

HURUNUI DISTRICT COUNCIL MINUTES



Meeting Public Services Committee
Time and Date 1pm. 9 February, 2017
Venue St John Rooms, Carters Rd, Amberley

Members Present Committee members: Councillor Fiona Harris (Chairperson) Mayor Winton Dalley, Councillors Marie Black, Julia McLean and Vince Daly
Non Committee members: Councillors Dick Davison, Geoff Shier and Jason Fletcher

In Attendance Hamish Dobbie (CEO), Audrey Van der Monde (Manager Public Services, Maree Hare (Committee Secretary) Judith Batchelor
Part Meeting: Helga Bennett (Senior Planner), Josie Hemmings (Property Administration Officer), Sally Cracknell (Team Leader – Waste Minimisation), Stephanie Chin (Policy Planner), Allan Grigg (Emergency Management Officer)

1. Apologies Councillor Michael Ward
THAT THE APOLOGY BE ACCEPTED.
Chair CARRIED

2. Health and Safety briefing Those present were advised of the Exits and Assembly points to be used in the event of an evacuation from the meeting room.

3. Absent Nil

4. Conflict of Interest Declarations Cr Fletcher advised that he is the Chair of Hurunui Trails Trust and noted that although he does not have voting rights on this committee he would like to record a possible conflict during the discussion on item 3.1 Review of Hurunui Walking and Cycling Strategy.

5. Urgent Business Nil

6. Minutes THAT THE MINUTES OF THE MEETING HELD ON 1 DECEMBER 2016 BE SIGNED AS A TRUE AND CORRECT RECORD OF THAT MEETING WITH THE FOLLOWING CORRECTIONS –

- Meeting end time – correct to read 11am.

Cr Black queried the intention of the resolution for the Multi Language Signage Policy item noting that there seems to be some confusion over how this will work. The meeting queried when the Ward Committees will be consulted noting that if the consultation takes place when a sign needs replacing it will take time

however it was agreed that there is a need for the support of the Ward Committees. It was agreed that there needs to be some clear process around how the Policy will work and that Council needs to adopt it.

THAT OFFICERS FURTHER DEVELOP THE MULTI LANGUAGE SIGNAGE POLICY AND TAKE TO COUNCIL SO THAT THERE IS A POLICY IN PLACE FOR WHEN THE NEED ARISES.

Black/McLean

CARRIED

7. DECISION ITEMS

7.1 Draft Hurunui District Council Tree Management Policy

The Report from the Senior Planner provided the Draft Hurunui District Council Tree Management for consideration by the Committee. The report advised that the Policy has been prepared to provide policy guidance and a consistent approach to the planting, replacement and removal of trees on Council property.

The report from the Senior Planner noted that with an increase in development activity in the Hurunui District there has been a corresponding increase in plantings as well as activity by rural township communities in establishing new plantings to beautify their surroundings.

The effects of the increase in tree plantings has led to Council needing to make provision for managing and maintaining our trees to ensure their continuing good health and safe condition.

The policy seeks to provide guidance and a consistent approach to planting, maintaining and removal of trees on Council land.

The Senior Policy Planner spoke to her report and the committee noted the following –

- The Hanmer Springs Gardeners have been consulted on the draft Policy.
 - The meeting noted that once the Draft is approved by the Committee it will no longer be a Draft and it was agreed that all necessary changes need to be made at this time.
 - It was noted that Clause 21 states that the Public are not permitted to carry out unauthorised tree work on Council land and the status of the new Reserve Advisory Groups was queried. It was agreed that the Reserve Advisory Groups will work through Council via the Ward Committees and will therefore have to have a Health and Safety Plan etc.
 - The status of other groups carrying out work on trees on Council land was also queried and it was suggested that local people will know who is best to carry out the work. It was noted that the Clause does state “unless..... *the work is part of voluntary worker operations specifically approved by Council*” and the CEO counselled that if these people are working for and paid by Council they will have to provide a Health and Safety Plan and while a Reserve Advisory Group may provide direction on the work to be done, under the Group’s Delegations they will not be paying them. It was suggested that the Reserve Advisory Groups should be made aware of this.
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- Page 44 – 29.1 - *Authorisation to make decision on council trees and vegetation*. It was agreed that *Councillor* be replaced with *Ward Committee* in the third paragraph in Clause 29.1.
 - Clause 2.2 Page 16 “*In the case of residential land, whether hedge, live fence or shelterbelt would create an undue interference with the use or enjoyment of the property it is situated on or neighbouring land*” Cr Black queried this clause quoting an instance in her Ward and it was noted that Page 45 Clause 30.3 deals with this – *It is the responsibility of the owners of private trees..... obstruction of pedestrians etc.*
 - Page 29 – Clause 9.8 – the *maintenance period of 12 months* was queried and the meeting was advised that there has been an instance where a Developer has wanted this to continue longer than twelve months and it has created a problem. It was suggested that some reference to agreements made between a Developer and Council Staff is needed and that if an agreement is made to continue with the ongoing establishment of trees on Council Land there must be a higher approval than an officer. It was suggested that this could possibly be a Ward Committee and the agreement should be reviewed annually. The Mayor noted that if the decision is put back to the Community the Ward Committees will be bound by good practice and policy and at that point checks and balances will kick in.
 - Page 49 – 32.1 *Contract Specifications*. The meeting queried the relevance of the Christchurch City Council Construction Standards Specifications in the policy and the Regulatory Manager replied that it is common practice to rely on neighbouring Council standards and the Committee need to be satisfied that the standards are appropriate before approving this drafts.
 - Page 42 – 26 – *Oversized Loads – Trees and Vegetation* – it was suggested that this clause seems harsh if roadside maintenance has not been done. The CEO replied that NZTA and not Council approve overwidth vehicles travelling from one site to another but do not approve the route taken. The Mayor noted that if there is no requirement to consult with the Local Authority when issuing a permit the only recourse is to prosecute under the Local Government Act however if it is not known who did the damage it is an impasse. It was agreed to leave this clause as it is.
 - Page 52 – *Appendix Recommended Tree Species* – It was noted that this is a recommended list and there is some flexibility. It was suggested that a reference to new Reserves be included in the document.
 - It was noted that the designation of protected trees on private land is a process in the District Plan and agreed that a reference to this process be included in this policy.

THAT THE AGREED CHANGES BE MADE TO THE DRAFT POLICY AND THAT THE DOCUMENT THEN BE BOUGHT BACK TO THE COMMITTEE FOR APPROVAL.

Dalley/Daly

CARRIED

7.2 Public Notification

The Report from the Senior Planner advised that in February 2016, Council adopted the recommendation that a Reserve Management Plan be prepared

**of the Draft
Coppard
Reserve
Management
Plan**

for Coppard Reserve and brought back to Council. Council then publicly notified its intention to prepare a draft reserve plan and after reviewing feedback received from the Amberley Ward Committee recommended that the reserve management plan for the Reserve align with the proposal put forward by the Leithfield Community Centre Incorporated.

The draft Reserve Management Plan for Coppard Reserve has now been prepared and is required to be publicly notified under Section 41 of the Reserves Act 1977.

The Senior planner spoke to her report and the meeting noted the following:

- The Plan now needs to be publicly notified.
- The Plan has been considered by the Amberley Ward Committee.

THAT THE PUBLIC SERVICES COMMITTEE AGREES TO NOTIFY THE DRAFT COPPARD RESERVE MANAGEMENT PLAN FOR PUBLIC CONSULTATION PURSUANT TO SECTION 41(6) OF THE RESERVE MANAGEMENT ACT 1977.

McLean/ Black

CARRIED

Congratulations were extended to all concerned with this Plan and it was noted that the process has been long and involved.

**7.3 Fire
damaged Unit –
5F Church St
Amberley –
External Funding**

The Report from the Property Administration Officer provided an update on the progress of potential external funding sources to fund the difference between the insurance settlement figure for the fire damaged unit at Church Street Amberley and the cost of providing a unit with accessible facilities and a solar water heating panel.

The report recommended that an application is prepared to the New Zealand Community Trust for funding.

The Team Leader Property spoke to the report and the meeting noted the following –

- The three possible funding options available are NZ Community Trust, Pub Charity and the Lottery Community Committee.
- A resolution from the committee is needed for inclusion in the application form.

THAT THE PUBLIC SERVICES COMMITTEE SUPPORTS THE PREPARATION OF AN APPLICATION TO THE NEW ZEALAND COMMUNITY TRUST FOR FUNDING FOR \$37,256.00 TO COVER THE COSTS OF PROVIDING A UNIT WITH ACCESSIBLE FACILITIES AND SOLAR WATER HEATING.

Daly/

The resolution was discussed and the following points noted

- Plan B would be to apply to either of the other two funds.
 - There was some confusion regarding which of the two houses the quote was based on and the Team Leader Property advised that it is based on the Keith Hay Homes quote.
 - The meeting noted that approval was granted at the last committee meeting to build a two bedroom, accessible unit and to investigate external funding and the CEO advised that the Council Procurement
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policy has been followed and the building selected meets that Policy.

Seconded/ Black

CARRIED

**7.4 Waste
Education
Centre**

The Report from the Team Leader – Waste Minimisation advised that in September 2016 Council had given approval to proceed with the purchase of a disused classroom using Councils reimbursement from the landfill levy from 2016/17 and provided further details regarding progress and cost of the project.

The report advised that some conditions of sale apply to the agreement and these are allowed for within the costings in the report. The conditions include a requirement to meet the full cost of the disconnection of services; meeting the cost of the site clearance and removal of the building, and any related consents or insurances and the costs associated with the removal of the building.

The report advised that following Council approval, confirmation was been provided to the seller and a building inspection undertaken.

The best available prices in the time frame current at the time of the report being written were provided in the following table for consideration by the committee:

Indicative costs (exclusive of GST)	Cost
Purchase of Classroom	\$20,000
Site Clearance at the school	\$3,000
Transportation and Site Preparation	\$26,100
Consent and Associated costs to Relocate (Pre Designation Change)	\$4,155
Consent and Associated costs to Relocate (Post Designation Change)	To be supplied
Painting of the building	Funding being sourced
Predicated Maximum Funding – 16/17 Levy \$44,199 was received in 15/16	\$50,000
Other contributing Funding	\$5,000

The report noted that the Consent cost of \$4,155 could possibly be reduced by \$2,500 under the Waivers and Remission Policy and the extra \$5000 from other contributing funding is from the sale of the Council's Education pack.

The Team Leader – Waste Minimisation joined the meeting and the Manager Public Services spoke to the report. The meeting noted the following –

- At the time the Report was written the original proposal to buy the building provided an opportunity to use the building for other things however under the District Plan Land Designation policy there is now some uncertainty of this.
 - The costs provided in the report are as accurate as possible at this stage however final costs are unknown.
 - Concerns were expressed about the implications of the Asbestos Wall in the building and it was suggested that Council would not want to responsible for this however the Manager responded that she was confident Council would not be liable for this. It was suggested that there should be something in writing regarding safety in terms of the asbestos and that Council needs to think seriously before committing
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to anything associated with Asbestos.

- Health and Safety processes at the proposed education centre were questioned and the Team Leader – Waste minimisation advised that school visits to the site are being carried out now and Health and Safety briefings are held.
- It was noted that the original report suggested moving a fence for access to the building out of hours and the Team Leader – Waste Minimisation replied that the costs in the report are based on access through the yard.
- It was suggested that one way of recovering costs would be to allow Community use of the facility.
- The meeting considered the possibility of seeing how far through the Consent Process the proposal would get noting that the other choice was to 'park' the proposal at this time. It was suggested that the timing is not right and although the building offer was a good opportunity, it might be better to walk away from the proposal until the process can be managed better.
- The Mayor noted that the justification for purchasing the building was the possible multi use and as there is now some uncertainty about this Council could have the liability of a building sitting on the site and deteriorating. He noted that other buildings would become available at the right time.
- Placing the building on another site was suggested but it was agreed that it would be foolhardy to buy this building at this time.

THAT THE PUBLIC SERVICES COMMITTEES AGREES NOT TO PROGRESS WITH THE PURCHASE OF THE BUILDING AT THIS TIME BECAUSE OF THE INDECISION SURROUNDING THE PROPOSAL.

Black/Daly

CARRIED

The meeting noted that the resolution is not to progress with the purchase of this particular building at this time and it was noted that further opportunities for the whole concept can be brought back to the Committee for consideration. The Mayor noted that this is not the first time an Education Centre has been discussed and it was triggered this time because of the availability of this building.

Gary Tomes (HDC Waste and Recycling Contractor) joined the meeting at 2.50pm and spoke to the meeting about his contract.

The key points noted were -

- Mr Tomes contracts only to Hurunui District Council and has a staff of 9. He has re-tendered for this Contract 7 times.
 - There has been a big change in the amount of rubbish collected versus recycling in that there is now more recycling than rubbish.
 - The use of Official bags has made a very big difference.
 - There have been very good reports on the recycled material from the Hurunui
 - The new Amberley transfer station works well and is a pleasure to work out of.
 - He appreciates working closely with council and this district has one of
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the best and most efficient waste systems.

- There has been an increase in waste since the November earthquake however this will possibly taper off.
- Work is being done by the Recovery team on waste plan for construction waste.
- The amount of glass going to the Transfer Stations is unbelievable and the collection of glass in Hanmer Springs is working well. It was noted that the bin system of collection in Hanmer Springs has not yet been operating a full year.
- The introduction of the clear plastic recycling bags has cleaned up the recycling waste and made it easier for the collection people.

The meeting adjourned at 3.17 for afternoon tea and resumed at 3.38 pm.

8. DISCUSSION ITEMS

8.1 Review of Hurunui Walking and Cycling Strategy

The report from the Policy Planner advised that the Hurunui Walking and Cycling Strategy was adopted in 2009 however in 2014 Council resolved to review the Strategy via a collaborative process by forming a working group of interested people including an elected member, however due to the District Plan Review the work on the strategy did not begin until mid 2016.

The report noted that the Hurunui Trails Trust (HTT) was approached as a starting point of the collaborative process however it became apparent that the HTT had evolved to such a degree that it is now producing a Strategic Plan and can provide practical advice and support to community groups throughout the district on how to approach, fund, build, maintain and promote walking and cycling trails. The groups the HTT is currently assisting are Waipara Valley Wineyard Trail group, Amberley Area Cycle Trail group and the Hurunui Heartland cycle Tour Route Group.

The report was requesting permission from the Committee to review the Strategy without the need for a full collaborative working group but with input from the HTT as resolved by Council in 2014.

The Policy Planner spoke to the report and the meeting noted the following

- Congratulations were extended to those involved in bringing this forward in an attempt to combine the different strategies.
 - The Trails Trust is a governing body and is now offering to work with Council. It was agreed that each group in the district has demonstrated a need for some guidance and the strategy needs a 'champion' to be effective.
 - Due to the interest in walking and cycling in the area and the country as a whole there is a high priority to get a Strategy formed.
 - The Trails Trust is looking to encompass all areas including cycling, walking, tramping and biking. It was suggested that horse riding alongside the Trails is also popular.
 - Concerns were expressed that the Hurunui Trails Trust has only three Trustees and it was noted that small groups such as this can suffer 'burn out'. The meeting was advised that there are other members of the Trust but only three Trustees and it was suggested this could be an
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opportunity to enlist other Trustees. It was noted that the Trust is in an overarching position to help other groups/people and there are a number of third parties who have the power and the funding to assist.

- It was suggested that the Trust is a 'hands on' group and things are being done, however concerns were expressed that the groups will come to Council for funding. In response the meeting was advised that the Track Network Group in Hanmer Springs has obtained funding for themselves and obtained assistance with the maintenance of the tracks.
- The meeting noted that the report is about the Strategy however it was suggested that there is a need to be aware of the Kaikoura coastal route which is a different matter.
- Concerns were again expressed about the lack of depth in the Trails Trust and it was noted that option one is the preferred option but it would be appropriate to have two more Trustees from across the district on the Trust.

THAT THE COMMITTEE AGREES THAT THE REVIEW OF THE HURUNUI WALKING AND CYCLING STRATEGY IS COMPLETED:

- WITHOUT THE NEED FOR A COLLABORATIVE WORKING GROUP
- WITH INPUT FROM THE HURUNUI TRAILS TRUST.
- THAT TWO MORE TRUSTEES BE SOUGHT FOR THE HURUNUI TRAILS TRUST.

Black /

- Mayor Dalley noted that all the Trails groups are driven by passionate people in local areas and that while the Trust needs representation, the hard work is done by the local groups that drive the different local trails. He also noted that the connection with Council is interesting and suggested that funding will always be an issue.

The meeting was advised that there has been some indication of funding to upgrade trails and one in question is St James about which there is a meeting coming up. It was noted that if this Trail gets underway it will open up a new flow of traffic.

Seconded /Dalley

CARRIED

The meeting agreed that regular updates be received by the Committee on this matter.

8.2 Sector Posts in the Hurunui

The report from the Manager Public Services advised that there are a number of issues around establishing and maintaining Sector Posts in the traditional manner in the Hurunui and asked for consideration of other ways to achieve a satisfactory result.

The report advised that there are currently 8 sector posts within the Hurunui district each one running independently and with varying membership and capabilities and that there are a number of issues around establishing and maintaining sector posts in the traditional manner.

Allan Grigg Emergency Management Officer (EMO) joined the meeting.

The meeting considered the report and noted the following –

- While there is nothing appealing about being a Sector Co-ordinator there is the concern that if there is no local input Council will run the risk of the wrath of the locals.
 - It is the right time to be looking at this following the earthquake event and it was suggested that those who were involved with the last incident be contacted.
 - Noted that the report lists the Hawarden and Waikari Sector as meeting infrequently however Cr Black advised that the current coordinator has only been in the position since 2015 and a list of up to date contacts of every organisation in the area has since been compiled.
 - The current EMO has been in the area for 7 years and in that time Rural Fire has been to the fore and Civil Defence has dropped away. Civil Defence lies with the local community and the Officer is not able to get around all the groups over the district.
 - The Mayor suggested that the issue is not about the local Civil Defence but more about the legislation that drives it. He noted that there are a lot of Emergency Services members who are highly skilled in the area and during the recent event they stepped up in the first instance. The Mayor noted that it is difficult to enthruse people to be interested in this sort of thing and suggested that existing structures need to be used.
 - It was noted that during the first two or three days following the recent event local groups were in action and coordination was more important on the days following.
 - Cr Fletcher advised that the new Community Board members have been told that they are expected to be involved in Civil Defence.
 - The Emergency Management Officer advised that the things that are lacking are communication and structure. He noted that Civil Defence is not a first response organisation but is there to tie a community together. He also noted that while the Fire department does a good job initially, he queried who will put structures in place for food etc. if there is no Civil Defence group.
 - The EMO advised that every area has a different need and there is a need for local leadership and groups in the smaller towns to train and be prepared however this would take resources and he has not been able to put any time into this.
 - It was noted that there are people who want to be involved but who are not leaders and it was suggested that the leaders are the Councillors or the Community Board and they just need training.
 - The CEO observed that it is understood that you look after yourself for the first two or three days and in the recent event this happened. On the third day when things began to happen the best
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immediate response was the Fire Services as they are trained to manage emergencies and deal them all the time. He advised that he personally believed that the role of councillors is to advocate for the communities to deal with the politicians and the media.

Mayor Dalley agreed with the CEO but stated that the reality is that the community elects their leaders and the CEO, the Mayor and Councillors were the first people who were sidelined. He noted that the worst thing he did in the recent event was to sign the declaration and this is a failure of the legislation – at a national level.

The Mayor assured the meeting that he is not criticizing anything local – he is proud of what the local community have done however it is the national structure that is not right.

The Mayor noted that he had no choice in signing the declaration but then a different group of people stepped into the community leadership role and he suggested that the only thing needed is extra funding and the government has a responsibility for this and also extra people power – you do not need leadership.

Cr Black advised of a meeting held in her Community following the recent event where the community decided that the two Fire Service teams (Hawarden and Waikari) agreed to be responsible for the immediate short term response but did not want this to be long term.

The EMO noted that the Mayor and CEO did amazing work during the recent event but he believed that giving the Councillors duties would tie them down when they should be working amongst their communities.

The EMO advised that he has had expressions of interest from people in the communities but he does not have the capacity to get around them all and queried how much energy should be put into this.

Cr Black advised that the biggest difficulty for her area is that the sector post is in Hawarden and Waikari people will not go to Hawarden. She also queried where the boundaries are in the Scargill Valley. The EMO replied that this is the problem in every community.

Cr Daly noted that people do not even know where the sector posts are and Cr Fletcher Fletch advised that resources are needed and that Council needs to front up and be seen to be doing something e.g resourcing staff.

The Manager Public Services noted that the report was to get a feeling about what should be happening in the local communities – are they looking after themselves or does it concern Council and need resourcing. The Mayor noted that there is an expectation that Council will do something and therefore the community can't be blamed for saying why isn't this sorted.

It was suggested that the District has a few skilled controllers over the whole district but queried what happens when those people

burn out. It was agreed that the concern is not the initial response but the three or four days after the event.

It was noted that as Councillors, lessons have to be learned from the recent event and Councillors have an important role to say yes the system wasn't great but we did look after each other.

Crs Fletcher and McLean left the meeting during this discussion.

Cr Davison advised that on the first day of the recent event the people in Waiau realised it would take time for help to get to them but the risk was about someone who needed assistance and was overlooked. He also noted that if you know the person you are talking to you can make more progress and he believes this was done very well.

The Mayor suggested holding back some staff for those subsequent days and the CEO advised that the controllers noted this very quickly and a lot of personnel from outside came in and were very extremely valuable. The CEO stated that the Councillors should be advocating for their community and the Mayor noted that there were concerns of disempowerment of the local community during the recent event.

It was noted that a request had been made for a debrief on the recent event before Christmas and this has not happened. The Manager replied that Brennan Wiremu from Waimakariri has been asked to do this.

The Manager noted that the committee believe that local sector posts are important and queried how the local communities can be supported to run their sector posts.

The Mayor responded that the first priority is to identify and have in place and monitor a key person or two persons in each community and it was suggested that the Ward committees can look at identifying people where there is a gap. The EMO advised that he is planning to speak to Ward committees.

The Manager agreed to report back to the committee on progress made.

9. INFORMATION ITEMS

9.1 FENZ Update

The report from the Manager Public Services advised that the FENZ Transition project has been set up to establish Fire and Emergency New Zealand, an amalgamation of the New Zealand Fire Service, the National Fire Service, the National Rural Fire Authority, 12 enlarged rural fire districts and 26 territorial authority rural fire authorities.

The project, through its work streams, will set up a single amalgamated organisation from 1 July 2017 and over the following years it will cement further changes to build a modern, nationwide service integrating what are currently separate urban, rural, volunteer and paid firefighting forces. The project will also set up local committees to ensure Fire and Emergency New Zealand is linked strongly to the communities it serves

and protects.

THAT THE INFORMATION BE TAKEN AS READ AND RECEIVED.

Daly/Dalley

CARRIED

**9.2 Public
Services Work
Program**

The Public Services Work Program was provided for the information of the Committee.

THAT THE INFORMATION BE TAKEN AS READ AND RECEIVED.

Daly/Dalley

CARRIED

**9.3 Tourism
Board Update**

An update from the December 2016 Tourism Board meeting was provided for the information of the Committee.

THAT THE INFORMATION BE TAKEN AS READ AND RECEIVED.

Daly/Dalley

CARRIED

10. URGENT BUSINESS – There were no Urgent Business items.

Meeting Ended The meeting ended at 5.55 pm