



HURUNUI
District Council

AMURI COMMUNITY COMMITTEE

**AMURI COMMUNITY
COMMITTEE**

AGENDA

FOR THE MEETING TO BE HELD ON:

**WEDNESDAY 21 FEBRUARY 2018
COMMENCING AT 7.30 PM**

IN THE COUNCIL CHAMBERS, MOUNTAINVIEW ROAD,
CULVERDEN

Community Partnership in growth and wellbeing

Committee Membership:

Graeme Phillips (Chairperson)

Mayor Winton Dalley

Cr Dick Davison

Cr Nicky Anderson

Barney Beaven

Lisette Burrows

Sharon Charlwood

Dave Croft

Hamish Galletly

David Orpwood

Louise Pickering

Robyn Powell

Andrew Wright

Quorum: no less than 5 members (not counting the Mayor)

Purpose of local government

(1) The purpose of local government is –

(a) To enable democratic local decision-making and action by, and on behalf of, communities and

(b) To meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services and performance that are –

(a) Efficient: and

(b) Effective: and

(c) Appropriate to present and anticipated future circumstances

(Local Government Act 2002 – Amendment Act 2012)

AMURI COMMUNITY COMMITTEE

ORDINARY MEETING

WEDNESDAY 21 FEBRUARY 2018 AT 7.30 PM

ITEM	ORDER OF BUSINESS	Significance	Pages
	<ul style="list-style-type: none"> • Health and Safety briefing – in the event of an emergency please vacate the building via the marked Exits and assemble in the Supermarket Carpark to the south of the building. • Apologies – L Pickering • Announced Urgent Business • Conflict of Interest Declarations 		
1.	Minutes of previous meeting: Confirmation of the minutes from the 15 November 2017 meeting.		2 - 6
2.	Decision Items: 2.1 St Leonards Street/ St Leonards Road name change – carried over from the September meeting		
3.	Discussion Items: 3.1 Financial Report to January 2018 3.2 Amuri Community Committee Budget – to be circulated separately		7 - 12
4.	Information Items: 4.1 Significance and Engagement Policy Update 4.2 Action Sheet 4.3 Council Updates 4.4 Correspondence - <ul style="list-style-type: none"> • Inwards – CEO re Archive storage in Culverden • Outwards – CEO re Archive storage in Culverden 4.5 Community Group Minutes - <ul style="list-style-type: none"> • Culverden Community Committee • Rotherham Citizens • Waiau Citizens 4.6 Area Reports – verbal updates		13 – 25 26 27 - 31 3 32 3 34 35 –46
5.	Urgent Business		
6.	Next meeting is scheduled for 28 March 2018		

HURUNUI DISTRICT COUNCIL MINUTES



Meeting	Amuri Community Committee
Time and Date	7.30 pm, 15 November, 2017
Venue	Council Chambers, Mountainview Road, Culverden
Agenda	http://www.hurunui.govt.nz/your-council/meeting-calendar/

Members Present	Cr D Davison (in Chair), Cr N Anderson, L Pickering, L Burrows, S Charlwood, B Beaven, L Burrows and H Galletly
In Attendance	Joanne Laphorne (Management Accountant), Maree Hare (Committee Secretary)
Health and Safety briefing	The Chair advised those present of the evacuation Exit from the meeting room and it was agreed that the assembly point would be in the car park.
Apologies	D Croft, R Powell, G Phillips, A Wright THAT THE APOLOGIES BE ACCEPTED. Chairperson CARRIED
Conflicts of Interest	There were no Conflict of Interest declarations.
Urgent Business	<ul style="list-style-type: none"> • Waiau Hall • Rotherham Citizens
Minutes	<p>THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 20 SEPTEMBER 2017 AND WITH THE FOLLOWING CORRECTION BE NOW CONFIRMED.</p> <p>Item 3.7 to read “....<i>application for funding for a Feasibility Study for a Combined facility in Waiau....</i>”</p> <p>Beaven/Galletly CARRIED</p> <p>Matters arising -</p> <ul style="list-style-type: none"> • Combined facility - Sport NZ has funding for a Needs assessment for a combined facility and the decision on funding for a Feasibility Study will be known in December. • It was noted that there is a possibility that the land next to the Council building in Culverden may be sold and it was suggested that

the \$5000 budgeted to rebuild the brick wall would be wasted if this happens. The meeting noted that the cost of the rebuild will be paid by the district and not the Ward.

THE AMURI COMMUNITY COMMITTEE RECOMMENDS THAT A HOLD BE PUT ON THE REBUILD OF THE BRICK WALL WORK ON THE COUNCIL PROPERTY IN CULVERDEN UNTIL A DECISION IS MADE REGARDING THE SALE OF THE LAND.

Burrows/Galletly

CARRIED\

The meeting agreed that a long term delay in the work would not be desirable.

- Noted that keys to the Culverden Council buildings are now held by members of the community.

1 DECISION ITEMS

1.2 St Leonards Street and St Leonards Road Culverden – change of road name

The meeting noted that the first report regarding the road name change was made to the July meeting of the committee where it was agreed that the Culverden Community Committee be consulted.

L Burrows reported that the Culverden Community Committee had planned to consult with the residents of St Leonards Street about this matter however this has not yet happened, The meeting agreed to leave it on the table at this time.

2 DISCUSSION ITEMS

2.1 Financial Report

The financial report to October was tabled and considered and the following points noted -

- The Budget figures include the carryovers as agreed to by the committee.
- The \$10,000 for river protection in Waiau is included in the \$41,420 Capital Township Projects account.
- Cr Davison noted that the Committee has \$251,000 in reserve and that work now needs to be planned. It was noted that the Committee have previously agreed that any projects planned be part of a larger contract in order to get a more budget friendly cost. Cr Davison cautioned however that Waiau may need some assistance from time to time to complete projects and that the Committee needs to be aware of this.
- Consultation for the LTP will open in the New Year.
- B Beaven noted that the Committee resolved to grant \$4000 to the Waiau Pool at the previous meeting and reminded the Committee that there are other pools in the district and they may require help.

AGREED THAT THE INFORMATION BE RECEIVED.

3 INFORMATION ITEMS

3.1 Action Sheet

The Action Sheet was provided for the Committee's information.

3.7 Council Updates

Updates from the 26 October and 28 September Council meetings were provided the information of the Committee.

- B Beaven noted that Council intends to sell some land in Rotherham and asked that the Amuri Community Committee be consulted on this.
-

3.8 Correspondence

Inwards – Waiau Pool Committee re the Ward contribution to the Waiau Swimming Pool.

Outwards – Waiau Pool Committee

3.9 Committee minutes

The Minutes from a recent meeting of the Waiau Reserve Advisory Group were provided for the information of the committee.

3.10 Area Updates

- Mt Lyford – no report
- Waiau – H Galletly advised that the recent function commemorating the November 2016 Earthquake was well attended.
- Rotherham – Cr Davison advised that S Charlwood has been elected as Chair of the Rotherham Citizens Association replacing B Beaven. Thanks were expressed to Mr Beaven for many years of work he has done for the community. The Citizens Association has working bees planned around the township.
- Culverden – L Burrows advised that the community requested that signage be put up to stop trucks parking on the back streets of Culverden and this seems to be working.

Noted that work continues on the new Toilets however there is a lot of rock and dirt around the site and the mowing contractor is unable to mow that area which looks untidy.

The Culverden Swimming Club has begun the new season.

The meeting noted that concerns have been expressed by community members about the management of Council archives in the Culverden Council building. The meeting noted that there does not appear to be any system to the storage of the Archives located in the first floor rooms and people are unsure how to access the records.

THAT A LETTER BE WRITTEN TO THE CEO QUESTIONING THE MANAGEMENT OF THE ARCHIVES IN THE CULVERDEN COUNCIL BUILDING; SEEKING CLARIFICATION ON HOW TO ACCESS THE ARCHIVES AND ALSO HOW TO DEPOSIT RECORDS AT THE FACILITY.

Burrows/Beaven

CARRIED

It was suggested that the Amuri Library have extended opening hours to one night a week. L Burrows to contact the Officers responsible for this.

The funding of new flags for Culverden was queried and it was agreed that the Culverden Community Committee puts a proposal to the Amuri Ward Committee for assistance from the Amenity rate for this purpose.

4 URGENT BUSINESS

4.1 Waiau Hall

H Galletly reminded the meeting that people in Waiau have been working with Council to bring the Waiau Hall up to code however, this has taken time which has resulted in funding applications being jeopardised. H Galletly advised that the Waiau community are now feeling that Council has 'backed off' from providing support and officers are questioning if the hall is being used and is in fact needed. The meeting agreed that the Hall is a very vital part of the Waiau community and that there needs to be some clarification of this with Council officers.

Crs Davison and Anderson assured the meeting that Council are supportive of the work to be done and that Officers are working on it. Cr Anderson advised that the funding application to the Lotteries Commission has been put on hold until Council has confirmed that they do plan to strengthen the Waiau Hall.

It was agreed that clarity is needed around when the Engineers report will be done and that Council are going to do it.

THAT COUNCIL OFFICERS MAKE CONTACT WITH SUE GALLETTY AND MICHELLE FORBES CONFIRMING THAT THEY SUPPORT THE RESTORATION WORK FOR THE WAIIAU HALL AND PROVIDE SOME TIME FRAMES FOR THE WORK TO BE DONE ON THE BUILDING. THAT OFFICERS REPORT BACK TO THE WAIIAU CITIZENS AND THE AMURI COMMUNITY COMMITTEE ON THIS.

Galletly/

The meeting expressed concerns about the future of the Culverden Council building and agreed unanimously that it must be saved/upgraded.

It was noted that a feasibility study for the Waiau Hall is not now necessary and that the next step in the process is an Engineers report.

Seconded/ Charlwood

CARRIED

4.2 Hurunui Health Services proposed changes.

S Charlwood advised the meeting of proposed changes to the Hurunui health service and urged those present to make themselves aware of the proposal. A public meeting is to be held in Rotherham on 13 December and it was agreed that it is very important that the community attends this meeting and make their views known.

5 PRESENTATIONS

5.1 Community Connectors – Jess Davison and Bronna

The Community Connectors advised that they are proposing a Market in Culverden on the second and fourth Sundays of the months between December and April and were seeking support from the committee for this

**Youngman re
Culverden Market**

proposal. A market committee has been formed and the group has been given permission to use Council freehold land in Culverden. The group are aiming for quality stalls which will support the local community. Cr Davison agreed to query the Health and Safety requirements for the project with the appropriate officer. The meeting congratulated those involved in this initiative.

**5.2 Tony Henderson
– Community
Vehicle Trust**

Mr Henderson spoke to the meeting advising of a proposed Community Vehicle Trust for the area.

The following points were noted –

- Community Vehicle Trusts are well established in 13 Canterbury communities where there are no commercial operations. These are run by locals and supported by the Regional Council however support from the District Council is also needed.
- A Charitable Trust would be set up as a governance body to allow applications for funding as well as various dispensations needed.
- Ecan would provide an annual grant of approximately \$10,000 which would create a level of affordability for funding.
- It was noted the there is already a Charitable Trust in the Amuri and suggested that the project could come under this. Mr Henderson replied that it is better to have a specific Trust with a single purpose and noted that there is not cost in setting up a Trust.
- The type of vehicle used is decided by the Board and recruitment drives are needed to get drivers. It was noted that the Health Centre has difficulty in getting drivers and concerns were also expressed that those who are currently assisting with driving must be consulted.
- It was noted that there are 1000 households in the district and a rate of \$5 per annum per household could be applied to get the project running however the meeting agreed that the community would need to be consulted on this.
- The Community Connectors advised that they are seeking support in principle from the committee as there is a planning process to follow which Ecan will drive.
- The meeting agreed that a representative from another Community Vehicle Trust be invited to speak to the committee on this concept.

THAT THE AMURI COMMITTEE SUPPORTS THE CONCEPT OF A COMMUNITY VEHICLE TRUST AND THAT THE COMMUNITY CONNECTORS IN CONJUNCTION WITH ECAN PROCEED TO DRAFT A PROPOSAL AND REPORT BACK TO THIS COMMITTEE.

Davison/Beaven

CARRIED

The Meeting ended at 9.10

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Amuri Community Committee

Date: 21 February 2018

Significant Decision: No

Financial Report to 31 January 2018

Executive Summary The financial report to January 2018 is attached.

Background

The attached financial report is broken down as follows:

- Amuri Amenities – reporting on the transactions for the cost centres funded by the amenities rates:
 - Amenities Cost Centre
 - Culverden, Rotherham & Waiau Township Cost Centres
 - Rotherham Swimming Pool Cost Centres
 - Rotherham and Waiau Hall Cost Centres
 - Culverden, Rotherham, Waiau and Mt Lyford Reserve Cost Centres
- Medical Centre reporting on the transactions for the cost centres funded by the medical centre rates:
 - Amuri Medical Centre
 - Amuri Medical House
 - Amuri Medical General
- Special Funds - reporting the transactions for the four special funds held by the Community Committee:
 - Amuri Community Centre Fund
 - Amuri Land Subdivision Reserve
 - Amuri Sporting Facilities Fund
 - Reserves Contestable Fund (A full reconciliation of the Reserves Contestable Fund is also provided)

Financial Considerations

The Committee is responsible for managing the Amuri Ward Budgets.

Recommendation

That the information be received.

A handwritten signature in black ink, appearing to read "J Beck". The signature is fluid and cursive, with a large initial "J" and a smaller "Beck" following.

Report Prepared by:

Jason Beck
Manager Support Services

Report Author:

An officer will be in attendance to speak to this report.

Financial Report for the Seven Months to 31 January 2018	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
AMURI AMENITIES RATES					
OPENING BALANCE	250,827	250,827	0	250,827	
REVENUE					
Rates					
Targeted Rates - Amuri Amenities Rates	76,411	75,716	696	129,798	
Total Rates	76,411	75,716	696	129,798	
Other Income					
Rotherham Hall Income	574	700	(126)	1,200	
Waiau Hall Income	1,052	1,050	2	1,800	
Culverden Reserves Income	2,695	1,528	1,167	2,620	
Rotherham Pool - Lottery Funding for Repairs	19,378	0	19,378	0	Lottery Funding received for the repairs to the Rotherham Pool
Internal Interest Received	5,770	1,169	4,600	2,004	
Total Other Income	29,469	4,448	25,021	7,624	
Total Revenue	105,880	80,163	25,717	137,422	
EXPENDITURE					
General Amenities Expenses					
Salaries & Wages	1,219	4,927	(3,708)	8,446	
Mileage & Catering	79	1,167	(1,088)	2,000	
Rates	688	292	396	500	
Rate Remissions	111	292	(181)	500	
Overhead Allocation Expenses	14,749	14,749	(0)	25,284	
Total General Amenities Expenses	16,845	21,426	(4,581)	36,730	
Culverden Township Expenses					
Salaries & Wages	1,916	3,063	(1,147)	5,250	
Contractors	0	1,750	(1,750)	3,000	
Weed Spraying	0	583	(583)	1,000	
Purchases	0	875	(875)	1,500	
Rates	583	0	583	0	
Swimming Pool Grant	0	2,000	(2,000)	2,000	Grant paid in February
Hall Insurance	0	4,000	(4,000)	4,000	
Street Cleaning	7,541	7,000	541	12,000	
Capital - Township Projects	2,162	36,365	(34,203)	62,340	Construction of fence along Montrose Avenue. Budget includes Carried Forward balances.
Total Culverden Township Expenses	12,201	55,636	(43,435)	91,090	
Rotherham Township Expenses					
Salaries & Wages	0	510	(510)	875	
Contractors	0	1,458	(1,458)	2,500	
Grass Mowing	2,500	0	0	0	Additional mowing carried out in September
Weed Spraying	0	583	(583)	1,000	
Purchases	0	292	(292)	500	
Street Cleaning	2,818	2,917	(98)	5,000	
Plant	0	583	(583)	1,000	
Capital - Township Projects	0	37,585	(37,585)	64,431	Budget includes Carried Forward balances.
Total Rotherham Township Expenses	5,318	43,928	(41,110)	75,306	
Waiau Township Expenses					
Salaries & Wages	104	510	(406)	875	
Contractors	0	875	(875)	1,500	
Weed Spraying	0	583	(583)	1,000	
Weed Spraying - River Front	0	583	(583)	1,000	
River Protection (annual allowance)	0	5,833	(5,833)	10,000	
Grant - Waiau Museum	0	800	(800)	800	Grant paid in February
Grant - Waiau School Pool	0	2,000	(2,000)	2,000	Grant paid in February
Street Cleaning	3,000	2,917	83	5,000	
Capital - Township Projects	0	24,162	(24,162)	41,420	Budget includes Carried Forward balances.
Total Waiau Township Expenses	3,104	38,264	(34,754)	63,595	
Rotherham Pool Expenses					
Grass Mowing	503	525	(22)	900	
Purchases	217	1,167	(950)	2,000	
Repairs (Lottery Funded)	105	0	105	0	
Insurance	134	150	(16)	150	
Total Rotherham Pool Expenses	960	1,842	(882)	3,050	
Rotherham Hall Expenses					
Salaries & Wages	1,114	1,167	(52)	2,000	
Grass Mowing	542	583	(41)	1,000	
Cleaning Materials	0	70	(70)	120	
Purchases	0	292	(292)	500	
Rates	555	292	263	500	
Repairs & Maintenance	1,232	1,167	65	2,000	
Insurance	957	1,200	(243)	1,200	
Electricity	437	700	(263)	1,200	
Capital - Projects	0	1,167	(1,167)	2,000	
Total Rotherham Hall Expenses	4,837	6,637	(1,799)	10,520	
Waiau Hall Expenses					
Salaries & Wages	3,286	1,458	1,827	2,500	
Contractors	261	350	(89)	600	
Cleaning Materials	0	210	(210)	360	
Purchases	180	583	(404)	1,000	
Rates	294	233	60	400	
Repairs & Maintenance	267	2,917	(2,650)	5,000	
Insurance	1,887	2,000	(113)	2,000	
Electricity	1,049	875	174	1,500	
Capital - Projects	0	5,833	(5,833)	10,000	
Total Waiau Hall Expenses	7,223	14,460	(7,237)	23,360	
Culverden Reserve Expenses					
Salaries & Wages	4,649	3,430	1,219	5,880	
Grass Mowing	957	1,223	(266)	2,096	
Contractors - Red Post	0	611	(611)	1,048	
Domain Planting	0	306	(306)	524	
Purchases	25	611	(586)	1,048	
Rates	199	61	138	105	
Insurance	406	524	(118)	524	
Repairs & Maintenance	2,191	1,223	968	2,096	
Electricity	818	917	(99)	1,572	
Capital - Caravan Site Power	0	4,083	(4,083)	7,000	
Total Culverden Reserve Expenses	9,245	12,989	(3,744)	21,893	

Financial Report for the Seven Months to 31 January 2018	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
Rotherham Reserves Expenses					
Salaries & Wages	659	0	659	0	
Contractors	0	611	(611)	1,048	
Grass Mowing	151	226	(76)	388	
Purchases	0	306	(306)	524	
Repairs & Maintenance	0	306	(306)	524	
<i>Total Rotherham Town Reserves Expenses</i>	<i>151</i>	<i>1,449</i>	<i>(1,298)</i>	<i>2,484</i>	
Waiau Village Green Reserve Expenses					
Salaries & Wages	1,449	0	1,449	0	
Contractors	0	611	(611)	1,048	
Purchases	0	611	(611)	1,048	
Rates	115	92	23	157	
<i>Total Waiau Village Green Reserve Expenses</i>	<i>1,564</i>	<i>1,314</i>	<i>250</i>	<i>2,253</i>	
Mt Lyford Reserves Expenses					
Salaries & Wages	164	312	(148)	535	
Purchases	1,792	2,333	(541)	4,000	
Wasp Control	671	875	(204)	1,500	
Walkway	0	875	(875)	1,500	
Rates	0	292	(292)	500	
<i>Total Mt Lyford Reserves Expenses</i>	<i>2,628</i>	<i>5,355</i>	<i>(2,727)</i>	<i>9,180</i>	
Total Expenditure	64,076	203,300	(141,317)	339,461	
CLOSING BALANCE	292,631	127,690	167,034	48,789	

AMURI ROADSIDE CONSTRUCTION RATES

OPENING BALANCE	69,062	69,062	0	69,062	
REVENUE					
Rates					
Targeted Rates - Roadside Construction Rates	20,366	20,208	158	34,643	
<i>Total Rates</i>	<i>20,366</i>	<i>20,208</i>	<i>158</i>	<i>34,643</i>	
Other Income					
Internal Interest Received	545	(452)	998	(775)	
<i>Total Other Income</i>	<i>545</i>	<i>(452)</i>	<i>998</i>	<i>(775)</i>	
Total Revenue	20,911	19,756	1,155	33,867	
EXPENDITURE					
Direct Operating Expenditure					
Salaries & Wages	0	1,517	(1,517)	2,600	
Foothpath Maintenance - Culverden	0	611	(611)	1,048	
Foothpath Maintenance - Carried forward	0	4,072	(4,072)	6,980	
<i>Total Direct Operating Expenditure</i>	<i>0</i>	<i>6,200</i>	<i>(6,200)</i>	<i>10,628</i>	
Capital Expenditure					
Footpath Renewals - Carried forward	0	37,698	(37,698)	64,625	
New Footpaths - Culverden	0	12,280	(12,280)	21,052	
New Footpaths - Rotherham	0	12,280	(12,280)	21,052	
Trip Hazard Elimination Work	11,800	0	11,800	0	Trip Hazard Elimination Work is budgeted as a District Cost in the LTP, so the cost may be diverted from a local cost.
<i>Total Capital Expenditure</i>	<i>11,800</i>	<i>62,259</i>	<i>(50,459)</i>	<i>106,729</i>	
Total Expenditure	11,800	68,458	(56,658)	117,357	
CLOSING BALANCE	78,173	20,359	57,814	(14,428)	

AMURI MEDICAL CENTRE RATES

OPENING BALANCE	(443,463)	(443,463)	0	(443,463)	
REVENUE					
Rates					
Targeted Rates - Medical Centre Rates	65,758	61,250	4,508	105,000	
<i>Total Rates</i>	<i>65,758</i>	<i>61,250</i>	<i>4,508</i>	<i>105,000</i>	
Other Income					
Medical Centre Rent	(1,673)	2,333	(4,006)	4,000	Rental to date has met the cost of Rates and Insurance.
Doctor's House Rent	3,720	3,362	358	5,764	
<i>Total Other Income</i>	<i>2,047</i>	<i>5,696</i>	<i>(3,648)</i>	<i>9,764</i>	
Total Revenue	67,805	66,946	859	114,764	
EXPENDITURE					
Medical Centre Expenses					
Contractors	1,255	875	380	1,500	
Grass Mowing	542	543	(0)	930	
Purchases	0	117	(117)	200	
Repairs & Maintenance	1,086	875	211	1,500	
<i>Total Medical Centre Expenses</i>	<i>2,883</i>	<i>2,409</i>	<i>474</i>	<i>4,130</i>	
Doctor's House Expenses					
Contractors	261	316	(55)	542	
Grass Mowing	1,013	1,097	(84)	1,880	
Purchases	0	379	(379)	650	
Rates	1,667	1,800	(133)	1,800	
Repairs & Maintenance	2,450	948	1,502	1,625	Replacement of Shower in Doctor's House.
Heat Pump	0	0	0	3,500	
Insurance	2,402	2,400	2	2,400	
<i>Total Doctor's House Expenses</i>	<i>7,793</i>	<i>6,940</i>	<i>853</i>	<i>12,397</i>	
Internal Interest Paid					
Internal Interest Paid	15,101	17,414	(2,313)	29,852	
<i>Total Internal Interest Paid</i>	<i>15,101</i>	<i>17,414</i>	<i>(2,313)</i>	<i>29,852</i>	
Total Expenditure	25,776	26,763	(986)	46,379	
CLOSING BALANCE	(401,435)	(403,280)	1,846	(375,078)	

Financial Report for the Seven Months to 31 January 2018	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
AMURI COMMUNITY CENTRE FUND					
OPENING BALANCE	48,701	48,701	0	48,701	
REVENUE					
Internal Interest Received					
Internal Interest Received	1,004	994	10	1,704	
Total Interest Received	1,004	994	10	1,704	
Total Revenue	1,004	994	10	1,704	
EXPENDITURE					
Operating Expenditure					
Contractors	0	1,528	(1,528)	2,620	
Total Operating Expenditure	0	1,528	(1,528)	2,620	
Total Expenditure	0	1,528	(1,528)	2,620	
CLOSING BALANCE	49,705	48,167	1,538	47,785	
AMURI SPORTS FACILITIES FUND					
OPENING BALANCE	33,274	33,274	0	33,274	
REVENUE					
Amenities Rates	4,083	4,083	(0)	7,000	
Internal Interest Received	741	676	64	1,160	
Total Revenue	4,824	4,760	64	8,160	
OPERATING EXPENDITURE					
Operating Expenses					
Sports Facilities projects	0	0	0	0	
Total Expenditure	0	0	0	0	
CLOSING BALANCE	38,098	38,034	64	41,434	
AMURI RESERVES CONTESTABLE FUND					
OPENING BALANCE	25,952	25,952	0	25,952	
REVENUE					
Other Income					
Allocation from District Reserves	8,333	8,333	(0)	(2,620)	
Total Other Income	8,333	8,333	(0)	(2,620)	
Total Revenue	8,333	8,333	(0)	(2,620)	
OPERATING EXPENDITURE					
Operating Expenses					
Reserves Projects	2,182	4,861	(2,679)	8,333	Balance of Rifle Club Costs incurred.
Total Operating Expenses	2,182	4,861	(2,679)	8,333	
Total Expenditure	2,182	4,861	(2,679)	8,333	
CLOSING BALANCE	32,103	29,424	2,679	14,998	

AMURI COMMUNITY COMMITTEE
RESERVES CONTESTABLE FUND
AS AT 31 JANUARY 2018

Organisation/Project	Total Amount Granted	Spent to date - Payee	Date	Ref	Amount	Balance Remaining
Previous Projects Completed:						
Mt Lyford Walkway (2008/09)	5,039.17					
Balmoral Pony Club (2008/09)	2,595.00					
Culverden Community Committee (2008/09)	1,951.49					
Waiau Fireworks Committee (2008/09)	933.33					
Rutherford Reserve Shelter (2008/09)	1,896.91					
Rotherham Citizens Association (2008/09)	6,722.25					
Waiau Playground Committee (2008/09)	2,675.00					
Waiau Reserve Committee (2008/09)	4,620.57					
Waiau - Fulton Park (2009/10)	4,963.85					
Rotherham Reserve Fencing (2009/10)	1,848.41					
Mt Lyford - Retaining Wall (2009/10)	3,411.99					
Waiau Bowling Club (2010/11)	3,500.00					
Culverden Playground Equipment (2010/11)	3,000.00					
Waiau Pony Club (2010/11)	1,528.00					
Amuri A & P Association (2011/12)	12,476.38					
Balmoral Cricket Club (2011/12)	3,000.00					
Culverden Domain (2012/13)	4,560.43					
Waiau Cinema Committee (2012/13)	1,600.00					
Rotherham Pool Committee (2012/13)	5,153.00					
Lyford Fire Depot	4,000.00					
Waiau Reserve Board	2,798.80					
Amuri A& P Society	13,685.94					
Waiau Hall Committee	7,800.00					
	99,760.52					
Culverden Waiau Miniature Rifle Club	2,846.00	Steve Cheney Electrical	24/07/2017		1,787.45	
		Waiau Hardware	24/07/2017		<u>1,177.64</u>	
					2,965.09	(119.09)
Waiau Rugby Club - Seating	1,000.00	Waiau Hardware	24/07/2017		<u>1,004.81</u>	
					1,004.81	(4.81)
Unallocated Funds						
2014-2015 Contestable Fund	7,226.82					
2015-2016 Contestable Fund	8,333.34					
2016-2017 Contestable Fund	8,333.33					
2017-2018 Contestable Fund	<u>8,333.33</u>					
	32,226.82					32,226.82
TOTALS	135,833.34				103,730.42	32,102.92

Funded by:

2007-2008-2009 Contestable Fund	30,000.00
2009-2010 Contestable Fund	12,500.00
2010-2011 Contestable Fund	8,333.33
2011-2012 Contestable Fund	16,666.67
2012-2013 Contestable Fund	16,666.67
2013-2014 Contestable Fund	16,666.67
2014-2015 Contestable Fund	10,000.00
2015-2016 Contestable Fund	8,333.34
2016-2017 Contestable Fund	8,333.34
2017-2018 Contestable Fund	<u>8,333.33</u>
	135,833.35

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Amuri Community Committee
Report Prepared By: Maree Hare, Committee Secretary
Date: 21 February 2018
Significance Level: Medium

Significance and Engagement Policy Update

Recommendation THAT THE AMURI COMMUNITY COMMITTEE RECEIVES THE INFORMATION.

Executive Summary

- The Significance and Engagement Policy is a mandatory document for Council. The Amuri Community Committee is subject to the Policy as a committee of Council.
 - It was due for review as part of the Long Term Plan (LTP) 2018-28 process.
 - It has been reviewed by the management team and Council appointed working group and was adopted by Council at its 21 December 2017 meeting.
 - This report has been adapted for the Board from the original report to Council authored by Naomi Woodham, Team Leader Customer Services and Information.
-

Background

The Council is required to have a Significance and Engagement Policy as described in Section 76AA of the Local Government Act 2002. All the Committees of Council are subject to this requirement.

The Significance and Engagement Policy guides Council and its Committees in deciding whether a particular decision is 'significant' as described in the Act. If the matter is considered significant, and depending on the 'degree' of significance; it also guides how Council and its Committees will engage, inform or consult with the community as part of the decision making process.

The previous Significance and Engagement Policy was adopted by the Council on 30 October 2014 and was due for review as part of the LTP process for 2018-28.

The adopted policy has been attached for reference. (Appendix One)

The policy was reviewed by the management team and the working group consisting of Councillors Harris, Fletcher, McLean and Daly and aside from the inclusion of the Engagement Spectrum and some minor wording changes to aid clarification, no changes of any substance were recommended.

The working group did however concur that the policy should provide some additional assistance to help decision makers and report writers with the process of determining the level of significance, as well as whether or not engagement was required, and if so, to what degree.

The Engagement Spectrum

The model of decision-making has shifted worldwide from a culture of "announce and defend" to one of "debate and decide." The Engagement Spectrum is a tool that

was created to assist decision makers with their selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum shows the differing levels of participation, but the selected engagement practice will need to identify, understand and respond to the interests, risks and interdependences of all project stakeholders as well as address legislative requirements for engagement. Further considerations depend on the goals, timeframes, resources and levels of concern of the decision to be made.

Engagement Spectrum				
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public

Working Party Recommendations

The working groups recommendations were accepted by Council and the following six addendums to the Policy have been made:

1. An addition of a matrix to the Policy, which visually defines and aids in identifying the degree of significance (HIGH, MEDIUM or LOW).

Number Affected	Medium	High	High
	Low	Medium	High
	Low	Low	Medium
	Likely Level of Impact, Implications, or Risk		

2. There is a degree of significance attached to all decisions made – and it was decided that the YES/NO recommendation on reports did not cover this complexity. Officer reports will now incorporate selections of HIGH, MEDIUM or LOW to reflect the degree of significance (utilising the matrix).
3. Agenda order papers will now include these same significance recommendations (HIGH, MEDIUM or LOW) to provide decision makers with an advanced notice of items that may be of particular significance. If possible, these will be listed in order of significance (HIGH, MEDIUM and LOW).
4. To assist Council Officers in making their significance and engagement recommendations, a matrix has been included in the report template, as well as reference to the spectrum and the determinant questions in the Policy. Each significance determination will be accompanied by an explanation of the assigned grading.
5. The addition of the Engagement Spectrum to the Guidelines from Hurunui District Council’s ‘Significance and Engagement’ Policy on Council and Committee

agendas has now been included and will be placed at the end of the agenda papers for reference.

6. The Matrix and the Engagement Spectrum has been included in the Significance and Engagement Policy document.

The working party's initial preference was that the Level of Significance Matrix should correspond to the Engagement Spectrum, however because of the complexities in council decision-making, a simple linking matrix is not possible.

The Significance and Engagement recommendation from the Council Officer should be seen as the starting point for decision makers to use to promote robust discussion (the discussion often being more useful than the actual rating), and provide some consistency to agreeing the level of significance before agreeing the corresponding level of engagement required. It is suggested that this discussion takes place before every item.

**Significance
Consideration**

The policy is a mandatory document but its usage can affect the Council and its Committee's reputation for transparency and accountability.

Engagement

The policy is included in the LTP process and its associated public participation process.

Appendices

1. Significance and Engagement Policy.



**Report Prepared
by:**

Maree Hare
Comittee Secretary

**Report Reviewed
by:**



Jason Beck
Manager Support Services

**Officer in
Attendance:**

The report author will be in attendance to speak to this report.

HURUNUI DISTRICT COUNCIL

POLICY

SIGNIFICANCE & ENGAGEMENT



Adopted:	Council meeting, 21 December 2017
Replaced:	Significance Policy, 28 June 2012
Review date:	December 2020

1. Introduction

Engagement	Engagement is a process of dialogue between decision-makers, partners, communities and stakeholders for the purpose of making better decisions, policies or programmes. Public input into significant decisions, policies or programmes undertaken by the Council is essential to ensure they reflect the aspirations and priorities of communities, Ngāi Tahu and interested groups throughout the Hurunui District.
Objectives	<p>This Significance and Engagement Policy aims to enable a flexible but focused approach to engagement that:</p> <ul style="list-style-type: none"> • recognises the importance of involving Hurunui's communities in Council's work • provides a range of options and methods for engagement with different groups and communities and for issues, decisions and proposals with different degrees of significance • demonstrates our commitment to building ongoing relationships and greater understanding of community views and preferences.
Local Government Act requirements	<p>Council is required by Section 76AA of the Local Government Act 2002 (the Act) to adopt a Significance and Engagement Policy, which must set out:</p> <ul style="list-style-type: none"> • Council's general approach to determining the significance of proposals and decisions in relation to issues, assets and other matters • any criteria or procedures that are to be used by Council in assessing the extent to which issues, proposals, assets, decisions or activities are significant or may have significant consequences • how Council will respond to community preferences about engagement on decisions relating to specific issues, assets or other matters, including the form of consultation that may be desirable • how Council will engage with communities on other matters.
Purpose	<p>The Act specifies the purpose of the Significance and Engagement Policy as:</p> <ul style="list-style-type: none"> • to enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities • to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets or other matters • to inform Council from the beginning of a decision-making process about: <ul style="list-style-type: none"> o the extent of any public engagement that is expected before a particular decision is made

-
- o the form or type of engagement required.

The Significance and Engagement Policy must list the assets considered by Council to be strategic assets.

Interpretation

Section 5 of the Act provides the following definitions:

- significance, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—
 - (a) the district or region:
 - (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter:
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so
 - significant, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance
 - strategic asset, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community.
-

2. General approach to determining significance and making decisions

Determining significance

On every issue requiring a policy or strategy decision, (other than issues which require processes specified under other legislation - see Section 5 below), Council will consider the degree of significance of the issue and the corresponding level of engagement.

The significance of the issue and appropriate forms of engagement will be considered in the earliest possible stages of a proposal or process, before decision-making occurs. If necessary, significance and engagement will be reviewed as the proposal develops and as community views, preferences and values become better known.

Section 76-82 compliance

In making any decision, Council will comply with sections 76 to 82 of the Act, regardless of the degree of significance of the decision or issue. These sections prescribe procedural steps to be followed as may be applicable, and ensure that Council:

- is clear about why it is making the decision and the issues involved
 - has considered and evaluated all reasonably practical options for achieving the objective for which the decision is being made
 - has information about the community's views on the issues and the options, and in particular, has an understanding of the views and preferences of those likely to be affected by the decision or those who have a particular interest in the matter
 - invests an appropriate amount of time, money and effort into researching and evaluating the issues and options, proportionate with the significance of the matter, including its importance to the community.
-

Decision making checks	In making any decision, Council will be satisfied that: <ul style="list-style-type: none"> • it has sufficient information on the relevant issues and options • it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties.
Relevant effort	The significance of the issue, proposal or decision will determine how much time, money and effort Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties.
Implications for Māori	In some instances, there may be particular requirements to learn about the implications of an issue or decision for Ngāi Tahu as mana whenua ¹ and kaitiaki ² of the Hurunui District.
Covering diversity	There may also be issues or decisions where there are diverse groups within the community with different concerns, interests, views and preferences, where multiple processes will be appropriate to distinguish and recognise the range of positions.
Limitations	The commitment to invest in exploring options and obtaining the views of communities and affected and interested parties does not mean that Council will have to fully consult with the public for every decision it makes, nor does it bind Council to the views of communities and interested or affected parties.
Other influences	As well as the views of communities and affected and interested parties, there are a wide range of information sources, considerations and perspectives that will inform Council's decisions, including the requirements of Government policy, technical matters and the financial implications.

¹ mana whenua = territorial rights, power from the land, authority over land or territory, jurisdiction over land or territory - power associated with possession and occupation of tribal land. The tribe's history and legends are based in the lands they have occupied over generations and the land provides the sustenance for the people and to provide hospitality for guests. Source: maoridictionary.co.nz

² Kaitiaki = trustee, minder, guard, custodian, guardian, keeper. Source: maoridictionary.co.nz

3. Criteria and procedures for assessing significance

	In considering the degree of significance of proposals and decisions in relation to issues, assets and other matters, Council will be guided by the following:
Policy and outcomes	<ul style="list-style-type: none"> • the potential effects on delivery of Council's policy and strategies • the degree to which the decision or proposal contributes to promoting and achieving particular community outcomes • the magnitude of the overall benefits that will be achieved for the region, its communities and present and future interests • the magnitude of the net costs of the proposal or decision to Council and / or to affected communities or groups • any impact on Council's capacity to undertake its statutory responsibilities

	<ul style="list-style-type: none"> • the extent to which the proposal or decision flows logically and consequentially from a decision already made or from a decision in the Long Term Plan or the Annual Plan • any inconsistencies with any existing policy, plan or legislation
Communities	<ul style="list-style-type: none"> • the level of community interest in the proposal, decision or issue • the extent to which the proposal or decision impacts upon community members or groups, and the numbers of people or groups affected • the extent to which the community's views on the matter are already known • any wider interest or concerns at national or international levels
Ngāi Tahu / Iwi	<ul style="list-style-type: none"> • the values and interests of Ngāi Tahu whānau, hapū and rūnanga, as mana whenua for the district • where proposals or decisions relate to land or a body of water, the implications for the relationships of Ngāi Tahu and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga
Contexts and implications	<ul style="list-style-type: none"> • the variation between the effects of the options identified (including the 'do nothing' option where appropriate), or the extent to which they have different effects in terms of, amongst other things: their costs, their benefits, and the extent to which they impact on the community and affected or interested groups • the extent to which the proposal or decision could have an adverse effect on environmental outcomes as set out in Council plans and policies, or could have unintended adverse effects on other community interests • if the proposal or decision impacts (positively or adversely) upon a physical or community resource that is scarce, rare or unique and/or under threat • if the proposal or decision would be irreversible • if there are high levels of controversy around the proposal or decision • the practical demands of efficient decision-making in situations of urgency • the need to be cautious about decision-making in the face of uncertainty, lack of clarity or unresolved matters.

Procedures for assessing significance

In determining the degree of significance of proposals and decisions in relation to issues, assets and other matters, and when applying the criteria listed above, Council will balance the requirements of efficient decision-making, and the information requirements of sections 76 to 81 of the Act, across the different levels of significance from low to high.

Every agenda will include a statement of “Significance Consideration” which will include the questions which determine the level of significance.

Every report to Council must state the level of significance of the matter being reported and include a recommendation where necessary. Council officers preparing these reports will use the following significance determinant matrix as well as having regard to this Significance and Engagement Policy.

Number Affected	Medium	High	High
	Low	Medium	High
	Low	Low	Medium
	Likely Level of Impact, Implications, or Risk		

Councillors will make the final determination on the level of significance. . Unless Council explicitly determines that the subject under consideration is medium or high significance then the subject will be deemed as being of low significance.

When Council is considering the significance of an issue, proposal, decision or other matter, in the event elected members , cannot agree, Council will:

- (a) Reconsider the significance questions, and/or;
- (b) Consider whether a view should be sought from the relevant Ward Committee or Community Board if appropriate to do so.

Agenda reports will include a statement addressing what has been done to ensure compliance with the Act as applicable unless the matter is considered to be of low significance.

4. Processes and methods for engagement

Method determination	<p>In determining the processes and methods appropriate for engaging with communities to consider proposals and decisions in relation to issues, assets and other matters covered under this Significance and Engagement Policy, Council will be guided by the following:</p> <ul style="list-style-type: none"> • the degree of significance of the issue, decision, proposal, asset or other matters – as determined by the criteria set out in the preceding section of this Policy • the objectives of the engagement – the feedback that is sought from communities and affected and interested parties • the preferences, capacities, views and values of the community groups and individuals affected by and / or interested in the decision or proposal • the diversity of preferences, capacities, views and values amongst the community groups and individuals affected by and / or interested in the decision or proposal • the benefits, limitations and costs of the range of possible processes and methods for engaging with the community groups and individuals affected by and / or interested in the decision or proposal • timing issues, including any concurrent engagement processes on other matters involving the same, similar or contiguous groups or communities • opportunities provided by innovative technologies for efficient yet effective engagement • opportunities for relatively informal community-based meetings and discussions
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Differing levels and forms of engagement may be required during the varying phases of consideration and decision-making on an issue, and for different community groups or stakeholders. Council will review the appropriateness and effectiveness of the engagement strategy and methods as the process proceeds.

Council will follow an 'engagement spectrum' approach to determine the most appropriate processes and methods for engagement with affected and interested communities on particular decisions or issues. This approach is based on the International Association for Public Participation (IAP2) framework. The methods discussed below are not a definitive list, but an indication of the spectrum of engagement opportunities that may be useful for Council and our communities.

Engagement Spectrum				
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public

Inform communities

These methods are efficient and practical means to raise awareness of a new or newly significant issue, to provide basic information about the issue, and to build community interest:

- distribution of pamphlets or other materials such as newsletters and notices
- information provided on Council's website
- information provided via social media

Communities are kept up to date with developing issues and new proposals, and communications can be targeted to interested and affected groups. However these methods are essentially a one-way process out to communities, and as such are more useful in the earliest stages of proposals or processes. Other limitations to these methods include the costs of printing and distribution, and the challenges in reaching as widely within the community as may be necessary.

Consult and involve communities

A range of tools and methods can be used to bring communities and particular interested and affected groups into the process to contribute their views, priorities and preferences.

For relatively straightforward issues or proposals, methods such as surveys (whether by phone, online or written) or focus groups may be effective. These methods can be targeted and undertaken relatively quickly. However they can be limited in that there is little ability to address more complex or subtle dimensions of an issue and its implications for communities. There can be low response rates to surveys, with respondents representing only a narrow range of people and groups within the community.

For more complex issues or proposals, including legislative issues, more technical issues and policy and service reviews, a more comprehensive level of consultation and engagement will be appropriate:

- Special Consultative Procedure (under LGA)
- other submissions processes
- formal public meetings
- focus groups, local action groups.

The public consultation undertaken in the development of Long Term Plans, Annual Plans and other Council Plans helps to ensure robust policies and relevance to communities. These methods allow Council and communities to research and explore the issues and background matters, and to consider the full range of implications of a proposal, policy or decision. However these processes can be costly and time-consuming. There can be low participation rates with only a narrow range of people and groups engaging. The consultation may be off-putting to people and groups not familiar with the issues or confident with the technicalities or the process.

Collaborate with communities and empower their involvement

The value of a collaborative approach is increasingly recognised in a wide range of policy and decision-making contexts. These kinds of methods and approaches are particularly useful when there is a high degree of significance of the issue or proposal, and when there is strong community interest, capacity and commitment. These kinds of issues and proposals tend to be complex with multiple values, perspectives and interests at stake and often involving complex technical or scientific questions.

Methods include:

- multi-stakeholder processes such as Citizen Juries or Panels
- multi-stakeholder groups such as the Canterbury Water Management Strategy Zone Committees
- task groups, local action groups, advisory groups
- interactive websites

Like the more comprehensive consultation methods outlined in the previous section, these methods allow for research into the issues and background, and exploration of a wide diversity of implications. Multiple goals and values can be recognised and achieved. In addition, a collaborative approach establishes legitimacy through representative community participation, develops and affirms long-term relationships and understanding, and builds trust and community networks for future collaborative initiatives.

These processes do require ongoing skilled facilitation and considerable time and resourcing to be effective. Specific processes, such as a Citizen Jury called to address a particular issue, may be focused closely around that issue and the interested and affected groups, and may not sustain continuing engagement over time.

5. Engaging with communities on other matters

Local Government Act

The Act prescribes particular processes for Councils to follow to consult and engage with communities on particular matters.

Special Consultative Procedure:

The Act specifies that a Special Consultative Procedure (SCP), as defined under section 83, must be followed for community engagement on certain plans and processes including:

- Long Term Plans
- Annual Plans where there are significant or material differences from the Long Term Plan
- Bylaws of significant interest.

Long Term Plan:

Where Council intends to commence a large-scale planning or other project, the commitment will be set out in advance in the Long Term Plan. These matters may also have been foreshadowed in other policy or planning documents and Council may have been made aware of the community's views and preferences through other processes.

Other provisions in the Act specify particular decisions or activities where community engagement is to be addressed through the larger public consultation processes for a Long Term Plan:

- a decision to transfer the ownership or control of a strategic asset to or from Council or a decision to construct, replace or abandon a strategic asset
-

-
- a decision that will, directly or indirectly, significantly affect Council's capacity, or the cost to Council, in relation to any activity identified in the Long Term Plan
 - a decision to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including a decision to commence or cease any such activity.
-

Other legislation

Other decisions made by Council will be made under legislation that prescribes the consultation and decision-making procedures that are required, including the procedures that must be used for public notification, considering submissions and making decisions (e.g. Resource Management Act).

Even if a decision is clearly a significant one within the meaning of the Act, where the procedures for decision-making are set out in other legislation, those procedures will be used instead of those contained in this Significance and Engagement Policy. Section 82(5) of the Act broadly allows the authorising legislation's procedures to apply.

This Significance and Engagement Policy will not be used in making decisions taken under the RMA on the following matters:

- resource consents or other permissions
- submissions on plans
- decisions required when following the procedures set out in Schedule 1 of the RMA
- references to the Environment Court
- decisions to proceed with enforcement procedures under various legislation including Council bylaws.

There are also numerous administrative and personnel decisions that are entirely internal to Council. This Significance and Engagement Policy will not apply to these processes and decisions.

6. Ngāi Tahu / Iwi

Treaty of Waitangi

The Act provides principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes (for example, sections 81 and 82(2)). This is to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.

Ngāi Tahu special status

While the Act sets out provisions relating to all Māori, it is recognized that within the Canterbury region, Ngāi Tahu are the tangata whenua. They have a special status in terms of Council's resource management activities, and are not just another interest group. In addition to the Local Government Act obligations, the Resource Management Act 1991 (RMA) gives regional Councils specific obligations regarding kaitiakitanga, the principles of the Treaty of Waitangi and the relationship between Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other taonga. In the Canterbury region, the Ngāi Tahu Claims Settlement Act 1998 includes confirmation of the ability for Ngāi Tahu to express its traditional kaitiaki relationship with the environment.

Memorandum of Understanding

Central to our working with Māori is a Memorandum of Understanding between Te Rūnanga o Ngāi Tahu, Te Ngāi Tūahuriri Rūnanga, Te Rūnanga o Kaikoura and the Council. This MoU has been in place since 2004 and is an agreement for us to work together to develop appropriate processes that will allow Council to fulfil its statutory responsibilities while recognising Ngāi Tahu as the tangata whenua.

In addition to the MoU, Council has also developed policies covering Māori Contribution to Decision Making and protocols covering the accidental discovery of human remains and artefacts.

7. Council's strategic assets**Asset groups**

Council has identified a schedule of the strategic physical assets which are considered significant in ensuring Council's capacity to achieve or promote important outcomes. It is important to note that Council manages a number of strategic assets as a whole. This is because these asset classes as a whole, deliver the service. Strategic decisions in these areas, therefore only concern the whole asset class and not individual components, unless those components substantially affect the ability of Council to deliver the service. It is the principle of the provision of the services that makes these asset groups strategic, not the individual roads, individual toilet blocks, individual halls, etc.

List of assets

The physical assets owned by the Council that are considered strategic assets as a whole are:

- The water supply network
- The wastewater collection
- The stormwater system
- The roading and footpath network
- The Hanmer Springs Thermal Pools and Spa Reserve
- The Library network
- The reserves lands as a whole including land held under the Reserves Act and land used for parks, domains, village greens, cemeteries, sports fields and recreational areas
- The lands and buildings including:
 - Social housing
 - Community halls
 - Medical centres and doctors' houses
- The solid waste network

END OF POLICY

Amuri Community Committee Action Sheet

Item	Meeting Date	Name of Item	Action Required	Actioned By/Manager	Status of Action
1	July 2017	Road/Street name change	Consult with the Culverden committee re St Leonards Road/Street name change	David Croft	To be discussed at the February 2018 meeting.
2	November 2017	Library opening hours	Contact Librarian re extended opening hours for the Amuri Library.	Lisette Burrows	
3	November 2017	Waiau Hall	Make contact with Sue Galletly and Michelle Forbes re support and timeframe for the restoration of the Waiau Hall.	Sue Courtney	
4	November 2017	Brick Fence in Culverden	Advise Team Leader Property that the Amuri Community Committee recommends that a hold be put on the rebuild of the Brick Fence on the Council property in Culverden until a decision is made regarding the sale of the Council land.	Secretary	Completed
TO DO	Leave on for future meetings	Rollovers and 10 year budgets	To be done at Budget meetings		
	March 2013	Mowing Contracts	Committee wants to see all mowing Contracts before they are advertised.	Judith Batchelor	

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Amuri Community Committee

Date: 21 February 2018

Council Updates

Executive Summary Brief updates from recent Council meetings are provided for the information of the Amuri Community Committee

-
- Council update 23 November 2017

Appendices

- Council update 21 December 2017

A handwritten signature in black ink, appearing to read 'Maree Hare'.

**Report Cover
Prepared by:**

Maree Hare
Committee Secretary

Council Meeting Update – 23 November 2017

Below is a brief summary of the reports and discussions from the 23 November 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Annual Report 2016-2017

The Annual Report is required to be adopted by the Council by 31 October each year, pursuant to the Local Government Act 2002. The Annual Report provides information that assists communities to assess the performance of the Council. For this to be effective, the information must be comprehensive and timely. Accountability is not achieved until the audited information is made available to ratepayers in a user-friendly form. This year the Annual Report would be adopted after 31 October; therefore, the Council will be in breach of the statutory deadline. This will be disclosed in the Annual Report itself, as will the reasons for it, which are predominantly earthquake-related. Despite missing the deadline, the Council was still required to adopt the Annual Report. The Council's Audit Director, Bede Kearney attended the Council meeting to discuss the issues surrounding the qualified audit report, which is attached to the Annual Report. The Council adopted the Annual Report for the year ended 30 June 2017, subject to the inclusion of an amended page 36 as tabled in the meeting and some minor corrections as noted by officers.

Performance Measures for the Long Term Plan

A key section of the Long Term Plan (LTP) is the Council's main activity groups and it is a requirement of the Local Government Act to state how the Council will measure its performance with respect to these activities. Many of the measurements are mandatory and set by central government. The Council's main activities (services) have been sorted into seven groups as follows:

1. Water supply
2. Sewerage
3. Stormwater and drainage
4. Roads and footpaths
5. Public services (libraries, waste minimisation, property, reserves and emergency services)
6. Regulatory services (building controls, public health, liquor, animal control and resource management)
7. Hanmer Springs Thermal Pools and Spa

The first four groups are prescribed by the Local Government Act and all have mandatory measurements which must be included. The other three groups reflect the remaining primary Council activities. It is not a requirement (in fact it is discouraged), to include all activities if they are not substantial. The Council adopted the performance measures for the Long Term Plan 2018-2028.

Proposed 3Waters Bylaw – Approval for Consultation

The Council is proposing to manage the Three Waters Services networks under a single bylaw, so the networks can be managed cohesively and comprehensively. The preferred option is that the existing Water Supply Bylaw and Wastewater Network Bylaw are replaced with a combined Three Waters Services Bylaw that includes revised sections for on-demand and restricted water supply and the wastewater network; new sections on the stormwater and land drainage network; and trade waste. The proposed bylaw was considered first by the Infrastructure Committee in November, with a recommendation to the Council that the proposed bylaw is adopted for consultation.

The Council opted to revoke the Water Supply Bylaw 2014 and the Wastewater Network Bylaw 2014 and replace them with the proposed Three Waters Services Bylaw and opted to adopt new bylaws to manage the stormwater and land drainage network and trade waste, by adopting the proposed Three Waters Services Bylaw. The Council indicated its intention to adopt the proposed bylaw by consulting with the community in accordance with Local Government Act requirements and adopted the statement of proposal and summary of information for public consultation, to run from February to April 2018.

The Council agreed to adopt the proposed Three Waters Services Policy for consultation at the same time as the proposed Bylaw and it authorised the Chief Executive Officer to make minor drafting, editing and/or layout amendments to the consultation documents prior to final publication. Finally, the Council noted that the matters of stormwater and land drainage and backflow prevention are to be workshopped with the Infrastructure Working Group, and that any material changes to the proposed Bylaw or Policy will be presented to the Council for consideration prior to consultation.

Setting a Fee for Deemed Permitted Activities under the Resource Management Act 1991

The Resource Legislation Amendment Act 2017 is making a number of changes to the Resource Management Act 1991. Included in these changes is the requirement and discretion for local authorities to issue Deemed Permitted Activities, which includes two types; Deemed Permitted Boundary Activities and Deemed Permitted Marginal or Temporary Activities. At its 28 September 2017 meeting, the Council resolved to consult on the proposed fees for Deemed Permitted Activities and as a result, two submissions were received. Both submissions requested that the proposed charges do not hinder not-for-profit organisations. The requested outcome is covered within the Refunds (Regulatory Services) Policy that allows for consideration of refunds where the proposal is promoted by a group or individual to provide social, cultural and/or community benefit. This policy allows for a refund which is greater than the fees proposed here. The submitters were advised of this and are content that the outcome they are seeking is covered by this policy. The Council agreed to set the fees for Deemed Permitted Activities; being: \$235 for Deemed Permitted Boundary Activities; and \$370 for Deemed Permitted Marginal or Temporary Activities.

Potential Purchase of Hurunui Water Project Shares

The Council considered the potential purchase of Hurunui Water Project (HWP) shares, which followed on from the Council's decision to include the potential purchase of these shares in the Annual Plan 2017-18. The due diligence step has now been completed and officers found no impediment to Council purchasing the HWP shares on offer. Officers were of the view that a decision to purchase HWP shares is in compliance with the Local Government Act 2002. The Chief Executive Officer recommended that the Council proceed with the share purchase subject to suitable terms being reached with HWP on the purchase details and appropriate consultation being undertaken. After discussing the matter, the Council agreed to defer its decision and request further information from officers to fulfil the due diligence requirements identified in the initial due diligence request by councillors.

Support for Waiau Toa (Clarence)/ Molesworth Great Walk Proposal

The Department of Conservation is looking to create two new Great Walks in New Zealand. Two have been proposed for the Hurunui District, being the Waiau Toa (Clarence)/Molesworth and a redirected St James. Officers were of the view that the Waiau Toa (Clarence)/Molesworth proposal has a greater chance of success and wider benefits than the St James proposal and sought direction from the Council on the matter. The Council instructed officers to make a submission to the Department of Conservation in support of the Waiau Toa (Clarence)/Molesworth proposal.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Reports from the Public Services; Finance, Audit & Risk; and Infrastructure Committees

The Council received reports from the above Committees' October and November meetings and the Committee Chairs presented their reports and summarised the discussions.

Presentation: Community Energy Action Trust

Caroline Shone, Chief Executive Officer of Community Energy Action, was in attendance to update the Council on the work of the Trust in the district.

Citizenship Ceremony

Following the meeting, the Mayor, Chief Executive Officer and Councillors hosted a citizenship ceremony to welcome 29 new citizens to the district.

Council Meeting Update – 21 December 2017

Below is a brief summary of the reports and discussions from the 21 December 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below: <http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Key Issues of the Long Term Plan 2018-2028

In preparing the Long Term Plan (LTP) for 2018-2028, the Council has participated in several workshops to scope the direction for the next 10 years. At those workshops, the Council concluded on a number of key issues and other matters for the Plan. The key issues, once confirmed, will form the basis for the LTP's consultation document. The Council was asked to endorse the conclusions reached in the workshops and for Council officers to incorporate them into the draft LTP and consultation document. The consultation document will be prepared and then discussed with the Council before it is finally approved. The Council agreed that the issues in the report are indicative of those key issues for inclusion into the draft LTP 2018-2028 budget and consultation document, subject to the overall LTP budget and resulting debt levels being acceptable to the Council.

Maori Contribution to Decision Making

The Council's policy on Māori Contribution to Decision Making has been reviewed in line with the development of the Long Term Plan. The Policy has been in place for a number of years and is reviewed on a three-yearly cycle to ensure it is still fit for purpose. This year, a change to the Resource Management Act has influenced the outcome of this review, hence an inclusion of Mana Whakahono a Rohe (Iwi participation arrangements). The Council has expressed the importance of having a good, productive relationship with Māori and discussed ways to enhance this. Changes to personnel within Te Rūnanga o Kaikōura and Te Rūnanga Ngāi Tūāhuriri has meant that new relationships need to be established. The Council is respectful to the circumstances of both Rūnanga and how this may impact on how and when discussions and meetings may occur. The Council endorsed the changes to the Māori Contribution to Decision Making Policy as detailed in the report and agreed to refer the amended policy to Te Rūnanga o Kaikōura and Te Rūnanga Ngāi Tūāhuriri for comment prior to formal adoption.

Significance and Engagement Policy

The Council is required to have a Significance and Engagement Policy as described in the Local Government Act 2002. This guides the Council in deciding whether a particular decision is 'significant' as described in the Act and if so, depending on the degree of significance, it also guides how the Council will engage, inform or consult the community as part of the decision making process. The current policy was adopted by the Council in 2014 and is due for review as part of the LTP process for 2018-28. The attached policy was reviewed by the management team and the working group consisting of Councillors Daly, Fletcher, Harris and McLean. Aside from the inclusion of an Engagement Spectrum and some minor wording changes to aid clarification, no changes of any substance were recommended. The working group did however concur that the policy should provide some additional assistance to help decision makers and report writers with the process of ascertaining the level of significance, as well as whether or not engagement was required, and if so, to what degree. The Council adopted the reviewed Significance and Engagement Policy, as attached to the report.

Dangerous, Insanitary and Affected Building Policy

The draft Dangerous, Insanitary and Affected Building Policy will replace the Earthquake-prone, Dangerous and Insanitary Building Policy 2011, taking into account changes to the Building Act that came into force on 1 July 2017, via the Building (Earthquake-prone buildings) Amendment Act 2016. The key change is the removal of the requirement for the Council to have a policy for earthquake prone buildings. The requirement for the Council to have a policy covering dangerous and insanitary buildings remains and the draft policy was attached. The Act requires any review of the policy be adopted in accordance with the special consultative procedure under the Local Government Act, therefore a Statement of Proposal was also attached. The Council approved the draft policy and adopted the Statement of Proposal for public consultation.

Public Toilet Policy

The Public Services Committee agreed to a review of the 1998 Public Toilet Strategy and provided input into the various policy options, to assist in the drafting of the new Public Toilet Policy. The draft Public Toilet Policy reflected the input of the Committee, of which the content was considered at three committee meetings, and it was subsequently recommended to the Council for adoption. The Council adopted the Public Toilet Policy as attached to the report.

Making Good Decisions Programme

It is the role of consent authorities, like the Council, to appoint decision-makers to Resource Management hearing panels. Under the Resource Management Act (RMA), appointees on hearing panels must have accreditation to make decisions on: applications for resource consent; notice of requirements given under section 168 or 189; requests under clause 21(1) of Schedule 1 for a change to be made to a plan; reviews of resource consents; applications to change or cancel resource consent conditions; proposed policy statements and plans that have been notified; and any hearing of an objection under section 357C of the RMA. The requirement is for all members of RMA hearing panels given authority by a local authority, to be accredited, unless there are exceptional circumstances.

Opus Environmental Training Centre now delivers the “Making Good Decisions Programme” on behalf of the Ministry for the Environment, the purpose of which is to help councillors, community board members and independent commissioners make better decisions under the RMA. It provides RMA decision-makers with the skills needed to run fair and effective hearings, and to make informed decisions. The programme covers three courses: Foundation – intended for Councillors, Council officials, industry professionals and iwi groups to obtain certification to sit as an accredited member of a Hearings Panel; Recertification for Panel members – intended for existing certified panel members who wish to recertify before the expiration of their certificate; and Recertification for Panel Chairs – intended for commissioners who are already experienced Chairs or who would like to develop skills as Chairs.

The Council approved Councillor Marie Black’s attendance at the Recertification course in 2018 and also approved Councillors Fletcher, Harris and Shier to attend the Foundation course in 2018.

Hanmer Springs Community Board By-election

The Council noted that Chris Preston’s resignation from the Hanmer Springs Community Board, effective 18 October 2017, requires the Hurunui District Council to hold a by-election under s120 of the Local Electoral Act 2001. If the notice of resignation is received between 28 September and 20 November then the notification date is 20 November and the election date is no earlier than 17 February 2018.

Representation Review Working Group Update

The Council appointed a working group to undertake an initial review of the District’s representation and to bring its recommendations to the Council. The working group comprises of Deputy Mayor Marie Black, Councillors Geoff Shier and Fiona Harris; and Council Officers Hamish Dobbie (CEO) and Audrey van der Monde. The working group has met four times and a brief description of its progress at each meeting was set out in the report.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Update from the Youth Council

The Council received an update from the latest Youth Council meeting.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 7 December 2017. Committee Chairperson, Cr Black, presented the report and summarised the discussions.

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 7 December 2017. Committee Chairperson, Cr Harris, presented the report and summarised the discussions.

Presentations:

- 1. Hurunui Youth Council update**
Yonni and Omri Kepes, 2017 Youth Council members, gave a presentation on the Youth Council's activities over the year.
- 2. Hurunui Youth Programme update**
Jess Kerr, Hurunui Youth Programme Coordinator, gave a presentation on the recent activities of the Youth Programme.
- 3. Earthquake Recovery Programme for Children**
Tayla Reece, Earthquake Recovery Children's Coordinator, gave a presentation on recent earthquake recovery activities organised for children in the district.

Staff Long Service

Prior to the morning tea break, the Mayor and Councillors formally recognised the long service of Council staff Avril Lockhead, Librarian (20 years) and Helga Bennett, Senior Planner (15 years).

Secondary School Achievers Ceremony

Following the meeting, the Mayor and Councillors hosted a ceremony for the recipients of the 2017 Secondary School Achievers Awards. The recipients were:

- Anna Bennetto, Amberley
- Emma Maxwell, Cheviot
- Julia Maxwell, Cheviot
- Skyla Squires, Waipara

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Amuri Community Committee

Date: 21 February 2018

Correspondence

Executive Summary Copies of correspondence both inwards and outwards are attached for the Committee's information.

Appendices

- Inwards – CEO re Archive storage in Culverden
- Outwards – CEO re Archive storage in Culverden

**Report Cover
Prepared by:**

A handwritten signature in black ink, appearing to read 'Maree Hare'.

Maree Hare

Committee Secretary

Maree Hare

From: Maree Hare
Sent: Tuesday, 28 November 2017 10:49 AM
To: Hamish Dobbie
Subject: Query from the Amuri Community Committee

Hi Hamish

At the Amuri Community Committee meeting last week there was a discussion on the storage of Archives in the Culverden Council building.

Here is a an excerpt from the minutes of that meeting –

The meeting noted that concerns have been expressed by community members about the management of Council archives in the Culverden Council building. The meeting noted that there does not appear to be any system to the storage of the Archives located in the first floor rooms and people are unsure how to access the records.

THAT A LETTER BE WRITTEN TO THE CEO QUESTIONING THE MANAGEMENT OF THE ARCHIVES IN THE CULVERDEN COUNCIL BULDING; SEEKING CLARIFICATION ON HOW TO ACCESS THE ARCHIVES AND ALSO HOW TO DEPOSIT RECORDS AT THE FACILITY.

Burrows/Beaven

CARRIED

Maree

Maree Hare

Committee Secretary

DDI 03 314 0111 | |Fax 03 314 9181

Email maree.hare@hurunui.govt.nz |Web hurunui.govt.nz

Mail PO Box 13, Amberley 7441



“Making our district even better”

There are 3 separate collections held at the Culverden Council Buildings. These are for the entire Hurunui district.

Council Archives – located on the ground floor in the safe.

These are held according to legislative requirements and will never be disposed of.

Council Records – located on the second floor

These are held according to the legislative requirements under the Public Records Act and will be disposed of according to this.

Community Records – located on second floor

These are records of community groups, associations and individuals from throughout the Hurunui. These are held on an all care and no responsibility basis. We encourage donators to approach their local museums or Kowai Archives as we do not have secure community archive facilities. These records can be withdrawn from the collection by the depositing party at any time. There is a holding list of these records and each collection has a reference number. Their placement within the storage area is based on size and space not numerical order. We do not hold detailed indexes of the contents of these records nor do we check them for completeness.

There are also some boxes of 'self-deposited' material from previous elected members and other items which have been placed in these rooms without notifying the HDC.

Access

There is **no public access to these collections**. All requests to view archives or records are made through the Hurunui District Library in Amberley. Library staff are able to assist with some research to identify the items required. Items are then retrieved by a staff member. Archives are made available for viewing at either the Amuri Community Library or the Hurunui District Library. Community records can be released to those related to the depositing party.

Notes

I am aware that there are some boxes of HDC materials that were sent to the building during the Amberley offices renovations. The majority of these items will need to be sent back to their donators as whilst they are old and interesting they either duplicate what is already held in the formal archive or do not meet the definition of an archive or record.

Regards

Hamish

**CULVERDEN COMMUNITY COMMITTEE
MINUTES ANNUAL GENERAL MEETING
4th October 2017, 7:30pm
Culverden Council Chambers**

Present: D Croft (Chair), L Burrows, L Pickering, CR R Davison, M Nesbit, D Addis, E Youngman, Shane Boyd, B Tilley, Jess Davison (Community Coordinator).

Apologies: M Mossman, C Ritchie, C Crean, G Hay, R Cater, P Jones, S Jones, Sue Boyd, D Macgregor, C Macgregor, J Murphy, CR N Anderson, Brona Youngman (Community Coordinator)
D Addis/ D Croft moved apologies be accepted - carried

Minutes of AGM held on 14th December 2016 accepted as a true and correct record.
D Croft/ M Nesbit moved - carried

Chairpersons Report

D Croft presented Chairperson's report.

E Youngman / D Addis moved the acceptance of this report – carried

Financial Report:

D Addis presented the annual accounts as audited by Mrs M Gorrie.

Income for the year \$15, Balance \$ 8214.57

D Addis / L Burrows moved the acceptance of this report – carried

Election of Culverden Community Committee Members:

Chairperson:

D Croft nominated by L Pickering / L Burrows – carried

Secretary:

M Nesbit nominated by D Croft/ D Addis – carried

Treasurer:

D Addis nominated by CR R Davison / E Youngman – carried

Auditor:

M Gorrie nominated by L Pickering / E Youngman – carried

Culverden Community Committee members:

All present and apologies.

Amuri Community Centre Committee:

(3 reps from CCC and 3 reps from Amuri Area School)

D Addis, J Murphy, R Cater – continue in roll.

Culverden Water Supply Rep for HDC Global Water Committee:

Shane Boyd – continue in roll.

Amuri Community Committee representatives:
D Croft, L Pickering and L Burrows – continue in roll

Account Signatories:
D Croft, D Addis, M Nesbit – continue in roll.

CORRESPONDANCE:

None.

MATTERS ARISING and GENERAL BUSINESS:

Community Room:
New TV required, fund from rent returns.
Mugs and cutlery replaced.

Water Schemes:
No further information from previous.
Amuri Plains continues to be chlorinated. Culverden not yet but all schemes to be chlorinated in the future. Chlorine provides the best protection from source to tap. Hanmer Springs upset at lack of consultation of chlorination, council is to improve this process. Other options not considered effective or feasible at present and likely to have higher cost.
Cr Davison suggested that any choice may be out of Council hands if a National Water Strategy or similar is implemented.

Community Trust Vehicle:
Jess Davison (Community Coordinator) discussed whether a community vehicle is needed. This is a community vehicle with a set of trustees to manage ownership and operations of vehicle. Assistance is provided by Ecan (Tony Henderson – transport) for the set up and purchase of vehicle. Vehicle available to aged and mobility impaired persons who can no longer operate a vehicle. There will be a cost to the passengers. Take to Amuri Community Committee (ACC).

Archives:
Some kept in Culverden Council Chambers.
ACC to ask council staff for update on archives.

Montrose Avenue Bridge Fencing:
New fencing needs painting.

Hurunui District Council (HDC) Culverden Yard brick fence:
To be repaired from insurance with excess paid out of rates.
Entrance may be modified to cater for a change in land use.

Ring Road Toilets:
This is still a work in progress.

Freedom Camping:
HDC has approved the new Freedom camping Plan.
Allows for 2 sites at the southern end of main car park and 2 at Ring Road car park.

Rubbish:

Limited hours at transfer station.

Rural drop off points not well notified. Cr Davison to look at communications for this.

St Johns:

Farewell for Pat and Judith Hoban and Rob and Pattie Towl.

Water table:

Grills blocked.

Work to fix drainage at cnr Montrose Ave and Highfield Street.

Long Term Plan:

The Long Term Planning process is underway. Meetings are being held throughout the district with residents. Next meeting at Rotherham tomorrow night 4 – 6pm.

Roads:

Patch-up jobs not lasting. Chip being used is quite coarse for use in township.

Footpaths:

There is a plan. Some in Culverden to be repaired first.

Advertising Flags:

Some are impinging on the footpath and forcing pedestrians to go off footpath.

Flags:

Lisette Burrows has priced components for flag replacements and repairs.

Mounting brackets etc \$648 per unit; Replacement inner unit \$70 each; Flags \$98 each;

Flag templates \$ 65 each.

Look at design competition for new flags.

Budget needed about \$2000.00.

Domain Walking Track:

Washed out slightly again after recent repairs. May need bigger pipes.

St Leonard's Street / St Leonard's Road:

May be too difficult to change street name.

Catholic Church sign:

A road sign has been requested for Mountain View Road directing to the Catholic Church.

Street Parking:

'Heavy trucks not permitted' signs to go up on side streets.

Street Lights:

Light needed at cnr Montrose Ave and Highfield Street.

Plunkett Rooms:

Appears to be a lost cause. National body is changing its stance.

Cherrie Trees:

A couple of the street trees have died. Replace.

Earthquake:

Red Cross Recovery teams have been around the townships lately.

Meeting:

Next meeting will be Wednesday 7th February 2018, 7:30pm, Council Chambers.

AGM:

Next AGM will be Wednesday 3rd October 2018, 7:30pm, Council Chambers.

Meeting closed at 9:30pm

Chairperson: _____ / _____ / _____

**Minutes - Waiau Citizen's Association
Quarterly Meeting
Held 21 November 2017**

Present: Mary Bowron, Viv Grey, Maureen Forbes, Kara & Brent Proffitt, Sue Harris, Donalda Galletly, Nicky Anderson, Scott Anderson, Martin Kelly, Kaye Burbury, Al Dalmer, Jim Woods, Hamish Henderson. Jim Macfarlane & guest Jess Davison.

Apologies: Hamish Galletly, Alan Broomhall, Craig Shearer, Graham Phillips,

Moved: Sue Galletly **Seconded Michelle Forbes** **Carried**

Minutes of previous meeting: August 2017

That these be taken as read and as a true and accurate record.

Moved: Sue Galletly **Seconded Jim** **Carried**

Matters arising /actions last meeting

- Still awaiting invoice for Wi-Fi to complete funding documentation
- Hall switch board to be upgraded shortly.
- Mural is up on village green, Sue expressed her thanks to Bruce Forbes, Alan Broomhall & Rocky for their work erecting onto the wall.
- Scout den nothing to add.

Correspondence.

No correspondence of note

Financial Report

Account #1 (Main Accounts) \$ 81,404.00 (includes Kitchen & Wi-Fi funding & Rotary donation towards replacing the fridge.)

Account #2 (Cinema) \$ 5,937.33

Account #3 (Community) \$ 1,407.50 (t-shirt funds)

"That the financials be accepted"

Moved: Michelle **Seconded Nicky** **Carried**

The Citizen – Kaye reported, Penny Suckling is doing a great job and everything is running very smoothly.

Hall Committee – in general business

Ward Report & Councilors Report – Nicky; the long term plan is in the planning stages.

The council has two pieces of land surplus to their requirements, one in Rotherham and another piece adjoining the Waiau refuse station.

Any feedback regarding this land please contact Nicky.

Great walks New Zealand are looking into a walkway from the Acheron river to the Kahutara River joining with the cycle way.

River Care Group - Mary is continuing with their work.

Rifle Range – Shooting finished for the season.

Neighbourhood Watch - No report

General Business

- I. **Waiau Hall** – the engineers report was quoted on in 2013 for repairs to bring up to the standard required, the quote was \$89,000. We now have to repair to 34% of the code, and are currently waiting for an engineer's report to this code. Sue Courtney has advised Waiau Hall will be on the council agenda before Christmas. Ward meeting very supportive, amenities fund may have some finance available for this cost.

The new kitchen will be installed before Christmas. This also includes a new window and door.

Agreed we will apply to the lotteries commission for funding towards new curtains for the hall & supper room; red velvet to reach to the floor. Also needed are some new lamp shades in the supper room.

A quote has been received of \$8,920.00 to repolish the main floor in the hall. Committee also looking for anyone local who is able to do the work to quote too.

Apply to the Contestable fund if necessary.

Agreed it was not necessary to repaint the Badminton court lines at this time.

For the strengthening costs the council can apply to the Rata Foundation for up to a third of the cost and then apply for the rest from the Lotteries commission.

Suggested by Jess, that we contact Time bank in Amberley and other volunteers to help with work including cleaning of the hall.

There is a possibility that a multi-purpose building may be built in the township.

The meeting agreed the hall was worth fighting for as a community facility, currently the hall is used at least four times a week.

- II. **Village Green** - The mural looks good; Sue thanked Sue Harris for all her work as organizer for this project.

The Council employed Lucy Newton to do a plan for the village green, this is now completed and been submitted to the council. Process is to present the plan to the Ward committee as recommended by the Citizens meeting.

Plan includes a walkway from the jail to the Cob cottage & museum like an old street maybe of lime chip. A sculpture to be erected to acknowledge the earthquake and a story board written by the university.

Village green to remain uncluttered and simple.

Meeting agreed to form a subcommittee to move forward.

Subcommittee to consist of Viv Grey, Sue Galletly, Kara Proffitt, Mary Bowron, Al Dalmer, Hamish Henderson.

Ideas for sculpture needed.

The landscaping plan to be put in the Citizen and on notice board.

- III. **Proposed changes to Health Care in this area** - Kirsten Scarlett was to attend as per the Citizen last week but due to an emergency was unable.

A meeting will be held on the 13th December at the Rotherham hall 3.30 to 4.30 pm to discuss proposed changes. Booklets are available at the Health Centre.

- IV. **Xmas Eve** - The Fire Brigade and Citizens Assn will organize. Trains – Sue to check if shed can be open. Advertise in Citizen for volunteers to help with the train shed.

- V. **Jess Davison** from Connectors was introduced to the meeting by Sue. Jess explained their job; there are two connectors in Amuri. They offer support for community and government agencies. Provide a welcome pack for new families to the area.

They are funded through grants. Ideas going forward include a community vehicle trust. Anything they can be of assistance with or any ideas they can be contacted. Projects for Waiau – the community garden. Sue thanked Jess for attending.

- VI. **Historic Notice Boards.** – Sue Harris advised we have funding for 4 boards. Funding needed for 4 more. Approx. \$6,000.00. The council is replacing the board under the tree.

Boards will be placed on village green, Highfield fence, outside Fechnes. At the war memorial, cricket grounds, rugby grounds, Anglican Church.

Suggested a summary board be erected at the top of the hill on the Leader Road – indication of walkways to view boards.

Sue thanked Brett & Kara for their work in planning for the new Waiau maps.

Council will update the large board at the village green.

VII. **Minutes of Citizens Assn. meetings** – agreed these will be posted to the web page. Suggested we advise of meeting times for the Assn. also. The web page has over \$1,000.00 of advertising on it now.

VIII. **Raffle** be organized for the remainder of the wine.

IX. **Mowing of the cricket grounds.** Scott Anderson and Marty Kelly asked if the mowing of the cricket grounds could be added to the council list of amenity mowing. This will need to be completed on a weekly basis. The grounds are currently used for 3 weekly games.

That we request that the Waiau Cricket Pitch weekly catcher cut be added to the Council mowing schedule.

Moved Marty Kelly

Seconded Sue Harris Carried.

Nicky advised the council can be approached through the ward committee for this inclusion to be considered.

Sue thanked all in attendance

Meeting closed 8.50 pm

Next Meeting: February 2018.

Annual General Meeting of Rotherham Citizens Association

14th November 2017 at 7.00pm in the Rotherham Hall

Meeting Opened 7.10pm

Present:

Councillor Davison, Councillor Anderson, Barney Beaven, Ian Lackey, Jack Wilkes, Kay Adams, Gwen Topp, Anne Beaven, Sharon Charlwood, Kevin Charlwood, Anne Gardiner, Judy Flintoft, Ilse Bruning, Andrew Wright, Susan & Duncan Macfarlane

Apologies:

Miranda Paget, Wayne Paget, Marie Parkinson, Geoff Topp, Karen Mason, Helen Wright, Ali Wilkes, David Watson, Mike Adams, Wendy Beaven.

Moved that the apologies were accepted B Beaven, Seconded Kevin Charlwood, all in favour carried.

Reading of the previous minutes:

Jack Wilkes moved that the minutes of the last AGM were a true and correct record, seconded Anne Gardiner, all in favour, carried.

B Beaven gave his Chairman's Report, thanking everyone and announced his resignation from the position of chair, after fulfilling 20 years in the role, overseeing, participating and enjoying many developments and changes in the area, feeling proud to be part of such a great community – report as attached.

Councillor Davison thanked Barney on behalf of the community and council for all his efforts over the years, extending thanks to Wendy and his family.

Councillor Anderson moved that the Chairman's Report be accepted, Kevin Charlwood seconded, all in favour carried.

Nominations were called for the position of chairperson:

A Wright nominated S Charlwood, seconded K Charlwood, no further nominations were received, S Charlwood accepted position of chairperson, all in favour, carried.

Nominations were called for the position of secretary:

A Wright nominated I Bruning, seconded A Beaven, no further nominations were received, I Bruning accepted the position of secretary, all in favour, carried.

Nominations were called for the position of Treasurer:

B Beaven nominated H Wright, seconded K Adams, no further nominations were received, all in favour that H Wright remain Treasurer.

A Wright gave the Treasurer's Report on behalf of Helen – as attached

A Wright moved that the financial Report be accepted, seconded K Charlwood, all in favour, carried.

Ward Committee Representatives were to remain the same.

The meeting closed at 7.35pm.

General Meeting of Rotherham Citizens Association⁴⁵

14th November 2017 at 7.35pm in the Rotherham Hall

Present:

Councillor Davison, Councillor Anderson, Barney Beaven, Ian Lackey, Jack Wilkes, Kay Adams, Gwen Topp, Anne Beaven, Sharon Charlwood, Kevin Charlwood, Anne Gardiner, Judy Flintoft, Ilse Bruning, Andrew Wright, Susan & Duncan Macfarlane

Apologies:

Miranda Paget, Wayne Paget, Marie Parkinson, Geoff Topp, Karen Mason, Helen Wright, Ali Wilkes, David Watson, Mike Adams, Wendy Beaven.

Moved that the apologies were accepted B Beaven, Seconded Kevin Charlwood, all in favour carried.

S Charlwood moved that the minutes of the last General Meeting were a true and correct record, seconded G Topp, all in favour, carried.

Matters Arising from the previous minutes:

Rotherham Pool EQ damage – Waiting on potential lotteries funding to complete repairs.

Fire Trailer – Councillor Anderson will look further into this to see what as a community we need to do to maintain and keep the asset, S Charlwood to email previous minutes.

Reports

Rotherham Pool Report – as attached – S Charlwood moved that it is accepted, seconded A Gardiner, all in favour, carried

Rotherham Hall Report – as attached – A Wright moved that it is accepted, seconded A Beaven, all in favour, carried

Urgent Business:

Land Sale Wilkin Street
Hurunui Health Services

B Beaven opened with general discussion over concerns re the possible sale of a council owned section on Wilkin Street in Rotherham. He felt that this piece of land should remain council property and should not be sold but maintained as a community asset should it ever be required to be used or built on for the benefit of the community. Councillor Davison & Councillor Anderson reported on the council's perspective, explaining that because the land is not reserve land a decision could be made without the community's approval, although they would consider local opinion. Councillor Davison advised a letter to the Ward Committee to present to council indicating local wishes would be a good thing to do. This land currently houses the Fire Trailer which all agreed was essential for the community to hold onto.

A Gardiner felt that the village in general remained vulnerable due to location and the fact that there were still quite a few older properties that could potentially be more of a fire risk.

Financially a sale would only benefit Council, whereas land remains an asset for the village. It is currently being leased and maintained by a local landowner who has expressed an interest to purchase, A Gardiner asked whether a land swap was a potential solution, this is something to maybe consider but the general feeling was not to sell.

K Charlwood suggested the land could remain leased.

D Macfarlane moved to retain the land as an asset, seconded G Topp, all in favour carried.

General Business/Agenda items

Rotherham Speed Signs:

J Flintoft voiced concerns over the temporary speed signs of 50km through Rotherham Village be reversed back up to 70km. There is apparently a meeting later this year for review of the speed limits.

Major concerns voiced re the fact there is school frontage to the road, also the community pool and many elderly residents, that with the added volume of traffic heightens the fear of tragedy should the speed restrictions be lifted. Council has been criticised for their lack of help in this area re previous attempts to lower speed limits. Councillor Davison advised the committee that NZTA have total control regards state highways and council do not have much sway, however he advised that a community letter could be drawn up and or including a signed petition which the council would support for the community in regards this matter. There is always a legal process with these things and, so they can be policed correctly and in a legal manner they need to be followed and adhered to, this was not the case previously and contributed to the previous speed restrictions being removed. Councillor Anderson suggested that flashing signs to alert speed as is in Waiiau and Culverden could be introduced, this could be achieved through fundraisers.

It was agreed that an email should go to Councillor's Anderson & Davison re the process to follow and to get a response with the council's review of the situation to show a timeframe for the meeting with NZTA.

J Flintoft moved that the speed limit remains at 50kms, seconded by A Gardiner, all in favour carried.

Apology from G Beaven for late arrival to the meeting.

Cemetery:

S Macfarlane reported that the cemetery in general was well looked after and the trees were looking good with one area still to be planted. But there are still headstones that need repairing post the EQ, a water line to be fixed and so the working bee was again highlighted.

It was suggested that the families of the damaged graves were contacted if possible prior to the repairs, and if this was unsuccessful the repairs should go ahead in a sensitive manner.

A working bee should happen before the end of the year and it was agreed to do this in conjunction with the Wilkin Street date, Saturday 25th November 2017.

All agreed, and this will be advertised immediately in the local newsletter.

Wilkin Street Trees:

B Beaven told the committee that he had met with G Topp and T Baker regards the Oak trees on Wilkin Street, it was arranged that these should be removed on the 25th November as part of a community working bee. The trees on Sophie Terrace will be tidied up on the same day. T Baker has a possible contact for the sale of the larger Oak stumps for the benefit of the village.

Freedom Camping:

Councillor Davison advised the committee that the freedom camping ban had been passed and once official notification was had by the council the ground at Rotherham could be closed and signage removed, although residents may still need to advise those campers to move on that may try to stay anyway.

This result was welcomed by all.

It was noted that there are two dead Cedars within the grounds that are a potential hazard and an email from the ward committee should be given at the next council & ward meeting.

Apology from G Macfarlane for late arrival to the meeting.

School Parking:

G Macfarlane advised all that the carpark to the rear of the school on Wilkin Street was in hand and is hoping work will start next year. The school also has supporting information from the police in regards keeping the speed limits at 50kms through Rotherham, should it be required.

Spraying:

G Beaven spoke of concerns with contractors using Roundup on the headstones at the cemetery, this was questioned by others in the room that it was indeed roundup and not a harmless chemical. It was also discussed that the mowing and the spraying are done by different contractors and that due to the recent EQ theses contracts are being rolled forward by another year before review.

Urgent Business:

S Charlwood spoke to the committee regarding proposed changes to some of the Hurunui's Health Services. Creating a Hub in Amberley for patients as a triage point and possible stay over to prevent the need to go to Christchurch, this may result in patient choices being removed. Amberley is already close to the city and a hub further North would make more sense. Also, the afterhours care may be divided between North and South meaning patients seeking afterhours care may need to travel to Hanmer Springs or Amberley, neither of which being convenient for many.

There is no obvious financial plan, and involves integrating services between 4 trust practices Amuri, Hanmer, Waikari, Cheviot and one privately owned practice at Amberley.

All were advised that a community meeting would take place here at the Hall on the Wednesday 13th December 2017 and that there were booklets outlining the proposals at the Health Centre for people to take and send feedback in, everyone who wanted to have a voice should attend and provide feedback if they want any control over changes.

Email:

S Charlwood proposed that for future meetings the minutes would be emailed or delivered to everyone prior to the meeting for their attention, so that they are read in advance and can be accepted at the start of the meeting to reduce time wasting and concentrate on the current agenda.

All were in favour of this.

Next meeting to be advised

Meeting Closed 8.55pm

Significance Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement' Policy)

The Council, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Council have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - Affect all or a large portion of the community in a far-reaching way?
 - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - Have financial implications on the Council's resources that would be substantial?
 - Generate (or would be expected to generate) a high degree of controversy?
 - Have any impact on Council's capacity to undertake its statutory responsibilities?
 - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Committee Name	AMURI COMMUNITY COMMITTEE
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	Nil.
Legislative basis	Committee reconstituted by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002. Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002.
Membership	<p>The Mayor</p> <p>Local Councillors (2)</p> <p>Independent members (up to 10) made up of:</p> <ul style="list-style-type: none"> • Up to two (2) representatives from each of the following: <ul style="list-style-type: none"> ○ Waiau Citizens ○ Rotherham Citizens ○ Culverden Citizens • One (1) representative from Mt Lyford. <p>Three (3) members elected at large at the triennial meeting.</p> <p>(Where a representative cannot be found for an identified group or community, an additional independent member may be elected at large from the Amuri Community area.)</p>
Delegations	<p>Where funded by ward (amenity) rates, the Council delegates governance responsibility and local policy determination in respect of:</p> <ul style="list-style-type: none"> • Recreation reserves (in consultation with Local Reserve Advisory Groups) • Ward beautification • Stormwater • Footpaths • Street lighting • Township maintenance • Public halls • Medical centres (where they exist) <p>Governance in the above areas will include:</p> <ul style="list-style-type: none"> • Setting priorities for work programmes approved in the Long Term Plan and Annual Plan for the Amuri Community. • Monitoring Activities. • Approval of tenders for contract (within the above areas of responsibility) within budget and which exceeds officer authorisation. <p>With respect to local reserves, the Council delegates responsibility:</p> <ul style="list-style-type: none"> • For the disbursement of funds from the reserves funding account for the day-to-day maintenance of these reserves in accordance with the Financial Delegations Policy. • To prioritise and recommend to Council future capital development on reserves as part of the Long Term Plan and Annual Plan development. • To consider disbursement and recommend expenditure from the reserves funding account in accordance with the priorities identified in the Long Term Plan and the Reserve Management Plan's individual reserve policies. • To liaise with local reserve advisory groups where they exist, to provide

appropriate delegations and to ensure accountability and transparency in the management of local reserves.

Advisory Role

- The Community Committee will have an advisory role and be consulted with respect to levels of service for contracts for lawn mowing and toilet cleaning (where funded district-wide), in the Amuri Community area.

Limits to Delegations

Matters that must be processed by way of recommendations to the Council include:

- Township public toilets
- Cemeteries
- Pensioner flats
- Roothing
- Temporary road closures
- Local civil defence
- Waste management
- Noxious plants and Pest destruction (*Recommendations to the Council for consideration of referral to the Canterbury Regional Council.*)

Council Resolutions

THAT THE COUNCIL CONFIRMS THE RECONSTITUTION OF THE AMURI COMMUNITY COMMITTEE AS A COMMITTEE OF THE COUNCIL.

THAT THE COUNCIL DETERMINES THAT THE AMURI COMMUNITY COUNCILLORS, NICKY ANDERSON AND DICK DAVISON, BE THE COUNCIL'S REPRESENTATIVES ON THE AMURI COMMUNITY COMMITTEE.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE AMURI COMMUNITY COMMITTEE.