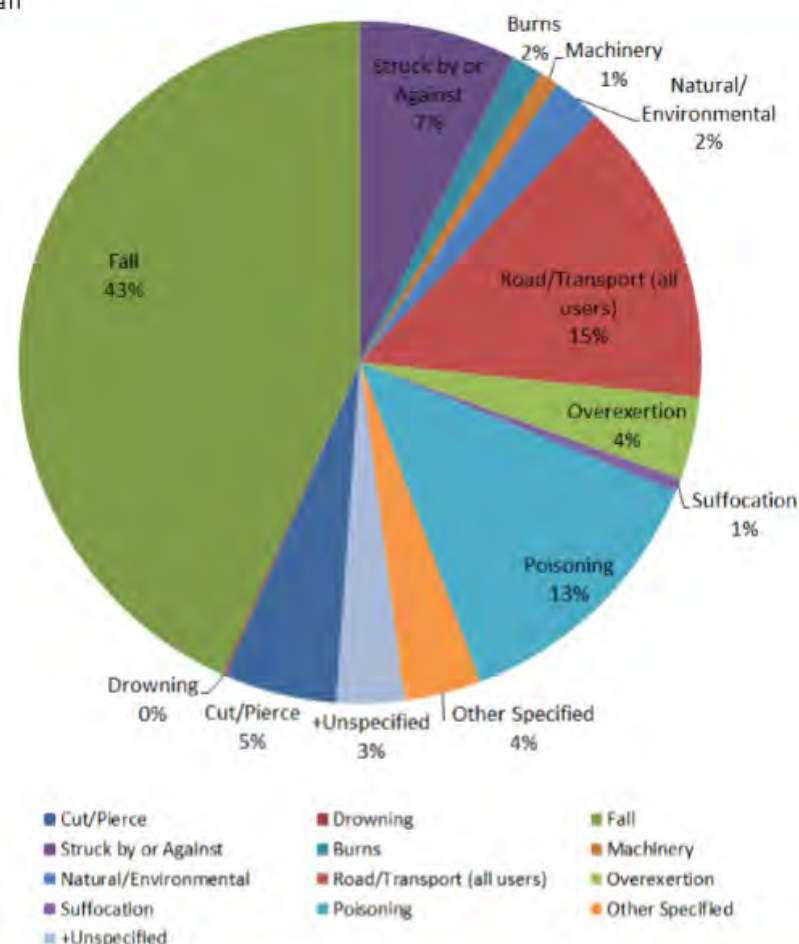
Summary Injury Data Profile

PALMERSTON NORTH SAFE COMMUNITY

Injury Data

2012 to 2016 New Zealand Public Hospital Injury Discharges, All Injury, all intents, both genders, all age groups, Palmerston North City TLA

Intent	All Intents (Total)	
External Cause	Number of Discharges	Rate
Cut/Pierce	209	49.4
Drowning	5	1.2
Fall	1,692	400.2
Struck by or Against	290	68.6
Fire/Flame	14	3.3
Hot Object/Substance	44	10.4
Machinery	36	8.5
Natural/Environmental	90	21.3
Occupant in MVTC	215	50.8
Motorcyclist in MVTC	75	17.7
Pedal Cyclist in MVTC	17	4
Pedestrian in MVTC	29	6.9
Other & Unspecified MVTC	7	1.7
Pedal Cyclist, Other	85	20.1
Pedestrian, Other	15	3.5
Other Land Transport	113	26.7
Other Transport	9	2.1
Overexertion	154	36.4
Suffocation	24	5.7
Firearm	<5	+
Poisoning	510	120.6
Other Specified	139	32.9
+Unspecified	125	29.6
TOTAL	3,900	922.4



NZ Injury Query System (NIQS). Injury Prevention Research Unit, Department of Preventive and Social Medicine, University of Otago, New Zealand. <https://psm-dm.otago.ac.nz/niqs/>. Accessed 20/06/2018.

PALMERSTON NORTH SAFE COMMUNITY

Injury Data

Injury Hospitalisations 2012-2016

2012 to 2016 New Zealand Public Hospital Injury Discharges, All Injury, both genders, all age groups, Palmerston North City TLA										
Intent	All Intents (Total)		Unintentional Injury		Self-inflicted Injury		Assault Injury		Undetermined/Other	
External Cause	Number of Discharges	Rate	Number of Discharges	Rate	Number of Discharges	Rate	Number of Discharges	Rate	Number of Discharges	Rate
Cut/Pierce	209	49.4	152	35.9	31	7.3	22	5.2	<5	+
Drowning	5	1.2	5	1.2	0	+	0	+	0	+
Fall	1,692	400.2	1,690	399.7	<5	+	0	+	0	+
Struck by or Against	290	68.6	186	44	0	+	100	23.7	<5	+
Fire/Flame	14	3.3	14	3.3	0	+	0	+	0	+
Hot Object/Substance	44	10.4	44	10.4	0	+	0	+	0	+
Machinery	36	8.5	36	8.5	0	+	0	+	0	+
Natural/Environmental	90	21.3	90	21.3	0	+	0	+	0	+
Occupant in MVTC	215	50.8	215	50.8	0	+	0	+	0	+
Motorcyclist in MVTC	75	17.7	75	17.7	0	+	0	+	0	+
Pedal Cyclist in MVTC	17	4	17	4	0	+	0	+	0	+
Pedestrian in MVTC	29	6.9	29	6.9	0	+	0	+	0	+
Other & Unspecified MVTC	7	1.7	7	1.7	0	+	0	+	0	+
Pedal Cyclist, Other	85	20.1	85	20.1	0	+	0	+	0	+
Pedestrian, Other	15	3.5	15	3.5	0	+	0	+	0	+
Other Land Transport	113	26.7	112	26.5	0	+	0	+	0	+
Other Transport	9	2.1	9	2.1	<5	+	0	+	0	+
Overexertion	154	36.4	154	36.4	0	+	0	+	0	+
Suffocation	24	5.7	13	3.1	9	2.1	<5	+	0	+
Firearm	<5	+	<5	+	0	+	<5	+	0	+
Poisoning	510	120.6	90	21.3	390	92.2	0	+	30	7.1
Other Specified	139	32.9	132	31.2	0	+	5	1.2	<5	+
+Unspecified	125	29.6	108	25.5	<5	+	16	3.8	0	+
TOTAL	3,900	922.4	3,279	775.5	434	102.6	147	34.8	40	9

NZ Injury Query System (NIQS). Injury Prevention Research Unit, Department of Preventive and Social Medicine, University of Otago, New Zealand. <https://psm-dm.otago.ac.nz/niqs/>. Accessed 20/06/2018.

PALMERSTON NORTH SAFE COMMUNITY

Injury Data

Injury Fatalities 2010-2014

2010 to 2014 New Zealand Injury Fatalities, All Injury, all intents, both genders, all age groups, Palmerston North City TLA								
Intent	All Intents (Total)		Unintentional		Self-inflicted		Undetermined/Other	
External Cause	Number of Deaths	Rate	Number of Deaths	Rate	Number of Deaths	Rate	Number of Deaths	Rate
Cut/Pierce	<5	+	0	+	<5	+	0	+
Drowning	6	1.4	6	<5	0	+	0	+
Fall	59	14.2	59	14.2	0	+	0	+
Struck by or Against	0	+	0	+	0	+	0	+
Fire/Flame	<5	+	<5	+	<5	+	0	+
Hot Object/Substance	0	+	0	+	0	+	0	+
Machinery	<5	+	<5	+	0	+	0	+
Natural/Environmental	0	+	0	+	0	+	0	+
Occupant in MVTC	24	5.8	24	5.8	0	+	0	+
Motorcyclist in MVTC	<5	+	<5	+	0	+	0	+
Pedal Cyclist in MVTC	<5	+	<5	+	0	+	0	+
Pedestrian in MVTC	<5	+	<5	+	0	+	0	+
Other & Unspecified MVTC	0	+	0	+	0	+	0	+
Pedal Cyclist, Other	0	+	0	+	0	+	0	+
Pedestrian, Other	<5	+	<5	+	0	+	0	+
Other Land Transport	<5	+	<5	+	0	+	0	+
Other Transport	<5	+	<5	+	0	+	0	+
Overexertion	<5	+	<5	+	0	+	0	+
Suffocation	50	12	<5	+	47	11.3	<5	+
Firearm	<5	+	0	+	<5	+	0	+
Poisoning	30	7.2	14	3.4	14	3.4	<5	+
Other Specified	10	2.4	8	1.9	<5	+	<5	+
Unspecified	<5	+	<5	+	0	+	<5	+
TOTAL	207	49.7	132	31.7	70	16.8	4	+

NZ Injury Query System (NIQS). Injury Prevention Research Unit, Department of Preventive and Social Medicine, University of Otago, New Zealand. <https://psm-dm.otago.ac.nz/niqs/>. Accessed 20/06/2018.

Assessment Charts

Ranking of Community Quantitative Assessments					
	Assault	Falls	Road	Self-Inflicted	Other
Number	147	1692	565	432	1063
Ranking	5	1	3	4	2

Ranking of Community Qualitative Assessments							
Statements		Assault		Falls		Road	
		Self-Inflicted		Other			
1	The community is aware that this injury category is a problem.	Group 1	5.75	4	6	3.75	3.4
		Group 2	5.75	3	6.25	5.5	3.5
		Group 3	3.92	3.6	7	-	-
		Average	5.14	3.53	6.41	4.62	3.45
2	The community will be receptive to programs that address this injury category.	Group 1	5.75	4.5	5.2	5.26	5
		Group 2	5.5	4.2	5	5.6	4.5
		Group 3	5.6	4.4	5	-	-
		Average	5.61	4.36	5.06	5.43	4.75
3	Key partners in the community will support interventions to address this injury category. (Examples: PNCC, Police, DHB)	Group 1	5.5	5.5	6.2	5.75	5.6
		Group 2	6	4.9	6.25	2.6	3.75
		Group 3	6.6	5.6	6	-	-
		Average	6.03	5.33	6.15	4.17	4.67
4	At present, no organization or individual in the community is addressing this injury category.	Group 1	1.25	1.75	2.4	3	4.6
		Group 2	2.25	2.9	1	2.25	3.75
		Group 3	2	2.8	1.5	-	-
		Average		2.48	1.63	2.62	4.17

5	Proven programs and strategies that can respond to this injury category are available.	Group 1	4.75	5.63	6.2	4.5	4.2
		Group 2	5	4.9	6.25	3	4
		Group 3	4.8	4.8	6	-	-
		Average	4.85	5.11	6.15	3.75	4.1
6	Proven interventions can have an immediate and positive impact on the rate of occurrence of this injury category. (We know they will work.)	Group 1	5	5.13	6.4	5.25	4.8
		Group 2	4.25	5.2	5.25	5.9	3.5
		Group 3	4.8	5.25	6.25	-	-
		Average	4.68	5.19	5.96	5.57	4.15
7	The occurrence of this injury is getting worse and it will continue to get worse if nothing is done.	Group 1	5.75	5	5.4	6	4.2
		Group 2	4.5	6	5.75	6	4
		Group 3	6	4.8	5.25	-	-
		Average	5.41	5.26	5.46	6	4.1
8	This injury category has a greater impact on the community than do other identified categories.	Group 1	5	4.25	5.6	4.25	4.2
		Group 2	4.25	5.2	4.5	5.25	2.75
		Group 3	5	4.8	4.25	-	-
		Average	4.75	4.75	4.78	4.75	3.47
9	This injury category can be addressed most effectively by a single agency assuming full responsibility for addressing it. (ie. NZ Police being solely responsible for preventing assault)	Group 1	1.25	1.75	1.8	1.9	1.4
		Group 2	2.5	3.9	1.75		2.5
		Group 3	2	1.8	1.75	-	-
		Average	1.91	2.48	1.76	1.9	1.95
	QUALITATIVE ASSESSMENT TOTALS		40.24	38.52	43.4	38.83	34.825
	Ranking of Qualitative totals		2	4	1	3	5

PALMERSTON NORTH SAFE COMMUNITY



OUTCOMES FRAMEWORK & WORKPLAN

ORIGINALLY
ACCREDITED
2014



PALMERSTON NORTH CITY
SAFETY advisory BOARD

VISION

A safe community for all people within Palmerston North.

MISSION

To work collectively with stakeholders to create a strong foundation for a connected and safe community.

ROLE OF THE SAFETY ADVISORY BOARD

The role of the Palmerston North Safety Advisory Board is to provide direction and leadership to ensure a safe community for all people within Palmerston North.

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OUTCOMES FRAMEWORK

GOAL	OUTCOME	INDICATORS
Everyone works together to improve community safety.	An increase in synergy and collaboration for the Palmerston North Safe Community and Safety Advisory Board.	<ul style="list-style-type: none"> • Synergy score from SCFNZ results • Rate of organisational attendance at SAB meetings • # of multiple agency collaborations in achieving safety outcomes
People in Palmerston North feel/are safe.	A decrease in crime victimisations in the City, and increase in perception of safety.	<ul style="list-style-type: none"> • Rate of people who have a positive perception of safety in Palmerston North • # of All Crimes over the previous 12 months • # and rate: Victimisations for Acts Intent to Injure • # and rate: Sexual Assaults • # and rate: Victimisations for Unlawful Entry with Intent/Burglary Break and Enter • # and rate: Victimisations for assault by family member • # and rate: Victimisation for assault in public places
Palmerston North's roads are safe for all who use them.	A decrease in fatal and serious road crashes.	<ul style="list-style-type: none"> • # and rate of fatal and serious road crashes • # of crashes involving pedestrian injury & fatality • # of crashes involving pedal cycle injury & fatality • # crashes involving motorcycle injury & fatality
People in Palmerston North are free from alcohol and other drug related harm.	A decrease in alcohol and other drug related incidents and harm in Palmerston North.	<ul style="list-style-type: none"> • # of Liquor Ban Interventions by SafeCity Hosts in CBD • Rate of hospitalisations wholly attributable to alcohol • # of people who smoke • # of people who have never smoked regularly
People in Palmerston North are injury free.	A decrease in intentional and unintentional injury across all causes.	<ul style="list-style-type: none"> • # and rate of Public Hospital Injury Discharges (all) • # and rate of new ACC claims registered • # and rate of Self-Inflicted Injuries (non-fatal and fatal) • # and rate of Injury Fatalities (all intents)
People in Palmerston North know how to keep themselves safe.	An increase in awareness, knowledge, and skills about Civil Defence events and best-practice.	<ul style="list-style-type: none"> • # of engagements with residents and organisations in civil defence preparedness and resilience programmes • # of civil defence trained volunteers

PRIORITIES

As determined through the Palmerston North Safe Community Priority Setting, our safe community will priorities efforts related to Road safety, Falls prevention, Self-inflicted injury, Assault, and Other injuries. Each of the priority areas will also include targeted type, group, and setting that is relevant to each category. For example, the injury category of assault can focus on (domestic violence/family harm) with a target group (children) and target setting (in the home).

REACH

Each programme should take into consideration the appropriate reach for initiatives undertaken for best outcome. Examples of targeted reach can include:

- Community wide
- Targeted Household
- Neighbourhood
- Other
- Street

INTERVENTION MODES







When determining intervention modes, a mixed method approach consistent and in-line with evidence based and evaluated programming to match the priority and reach is encouraged. A wide variety of intervention modes supported by the Safe Communities Foundation New Zealand exist, and these include:







- Raising awareness/changing attitude
- Environment Change
- Change in Knowledge/Skills
- Policy Change
- Behaviour Change
- Intersectorial Collaboration
- Other







EVALUATION

To achieve the greatest benefit to the outcomes – each individual programme should be evaluated according to programme goals based on the best-practice Results Based Accountability framework. This will allow the Palmerston North Safe Community to show impact at a programme level, as well as when analysed at a population level.

ANNUAL WORKPLAN

	 <p>Collaboration</p> <p>Everyone works together to improve community safety in Palmerston North.</p>	 <p>Road Safety</p> <p>Palmerston North's roads are safe for all who use them.</p>	 <p>Injury Prevention</p> <p>People in Palmerston North are injury free.</p>	 <p>Resilience</p> <p>People in Palmerston North know how to keep themselves safe.</p>	 <p>Alcohol & Other Drug Harm Reduction</p> <p>People in Palmerston North are free from alcohol and other drug related harm.</p>	 <p>Crime Prevention</p> <p>People in Palmerston North feel/are safe.</p>
JANUARY	-----	Back to school, watch for school zones			Liquor Ban Area Campaigns	
FEBRUARY	Goal Setting for Year	Motorcycling, Fatigue, Young Drivers		Roslyn Wacky Water Day	Avoiding pre-loading campaign	Safe & Healthy relationships (youth)
MARCH	Review and Evaluation of Latest Available Data	Drugs, fatigue, motorcycling, distractions	Brain Injury prevention month	Home Visits for new students (fire, crime, Civil Defence, community connectedness)		Neighbours Day Aotearoa

	Collaboration 	Road Safety 	Injury Prevention 	Resilience 	Alcohol & Other Drug Harm Reduction 	Crime Prevention 
APRIL	Submitting to Annual Plan (comment on funding and new initiatives)	Time change darker days, reduced visibility	[3 rd] April Falls (Falls in Seniors) [28 th] World Day for Safety and Health at Work	[7 th] World Health Day		
MAY	Develop Annual Plan for next financial year	Road Safety Week (early May) Young drivers	Fire Prevention—Heaters & electric blankets		[31 st] World No Tobacco Day	
JUNE	Sign off Annual Plan (July to June)		Winter Sport Injury Prevention			World Elder Abuse Awareness Day
JULY	Develop Annual Report to SCFNZ Develop Presentation & attend Annual Forum			Focus on Youth Development	Dry July (Alcohol free month)	
AUGUST	Review results from Governance Survey	Motorcycles	Tamariki Injuries		Synthetics and Other Drugs	Sexual Harm Prevention

	Collaboration 	Road Safety 	Injury Prevention 	Resilience 	Alcohol & Other Drug Harm Reduction 	Crime Prevention 
SEPTEMBER	Emerging Issues		[10 th] World Suicide Prevention Day	Linton Capacity/Resilience Day	Gambling Harm Awareness Week (early September)	
OCTOBER	Strategic Alignment Check Up for Governance Organisations			[1] International Day of the Older Person [10 th] World Mental Health Day NZ ShakeOut		[2 nd] International Day of Non-Violence
NOVEMBER	Priority Confirmation	Speed	HopeWalk Manawatū	Awesome Awapuni	Impaired driving	White Ribbon (intimate partner violence)
DECEMBER	-----	Alcohol, Fatigue	Fire prevention – Christmas trees & Cooking Swim Smart	Sun Smart	Liquor Ban Area Campaigns	City Ambassadors