

HURUNUI DISTRICT COUNCIL MINUTES



Meeting Public Services Committee
Time and Date 9.30am, 9 March 2017
Venue St John Hall, Amberley

Members Present Councillor Marie Black (Chairperson) Mayor Winton Dalley, Councillors Julia McLean and Vince Daly.

In Attendance Councillors Dick Davison and Geoff Shier.
Hamish Dobbie (Chief Executive Officer), Audrey Van der Monde (Manager Public Services) & Graham Sutherland (Committee Secretary).
Part Meeting: Josie Hemmings (Property Administration Officer), Sue Courtney (Team Leader Property).

Apologies Cr Fiona Harris.
THAT THE APOLOGY BE ACCEPTED.
Black/Daly CARRIED

Conflict of Interest Declarations Nil.

Health and Safety The Chairperson advised of the exits and assembly point to be used in the event of an emergency.

Recording Device A recording device was used for the purpose of accuracy of the minutes.

Urgent Business

- Cr Black advised that Cr Harris asked her to raise the matter of engineering assessments of community halls and to discuss the Spotswood Hall which had about \$13,000 spent on an assessment. The Team Leader Property said that she was currently preparing a spreadsheet on community halls that need assessments following the 2016 earthquake, which would include consultation with the relevant communities.

Cr Black noted that the Spotswood Hall committee had applied for lotteries funding for a new logburner and for the cenotaph, but inspectors did a rapid structural assessment first, due to earthquake damage and this incurred significant cost, which the hall committee will have to pick up. She said this was a surprise to them and the Council needed to review this process. Cr Daly commented that this was discussed at the last Cheviot Ward Committee meeting and the Spotswood Hall Committee expressed concern about how to pay for this when there was no money available. Members also expressed concern about engineering assessments being done with no reference first to committees responsible for halls. The Team Leader Property said that following the November 2016 earthquake, some buildings had red or yellow stickers attached and in order to allow access, the Council needed to have structural assessments done.

The Manager Public Services said that officers were working through this matter and gathering relevant information about what assessments were needed and likely repairs, which would then be reported back to the Committee and discussed with the appropriate communities. The Team Leader Property was asked to report back to the meeting later with information to clarify costs and questions about the process.

1. Minutes

THAT THE MINUTES OF THE PUBLIC SERVICES COMMITTEE MEETING HELD ON 9 FEBRUARY 2017 ARE CONFIRMED, SUBJECT TO THE FOLLOWING CORRECTION.

- Page 5, 2nd bullet point - change "A1 Homes" to "Keith Hay Homes".

Black/McLean

CARRIED

Matters arising

Cr Daly noted the discussion on page 9 regarding sector posts and asked if there was any progress on this matter. The Manager Public Services said the Emergency Management Officer has a clear plan to implement, but since the last meeting he had been heavily involved with the recent Port Hills fire and then the Hanmer Springs fire event, which obviously had taken precedence. Cr Black said councillors sought assurance that officers are addressing Civil Defence and Emergency Management (CDEM) procedures in local communities and noted that the previous discussion regarding sector posts showed a keenness on finding key people to carry out important roles at the local level. The Manager Public Services said there was a plan in place to ensure appropriate structures in each township, however officer resources for actioning this were not available, as noted earlier.

Cr Davison said the Council needs to discuss how to respond when key local people move on. He also commented that local fire brigades and other organisations take up the slack in emergencies and the Council should have a more holistic approach to better understand how everything interacts. Cr Daly expressed concern about preparedness for dealing with another earthquake during an event like a major fire, when the district cannot rely on emergency services. The Manager Public Services said there is a clear CDEM system in place and that would be activated.

Cr Black noted that there was an ongoing review regarding the November earthquake events and asked if there would be an opportunity to bring in community feedback. The Manager Public Services said it would be a difficult process to have a combined feedback session at the same time with all organisations involved, but there was a professional approach being taken to gather information and ensure it is analysed effectively. Cr McLean said she would prefer a group feedback opportunity for councillors, perhaps in a workshop setting and she said this should happen soon so councillors' thoughts did not lose currency. Cr Davison noted that there was a lot going on at higher levels and he said the overall structure needed guidance from central government, however he cautioned that volunteers and local organisations on the ground were getting exhausted and the Council needed to be mindful of this.

Mayor Dalley said that the Council needs to let the review carry on as planned and also consider a councillors workshop with key staff attending. He said it was important that local communities know that despite there being a CDEM structure in place, communities need to act for themselves, but the key was for certainty so people know how to react and get on with helping themselves and each other.

2. DECISION ITEMS

2.1 Reimbursement from the Landfill Levy for 2016/17

The Waste Manager provided a report to outline the options for utilising the Council's reimbursement from the landfill levy for 2016/17. This income must be spent in full by 31 July 2017 and the six proposals in the report ensured this income is fully utilised within the required timeframe to the benefit of the Hurunui district. The Manager Public Services spoke to the report and suggested that the Committee work through the recommended projects and approve or otherwise the spending for the upcoming financial year. She said there was likely to be about \$50,000 to commit to projects, based on current waste volumes.

- **Purchase of an Open Top Container for Cleanfill and Glass**

Since the November earthquake, waste received through the Council's transfer stations had increased significantly. With the impending demolition of earthquake-damaged properties, cleanfill is a waste stream which needs to be managed. The Council has received consent for a cleanfill site near Amberley and a funding application, which incorporates an allowance for the purchase of an open top container, had been submitted to an external party; this will enable the Council to expand into a new area of waste diversion. To assist with this, it is recommended to purchase a second open top bin (with a cover) for hardfill. This container will also be used as a back-up container for glass as the volumes of glass received had increased significantly.

The Committee supported the proposal for \$24,000 expenditure.

- **Purchase of Two Paint Storage Containers for Amberley Transfer Station**

Until recently, the Council had paint collected for recycling, but staff have become concerned at the increasing costs, as the Council is charged for collection, transportation, recycling and disposal of any paint the recycling company deems non-recyclable. To reduce the cost to the ratepayer, it has been publicised that paint can be taken for re-use from the transfer stations for no charge. This has proven extremely popular with schools, community groups, residents and businesses and as a result, since November 2015, paint has been managed this way for zero cost to Council. It was recommended that \$8,926 be used to purchase two storage units for the Amberley transfer station, each of which will hold 350 litres of paint and photos were provided in the report for councillors' information. Cr Daly suggested that the photos included showed only limited capacity and given that most tins would be only partly full, perhaps more capacity was needed. This was noted by officers.

The Committee supported the proposal for \$8,926 expenditure.

- **Purchase of Car Battery Storage Facilities for Amberley Transfer Station**

In 2009, funding was received to build containers for the transfer stations for the storage of car batteries. Since then, the volumes received have increased. Car batteries are packaged and sold for recycling, the income from which is received by the Council. It is imperative car batteries are stored securely due to their value and potential damaging impact on the environment. It was recommended that levy money be used to purchase two ultra-spill decks for the Amberley transfer station. These will be stored inside one of the existing containers, have the capacity to catch and retain leakages, plus being able to hold a significant weight to maximise storage and minimise trip numbers. Cr Daly said that local Lions organisations sometimes fundraise by going around collecting batteries and noted this may impact on those activities. Cr McLean said it seems like a sensible approach to a waste issue and noted

that the Council receives a small amount of income as well, so she supported the idea.

The Committee supported the proposal for \$2,332 expenditure.

- **School Recycling and Waste Minimisation Resource Pack**

An updated schools recycling and waste minimisation resource pack has been produced specifically for Hurunui District Council. Produced and designed in-house, this is being distributed to schools and pre-schools and contains a range of information including how to reduce, re-use and recycling (in general and in Hurunui), behind the scenes information and facts, figures and worksheets. It was recommended this be funded from this year's levy income.

The Committee supported the proposal for \$2,000 expenditure.

- **Waste Minimisation Education Programme**

Through the Annual Plan process, the Council committed \$5,000 of the waste budget towards Environment Canterbury's Enviroschools programme. This programme runs independently of Council's waste minimisation education programme and as it focuses predominantly on biodiversity, it does not meet the criteria to be funded from the waste levy. To prevent the need to reduce Council's education programme, \$5,000 of waste levy money will need to be committed to enable Council's Educator to continue to attend the town shows, work with community groups, undertake transfer station tours and eliminate the need to restrict educational visits, as the demand for the programme is continuing to grow and expand into new areas.

In response to a question from Cr Davison, the Manager Public Services said that because the Enviroschool programme was not a waste programme but a biodiversity programme, it therefore did not qualify for funding from the levy and that was paid by Council general rates. Cr Davison said this area seems a bit unclear and he suggested that it needed better explanation for anyone looking at the funding streams for waste education programmes.

The Committee supported the proposal for \$5,000 expenditure.

- **Recycling Bins for Waikari Campground**

Currently recycling bins are located in Hanmer Springs, Cheviot, Gore Bay, Culverden and outside Amberley transfer station. A request had been received regarding the possibility of placing a recycling bin at Waikari campground. It was recommended that levy income be used to build such a facility, as this is a township without a permanent transfer station. The cost covers the building of the container, painting, signwriting, delivery to site and the wheelie bins required for within it and a spare set for bin changeovers. When recycling is placed into the drop off, it would fall into wheelie bin, which when full would be changed by the camp custodian, ensuring operational costs are minimised. Recycling would be brought back to Amberley.

Cr Black declared a conflict of interest for this item and took no part in the discussion.

The Committee supported the proposal for \$8,100 expenditure.

The Manager Public Services said that given the Committee supported the

proposed projects as detailed in the report, the total allocation of levy funds would be \$50,358.

Cr Shier sought clarification about the fund and whether the Council has a similar amount to distribute each year. He asked whether the Council can instead of having a range of small projects recommended each year, perhaps focus on some bigger capital items and hold money over a couple of years, or perhaps debt fund a project that qualifies and repay the debt over successive years from this fund.

Mayor Dalley said there was a contestable fund from waste levies to fund bigger projects and it was available to other councils across the region. He asked officers to investigate if that was still operating and the Committee could then consider if there were any projects worth applying for.

THAT THE COUNCIL AGREES TO FUND THE COSTS OF THE SIX PROJECTS PROPOSED IN THE AGENDA REPORT, THROUGH THE COUNCIL'S REIMBURSEMENT FROM THE LANDFILL LEVY FOR 2016/17.

McLean/Daly

CARRIED

The meeting adjourned for morning tea at 10.30am and reconvened at 10.51am.

3. DISCUSSION ITEMS

3.1 Proposed Waste and Recycling Charges for 2017-18

The Waste Manager provided a report with details regarding the proposed increase for the Council's fees and charges for 2017/18 for waste and recycling. This includes transfer station gate fees, the cost to purchase official refuse and recycling bags and composting kits and the suggestion to implement a new charge for those in Hanmer Springs needing replacement glass recycling boxes.

Cr Black noted the reference on page 21 to the provision of bokashi composting kits, which had been made available for a long time now. She said there might be people in the community who were not aware of this. The Manager Public Services said this is advertised from time to time, but noted this comment.

Cr Davison commented that the increase in gate fees at Kate Valley was almost all due to the cost of carbon credits being passed on. He said the landfill minimises its discharges through flares and other processes, but it was a very complicated process regarding the calculation of carbon credit obligations. Cr Davison noted that there was an open invitation to all shareholding councils to visit the Kate Valley landfill. Cr Davison said this is a worthwhile site visit and recommended that officers organise this for councillors in the near future. The Manager Public Services agreed to action this.

The Manager Public Services highlighted the matter of the refuse bags and noted that this was discussed by the Council at its budget workshop and a price of \$2.50 recommended. The Manager Support Services said officers were doing recalculations on the figure and advised that it was important not to create an inadvertent deterrent through pricing of bags, so the Council should be mindful of that. Cr Black said the workshop discussions was about the strategy of keeping the bag fee at the right level and maybe manipulating other areas to appropriately cover the real cost to the Council. The Committee agreed that this discussion would be left for a wider Council discussion during the budget process.

Cr McLean noted the increase in disposing of tyres and Mayor Dalley said this is

the actual cost of tyres being disposed of through using the Council contractor, but he wondered what the actual cost of disposing tyres to landfill was.

Cr Davison said he was aware of proposals for better reuse of tyres at the national level, but he was not sure about their current status. He noted that disposal of tyres was a significant issue nationally and these charges were only dealing with tyres that come into transfer stations and councillors need to know if there is a better and cheaper outlet for disposing of tyres. He suggested that the Waste Manager could investigate whether cheaper options were available.

Cr Shier commented that around the world, different economies and markets were looking at these issues in different ways and a central government response would be a better way of addressing this in the long term. The Chief Executive Officer said he was aware of proposals for two commercial plants in Canterbury at the moment trying to refine the tyres to extract the oil back out of the rubber.

Cr Daly asked about the process for taking car bodies and said the Council used to receive them at Waiau. He said he was worried that people might start dumping car bodies around the district if there was not adequate Council provision. Cr McLean noted that there were private operators who collected car bodies, sometimes at no charge. The Chief Executive Officer agreed and said if councillors want to ask officers to investigate options and costs, that can be done. Cr Daly said he was just raising it as the car body recycling market can collapse and people may start stockpiling or dumping cars. Cr McLean suggested that the Council can wait until a problem started appearing, then find a way to address this. Cr Black said she was mindful that there are commercial operators, so unless there is a strong problem she supported the status quo. However, she said it was good to be aware of past problems and the Council needed to keep an eye on this.

Cr Shier commented that there was no specific reference to bokashi in the fees schedule. The Manager Public Services referred to the section of the bottom of page 24 and noted that Compost-Zing is bokashi.

In response to a question from Cr Black, the Manager Public Services said the intent of the report was that the proposed changes, once supported by the Public Services Committee would then be forwarded to the overall fees and charges process that is reported through the Council.

THAT THE PROPOSED INCREASES IN FEES AND CHARGES FOR WASTE AND RECYCLING FOR 2017/18 ARE ENDORSED BY THE COMMITTEE FOR RECOMMENDATION TO THE COUNCIL, SUBJECT TO WIDER COUNCIL DISCUSSION REGARDING THE CHARGES FOR REFUSE BAGS.

Daly/McLean

CARRIED

3.2 S17A Library Review

The Libraries Manager reported that section 17A of the Local Government Act, requires that the Council regularly review its services in respect of funding, governance and delivery. The report considered this in respect of the Council's library service. Having conducted the review following Society of Local Government Managers guidelines, it is concluded that the library service, as it is currently configured, is funded, governed and delivered in the most efficient and effective manner and that no significant changes are necessary. Nevertheless, Council officers will continue to seek incremental improvements to service delivery and cost reduction when these can be identified. The Manager Public Services said this requirement had to be done not less than every six years. She said it was not

an audited review and does not need formal Council endorsement but was a general requirement to consider all sorts of options and to ensure that this is a cost-effective and the best way to deliver services.

The Libraries Manager said the conclusion, having gone through this process, was that present service provision was low cost, involved a lot of collaboration and sharing of resources and a significant percentage was carried out by volunteers. She said there was no obvious area of concern or excess costs identified.

In response to a question from Cr McLean, the Libraries Manager said it involved all libraries in the district and it was not necessarily about whether libraries were all operating well and providing consistent service, but was more about how the service was delivered. She said the review can even ask the question whether the Council and district actually needed a library service, so it was at a very strategic level and includes consideration of options like contracting out, using a trust model, a separate entity and different funding models.

Cr Davison noted the significant volunteer effort that goes into the libraries service and the use of multipurpose buildings and asked if the Council had ever done an estimate of the benefit and additional value received by using these approaches. The Manager Public Services said it was difficult to measure this aspect of the service but the Libraries Manager said for example, at the Amberley library volunteers cover the same work as two full time staff, so some can be quantified. Cr Davison noted the comments and said he would like some sort of estimate of what value that all has, if officers were able to provide it.

THAT THE COMMITTEE RECIEVES THE REPORT ON THE REVIEW OF THE LIBRARY SERVICE, IN COMPLIANCE WITH SECTION 17A OF THE LOCAL GOVERNMENT ACT, AND ENDORSES ITS CONCLUSIONS.

McLean/Daly

CARRIED

4. INFORMATION ITEMS

4.1 Hurunui Tourism Board Update

The Committee Secretary provided a report to update the Committee on the recent activity of the Hurunui Tourism Board. The Council's representatives on the Committee provided a further oral update at the meeting.

Cr Shier, being a Waipara Valley Winegrowers representative gave a summary of the meeting. He highlighted the discussion of the structure for a new employee at a higher strategic marketing level, split between the Thermal Pools and Hurunui Tourism Board and said the Board supported this initiative. Cr Shier said there was a new strategy for the Hurunui Tourism Board and it was moving from a marketing strategy to more of a sales strategy, with an element of this being the recognition that Hurunui was short of tourism product. He said that one way to look at this is to create a fund to allow research on tourism possibilities and then someone can come along and get the benefit of this by establishing a business.

Cr Davison said it was his first Hurunui Tourism Board meeting as a member and he was concerned that the tourism industry seems to always look to external agencies to help create opportunities, like the experience with the Queen Mary Hospital for example. He said things need to be led by commercial drivers more, rather than from the local community. Mayor Dalley said this matter was understood by the Board and was an ongoing discussion matter.

THAT THE INFORMATION BE RECEIVED.

Black/Daly

CARRIED

4.2 Work Programme

The Manager Public Services discussed the work programme. She said that some dates may need adjusting as officers who have recently moved into new roles would review the programme.

Cr Black asked officers to check on progress regarding the child protection policy discussed at an earlier meeting. The Manager Public Services agreed to follow up.

THAT THE INFORMATION BE RECEIVED.

Black/McLean

CARRIED

URGENT BUSINESS

The Team Leader Property and Chief Executive Officer reported back as requested, on the costs regarding engineering assessments on Parnassus and Spotswood halls.

Cr Daly said the Cheviot Ward Committee was told that \$13,000 was spent on hall assessments and this came as a surprise. The Chief Executive Officer said that in mid-2015 a local Parnassus resident called Keith approached the Council and wanted to raise money for earthquake strengthening of the Parnassus Hall. It had not had its detailed seismic assessment at that stage, so it was agreed to bring this forward in the programme to 2016. and the invoice was for that assessment. The Chief Executive Officer said there was a programme of doing assessments for all halls and this was just brought forward for Parnassus.

Cr Daly said that he did not request that this money be spent, but he acknowledged that he referred Keith to the Chief Executive Officer when Keith told him he wanted to do something for the hall and he believed he could get funding for that purpose. Cr Daly reiterated that the ward committee was not aware of the commitment to spend up to \$13,000 on seismic assessments. Cr Daly suggested that the Ward Committee would not give this a high priority for expenditure.

Cr Black said this matter reinforces the process needed to manage assessments of local halls and the spending of money to this more appropriately. Cr Davison suggested that this discussion should go to the Cheviot Ward Committee with supporting information, budget detail and an explanation of the process. The Ward Committee could then report to the Finance, Audit and Risk Committee or Public Services Committee and ask for direction or a decision regarding funding if they have an issue with this. This approach was agreed by the Committee.

Cr Daly wanted it noted in the minutes that he did not ask for the seismic assessment to be brought forward in the programme and for the resulting expenditure.

Meeting Ended

The meeting ended at 11.49am.

Next Meeting

The next meeting is scheduled for 13 April 2017.
