



Launch of our Health and Safety Toolbox

Community Waikato and Altus NZ Ltd have partnered to produce a Health and Safety Toolbox for community organisations and marae. This resource is designed to guide the thinking of small to medium sized groups addressing a broad range of health and safety circumstances.

This toolbox was launched recently on 22 Feb at The Verandah Cafe and Function Centre.

Altus NZ Ltd Managing Director, Ron Holden, spoke openly at the launch about the serious incident that occurred during night shift at their Hamilton factory, which led to this Health and Safety resource being produced. Under the Health and Safety Act 2015, Altus NZ Ltd were one of the first businesses to choose an 'enforceable undertaking.' An enforceable undertaking is an agreement entered into with Worksafe, following the serious incident. This agreement details actions that Altus NZ Ltd needed to undertake in order to support progressively higher standards of work health and safety, and to remedy the harm caused. This was the background behind Altus NZ Ltd approaching Community Waikato to develop a health and safety resource specifically for the Waikato community sector.

The special guest speaker at this event was Lieutenant Commander Tuijo Thompson from the Royal New Zealand Navy who spoke about how cultural change is needed for a successful health and safety environment. He outlined the 4 pillars of culture and change: Understanding why (everyone understanding the part they play); Having a learning culture (educating people, and seeing genuine mistakes as an opportunity to learn – then people become confident enough to ask questions); Empowerment (people becoming agile and empowered to get the job done); and the Relentless pursuit of excellence. Lieutenant Commander Tuijo Thompson was a joint winner of the RNZN Safety Award 2017, in recognition of superior efforts in promoting and pursuing safety excellence.

Community Waikato is hosting a brand new series of free Health and Safety workshops throughout the Waikato region. At these workshops, attendees will receive a copy of the new booklet, 'Health and Safety Toolbox for Community Organisations and Marae'. See page 5 for the schedule of upcoming Health and Safety workshops.



Lieutenant Commander Tuijo Thompson from the Royal New Zealand Navy – guest speaker at the Community Waikato and Altus NZ Ltd Health and Safety Toolbox Launch

CE Update



Welcome to the March edition of the Kumara Vine. I am sure many of you will have noticed that our team is out and about in the regions at the moment delivering a series of Funding workshops and Health and Safety workshops. We are trying to get to as many of you as possible and to reduce

the need to travel for as many communities as we can. Your feedback on how accessible this was for you is always welcome as we strive to ensure all our Waikato Communities are well catered for.

Earlier this year we launched the Health and Safety toolkit, to assist community groups and Marae to develop their own tailored health and safety plan. Check out page three and four of this Kumara Vine for details on the Health and Safety toolkit and to find a workshop near you.

Community Waikato has finished the initial feasibility study into establishing a Community Hub in Hamilton and it certainly appears that there is a local appetite to move forward on this. We have a long way to go yet but we are excited about the potential of a hub and the benefits it could offer the sector.

Finally, I would like to extend my congratulations to the 151 Community Organisations who were recipients of a Len Reynolds grant. I am frequently in awe of the quality of the work that is undertaken across our communities. Keep up the great work!

Holly Snape, Community Waikato CE

Community Hub Feasibility Study

As many of you are well aware, Community Waikato has been exploring the feasibility of a Hamilton based Community Hub. The research has indicated that there is a real local appetite for the concept and while there is a very long way to go, we are excited about moving forward on this.

A community hub is not just about co-locating multiple community organisations. It is about creating a shared space that becomes a place for innovation and collaboration. It is about sharing what we have, not only in terms of physical equipment, but in terms of ideas, our skills and our knowledge. It is about working together to achieve more with the limited resources we have.

While a physical hub can accommodate some of the physical needs of the Hamilton-based organisations, we

also want to explore connecting our sector across the region through a virtual hub. We are still in the process of gathering the information we need to establish a platform where we could easily communicate across the region and potentially plan regional projects. It would be a place for Community Waikato to share resources and advisor tips and for us to deliver virtual training programme.

If you want to find out more about the Community Hub feasibility report, it is now on the Community Waikato website. If you are keen to contribute your thoughts to what you would like or need in relation to establishing a virtual hub, then please contact me holly@communitywaikato.org.nz



Farewell to Robyn Couchman

Robyn Couchman is retiring in April after six years of providing administration support at Community Waikato. The team at Community Waikato would like to thank Robyn for her work, and the contribution this has made to the communities we serve.

Robyn says that when she is retired she most looks forward to the opportunity to relax, immerse herself in art, yoga, gardening, do volunteer work and spend time with her grandchildren. She has travel plans to visit India and see the Taj Mahal. We wish Robyn all the best in her retirement, and look forward to seeing the travel pics!

Meeting:

Office of the Privacy Commissioner

Thurs 15 March

10:30am to 12noon

Community Waikato, 33 Victoria St, Hamilton

Community Law Waikato and Community Waikato are very pleased to be hosting the Office of the Privacy Commissioner in our region.

Nau mai, haere mai. We would like to invite you to an open forum on Privacy.

- Come and meet the Privacy Commissioner
- Bring your questions, comments and issues
- The Commissioner will talk through some of the common concerns organisations face in handling personal information
- The Commissioner will discuss consumer and citizen's rights; company and agency obligations.

Please register at

**www.communitywaikato.org.nz/training
for this free event**

Wear black for Brain Injury Awareness in March

March is Brain Injury Awareness month and Brain Injury Waikato is working hard to increase awareness of brain injury in the community. They are also celebrating their 30th anniversary and invite people to join them at their Open Day. The theme for Awareness is “black out for brain injury” – you don’t need to black out to have concussion.

A traumatic brain injury (TBI) is a disruption in the normal function of the brain that can be caused by a bump, blow, or jolt to the head.

Brain Injury does not discriminate it could happen to anyone – anytime – anywhere.

A new brain injury occurs every 15 minutes in NZ, far more than the number of new heart attacks and greater than five times the number of new strokes. Brain Injury is referred to as the “silent epidemic” as the effects go largely unseen and can have long term consequences for the individual and their family.

Few people are aware how common the problem of brain injury is for the elderly, especially for those who have a neurologic condition—such as Parkinson’s disease, epilepsy, stroke, dementia, neuropathy, and multiple sclerosis—that puts them at risk for falls. Many older people take medications that may make them dizzy or drowsy and some may have impaired balance and weaker muscles. These factors could all contribute to more frequent and serious falls. 37.7% of falls result in a brain injury.

After a fall people have to deal with the long term consequences of brain injury which impede on their quality of life. Those who already experience neurologic symptoms such as dizziness and balance problems, headache, or drowsiness, may not recognise the signs of a brain injury after head trauma. Medication side effects may also mask symptoms.

Each incidence of brain injury is unique, requiring individualised treatment, therapy and rehabilitation. Treatments for brain injury depend on several factors including degree of severity, source of injury and pre-injury health and age.

Generally speaking, a concussion, which is a mild brain injury, is not always characterised by a loss of consciousness at the time of the injury. There could be a short memory loss of the event and or what has happened just after the injury. If people with mild brain injuries are treated in a timely manner, many of the longer term consequences can be minimised. It is believed that 35% of people with a brain injury do not seek immediate medical attention. Early registering of an injury enables a person to access treatment through ACC.

Falls can have devastating consequences for older adults,

particularly those living alone. About half of all falls happen at home. *Following brain injury the elderly can experience any of the following symptoms:*

- Increased fatigue, seizures, sleep problems, vision and hearing problems;
- cognitive decline (problems with thinking and memory) which may affect the ability to socialise;
- Increased anxiety and nervousness; impacting on social interaction;
- Other physical injuries sustained at the time often get treated before brain injury symptoms are investigated and treated..
- Repeat injuries increase possibility of dementia onset.

In 2015, of people aged 85 and over, 26 percent had at least one ACC claim due to a fall. In 2016/2017 the number of new ACC claims as a result of a brain injury from a fall was 782. For the same period there were 963 active claims.

Prevention suggestions include:

- Use the rails on stairways
- Provide adequate lighting, especially on stairs for people with poor vision or who have difficulty walking
- Watch for obstacles in walking pathways
- Reduce tripping hazards and clutter
- Always use a step stool, do not stand on a chair
- Remove loose rugs as they can be tripping hazards
- Use correctly fitted footwear.
- Exercise programmes that increase strength and improve balance such as Tai Chi class



Brain Injury Waikato provides advocacy, support and education to people and families affected by brain injury. Monthly Education Sessions and Support Group meetings are held to increase knowledge and reduce the isolation people and families experience after a brain injury.

What: Open Day

When: 23 March 10:30am to 2:30pm

Where: 11 Somerset Street, Frankton, Hamilton

The event will start with a blessing and people sharing how they have benefitted from Brain Injury Waikato. Cake cutting will be at 11am. People from the public are welcome to show support by dropping in to have cake and pick up information about Brain Injury Waikato services.

Help raise awareness of brain injury by wearing a black shirt on the day.

Through awareness and support we can make a difference

Health and Safety Toolbox For Community Organisations & Marae

Community Waikato is pleased to offer a brand new 2018 Health and Safety workshop series that provides practical information to community organisations and marae so they can create a tailored Health and Safety Plan that addresses their specific health & safety needs.

Along with a free half (½) day workshop, attendees will receive a free copy of the new booklet, A Health and Safety Toolbox for Community Organisations and Marae. It includes a 'Health and Safety Framework' that can be used to review an existing Health & Safety Plan, or, to create a new one. Community Waikato advisors, Karen Stockmann and Aroha Waetford worked alongside Health and Safety specialist, Gavin Thomas (Vital Care Ltd, Matamata) to design the resource that is focused on the community sector and marae.

We encourage attendees to bring along a fellow work-colleague, and that marae send a couple of representatives to a workshop so that they can have the genesis of a 'potential' health and safety team on hand to find out how to use and implement the H&S Toolbox and its framework.

At the workshops you'll gain useful information about:

- Your H&S responsibilities and how to manage risks and harm facing your marae/organisation
- Practical steps, training and instruction needed to design your H&S Plan
- The impact and key changes resulting from the Health and Safety at Work Act 2015
- There is no 'one-size-fits-all' approach to health and safety!

Already, Aroha and Karen have delivered the first workshop in Hamilton, and another in Thames.

For details to register for a workshop near you, please check out the following schedule!



Gavin Thomas (Vital Care Ltd) (middle) with Community Waikato advisors, Aroha Waetford (left) and Karen Stockmann (right) & the new health & safety booklet they created for community organisations and marae.



H&S Toolbox Launch, at the Verandah Café and Function Centre, Hamilton Lake. Community Waikato staff with their kaumatua, Mr Taki Turner and guests (L to R): Gary Thompson, Ron Holden (Managing Director, Altus NZ Ltd), Sarah Gibb, Aroha Waetford, Mr Taki Turner, Holly Snape (CE), Guest speaker – Lieutenant Commander Tuijo Thompson (Royal NZ Navy), Robyn Couchman, Matthew Artz (H&S Advisor, Altus NZ), Sen Chen (H&S Manager, Altus NZ), Gavin Thomas (Consultant, Vital Care Ltd), Anne Douglas, Karen Stockmann.

Community Waikato H&S Workshop Series 2018

'A Health & Safety Toolbox for Community Organisations & Marae'

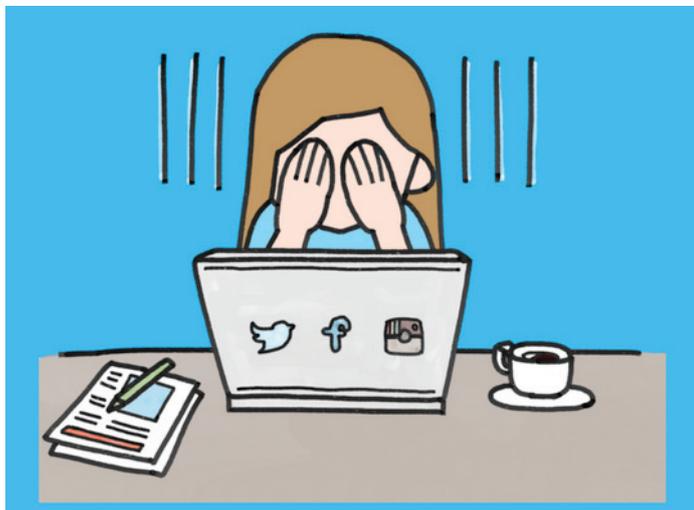
Town	Date & Time (2018)	Venue
North Waikato (Marae, Waikato-Tainui)	Saturday 10 March 9am (start)	172 Horahora Marae, Horahora Rd Rangiriri West
South Waikato (Marae, Raukawa)	Saturday 24 March 10am - 1pm	Raukawa House, 101-108 Leith Place Tokoroa
Te Kuiti	Tuesday 27 March 1pm - 4pm	Te Kuiti Community House 28 Taupiri Street, Te Kuiti
Tokoroa	Thursday 5 April 10am - 1pm	South Waikato Sport & Events Centre 25 Mossop Road, Tokoroa
Huntly	Thursday 12 April 10am - 12.30pm	Huntly Community Centre 55 William Street, Huntly
Taumarunui	Thursday 10 May 5.30pm - 7.30pm	Taumarunui Bowling Club 33 Turaki Street, Taumarunui
Te Awamutu	Friday 11 May 10am - 1pm	Te Awamutu Library Selwyn Lane, Te Awamutu
Morrinsville	Thursday 31 May 1pm - 4pm	Morrinsville Community House 43 Canada Street, Morrinsville
Hamilton	Thursday 14 June 10am - 1pm	Community Waikato 33 Victoria Street, Hamilton
HEALTH & SAFETY <i>Find out about responsibilities, managing risks & harm & law changes.</i>	HEALTH & SAFETY PLAN <i>Find out how to create your own H&S Plan with policies & procedures.</i>	FREE! FREE! <i>½ day Workshop & receive a "Health & Safety Toolbox" booklet.</i>

Seats are limited! Register on-line early!

Contact: www.communitywaikato.org.nz/training or phone 07-838-1583

Facebook changes and how they will impact your organisation

Kim Cable: Marketing and Communications Manager, Community Waikato



In January this year, Founder of Facebook Mark Zuckerberg announced that there are changes coming to Facebook that will have an impact on all of us who use Facebook. Organisations need to be aware of how the changes will impact the effectiveness of their Facebook pages.

Zuckerberg said that 'Facebook was created to help people stay connected and bring us closer together with the people that matter to us.' Going forward he has noted that public content – such as the posts we have been making on behalf of our organisations, has been crowding out personal moments that allow people to connect more with each other.

Facebook feel that they have a responsibility to provide a platform that is good for people's well-being, and their research has showed that when social media is used 'to connect with people we care about, it can be good for our well-being. We can feel more connected and less lonely, and that correlates with long term measures of happiness and health. On the other hand, passively reading articles or watching videos – even if they're entertaining or informative – may not be as good (for well-being)' (Source: Mark Zuckerberg announcement, Jan 12 2018)

So what does this mean for organisations?

To start with there are some changes that Facebook will make to their algorithm that determines what people see in their Newsfeeds. They will prioritise posts from friends even more than they have in the past, over organisational, media, or other public posts. So as individuals we will see more posts from friends, family and groups, and less posts from organisations.

Zuckerberg expects that these changes will see the time that people spend on Facebook decrease.

While it is difficult to really understand the impact these changes will have on our organisational Facebook pages, you are likely to see a decrease in your post reach and other measures of engagement.

So what can we as organisations do to ensure ongoing communication success?

1. Use your Facebook posts to encourage meaningful engagement

As marketers we need to be smart, and really understand what resonates with our audience. Posts that result in engagement (likes, comments, shares) will be prioritised. So pay attention and measure what types of posts resonate, and what doesn't. Facebook values quality over quantity. So don't over-post. Ensure each post is meaningful – if people do not engage with your posts, Facebook algorithm will pick up that people are not engaging, and will not show your posts to many of your followers. Keep creating great content – sharing your stories and being go-to organisations in your areas of expertise.

2. No more 'engagement baiting' posts

Facebook will downgrade posts they consider 'engagement baiting'. This means those posts that ask you to do something just with the aim to increase their post engagement – such as 'Comment to win', 'Like us to go in the draw', or 'Tag your friends.' These type of posts are not considered meaningful engagement, or the type of posts that encourage natural, organic discussion and engagement.

3. Use a variety of communication tools

Don't put all your eggs in one basket. Facebook is still a great communication tool, but is just one tool that you should be using. A good online strategy considers your target audience, and all the appropriate channels that are right for that audience. Email is still a great communication tool to connect with your stakeholders.

4. Find ways to encourage your target audiences to share content about your organisation on their personal Facebook pages.

It's often better to have someone talk about you, than talk about yourself. One way to do this, could be to have

a Blog website where your stories or posts are able to be shared by people directly onto their personal Facebook Pages. You will need to promote your Blog to get a following, and then nurture your followers so that they regularly engage with you.

5. Use Facebook Live Streaming

Facebook Livestreaming encourages engagement, as people can respond in real time, and ask questions, or leave comments. Live videos on average get six times more interactions as regular videos. Facebook Live is also free – so still a great way to generate engagement and free organic reach. Facebook will reward you for using Facebook Live by placing your video high in your user's newsfeeds.

6. Set up a Group

Facebook have said that Groups will perform well in the newsfeed, as groups (which may be a subset of your followers) interact back and forth regularly. This could work well for some not for profit organisations – e.g. set up an organisation volunteer group page

7. Use Facebook Ads to target your message to your audience

Facebook have said that they are not currently changing ad rankings, so you can still ensure reach by paying for advertising through Facebook. What's good about paid advertising, is that instead of telling everyone everything, you are choosing your target audience (by location, demographics, interests, and behaviour) and are really able to ensure that those you want to see your message, do see it. The same rule should apply in advertisements – ensure your ads are quality communications that people want to engage with and share, so that your reach goes well beyond that which you have paid for.

Community Waikato Training: Making Facebook Work for You

11 April, 9:30am to 12:30pm, OR
14 November, 9:30am to 12:30pm,
\$65 for community organisations, Community
Waikato

Have you created an organisational Facebook page and are wondering "What Next". Do you want tips on how to use Facebook more effectively to maintain relationships, and engage your communities? Are you up to date on the Facebook changes that will affect organisations? This workshop could be just what you are looking for.

Facilitated by Kim Cable from Markethub

www.communitywaikato.org.nz/training

Community Waikato Funding Update

Congratulations to everyone who received funding through Community Waikato in our latest rounds, thanks to the Tindall Foundation and Len Reynolds Trust funds that we administer.

As Tindall Foundation Regional Fund Managers we made 74 donations, totalling \$89,000. Through Len Reynolds Trust we paid 151 donations totalling \$478,451. Overall we received 263 applications requesting \$1,395,832 and gave out 225 donations totalling \$567,451.

Reviewing funding applications is a great way to gain insight into the myriad of services, activities, events and services that are being run around our Waikato community. It's a real privilege to read your applications and learn about what you do.

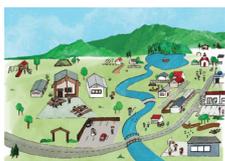
Overall the standard of applications is high. If I was to give you any advice it would be to make sure you use your stories to demonstrate to your funders the difference you will make with their funds, and to use your accountability as an opportunity to showcase your work and build your reputation.

*Sally Fenwick Ridley, Training and Funding Manager,
Community Waikato*

Grants & Donations To pay or not to pay GST?

Community Organisations that receive grants for the work or projects they undertake need to check with each funder and determine if the grant attracts GST. Many funders give grants as a donation and this means there is no GST component. It is important that you check this detail otherwise the organisation is paying GST to the Inland Revenue Department that's not required.

Professional Learning Workshops with Community Waikato March-May



Health and Safety Tool Box

Community Waikato is hosting a brand new series of FREE H&S workshops throughout the Waikato region. Spaces are limited. As a community organisation or marae, you're invited to come and find out about: H&S responsibilities and how to manage the risks and harm you're facing; The practical steps, training and instruction needed; The impact of key changes resulting from the new 2015 Act; How to create a comprehensive Health & Safety Plan with H&S policies & procedures tailored and appropriate to your specific needs.



Funding Workshops

Come to FREE workshops by local community funders. Topics include: funding tips, planning and preparation, what makes a successful application, budgeting, accountability, and alternative income sources.



Coaching and Mentoring Workshop

14 March, 9:00am to 12 noon, Community Waikato, \$65 community

Facilitated by Dr Maureen Marra, through this workshop participants will know: themselves as coaches and/or mentors and how to work better with others; why and when to coach/mentor - formal and informal; good coaching and mentoring practice; their personalised coaching/mentoring 'tool box'



Diverse Teams, Diverse Communities: Making it Work

28 March, 9:30am to 4:30pm, Community Waikato, \$110 community

Our relationships with colleagues and clients are shaped by our daily interactions. These relationships determine to a great extent how we feel about our jobs and ourselves. This workshop will provide practical tips for working in diverse teams and communities.



Making Facebook work for you

11 April, 9:30am to 12:30pm, Community Waikato, \$65 community

Have you created an organisational Facebook page and are wondering "What Next". Do you want tips on how to use Facebook more effectively to maintain relationships, and engage your communities? Are you up to date on the Facebook changes that will affect organisations? This workshop could be just what you are looking for. Facilitated by Kim Cable from Markethub



Legal Education Employment Two Day Series

5 & 12 April, 9:00am to 3:00pm, Community Waikato, \$180 community

A two day workshop designed for NGO's and small to medium businesses. Participants will gain an understanding of best practice and a sense of confidence to deal with employee performance and discipline. Presented by a qualified and experienced lawyer.



Leadership Learning Programme May Series

2,9,16 & 23 May, 10:00am to 12noon, Community Waikato, \$120 community

Weaving together leadership, culture and engagement to create a workplace where people want to be. Through this workshop participants will understand the interconnectedness of leadership, culture, engagement, and performance; Know how to be accepted as the leaders; Gain the knowledge to lead the organisation that you want it to be.

Find out more and Register at www.communitywaikato.org.nz/training

**COMMUNITY
WAIKATO**

"Thriving Communities"
Hapori Mauriora



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