



**HURUNUI**  
*District Council*

Public Services Committee

## Public Services Committee

### Agenda

9.30 am, Thursday 14 February, 2019

Council Chambers, 66 Carters Road, Amberley

Community partnership in growth and wellbeing.

**Committee Membership:**

Cr Fiona Harris (Chairperson)  
Mayor Winton Dalley  
Cr Marie Black  
Cr Vince Daly  
Cr Julia McLean

**Quorum:**

The quorum of the Committee will be three (3) members.

Secretary: Maree Hare

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**The 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)*

**PUBLIC SERVICES COMMITTEE**  
**66 CARTERS RD, AMBERLEY**  
**THURSDAY, 14 FEBRUARY, 2019 AT 9.30 AM**

|          |                   |
|----------|-------------------|
| 9.30 am  | Meeting commences |
| 10.30 am | Meeting concludes |

| ITEM     | ORDER OF BUSINESS   | Significance      | Pages                          |
|----------|---|-------------------|--------------------------------|
|          | <ul style="list-style-type: none"> <li>• <b>Health and Safety briefing</b> – in the event of an emergency vacate the room via the marked Exits and assemble in the south car park outside the St John rooms.</li> <li>• <b>Apologies</b></li> <li>• <b>Announced Urgent Business</b></li> <li>• <b>Conflict of Interest Declarations</b></li> </ul> |                   |                                |
| <b>1</b> | <b>Minutes:</b> Minutes of the 6 December 2018 meeting  |                   | 2 - 11                         |
| <b>2</b> | <b>Decision Items:</b><br><br>2.1 Rata Funding for Hurunui Youth Program  | Medium            | 12 - 13                        |
| <b>3</b> | Discussion Items: There are no Discussion items for this meeting.   |                   |                                |
| <b>4</b> | <b>Information Items:</b><br><br>4.1 Civil Defence update<br>4.2 Waste and Recycling Proposed Fees and Charges for 2019 - 2020<br>4.3 Tourism Board Update<br>4.4 Public Services Committee Work Plan   | Low<br>Low<br>Low | 14 – 16<br>17 – 22<br>23<br>24 |
| <b>6</b> | <b>Urgent Business</b>  |                   |                                |

# HURUNUI DISTRICT COUNCIL MINUTES



|               |   |
|---------------|---|
| Meeting       | Public Services Committee   |
| Time and Date | 9.30 am, 6 December, 2018   |
| Venue         | Council Chambers, Carters Rd, Amberley  |
| Agenda        | <a href="http://www.hurunui.govt.nz/your-council/meeting-calendar/">http://www.hurunui.govt.nz/your-council/meeting-calendar/</a> |

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|                                      |   |
|--------------------------------------|---|
| Members Present                      | Committee members: Mayor Winton Dalley, Councillors Julia McLean, Marie Black and Vince Daly.<br><br>Cr Geoff Shier from 11am and Cr Davison from 11.50am.  |
| In Attendance                        | Hamish Dobbie (CEO), Audrey van der Monde (Manager Community Services), Judith Batchelor (Manager Regulatory Services), Maree Hare (Committee Secretary)<br><br>Part meeting: Liz Atkins (Property Officer), Charlotte Belcher (Property Officer), Rochelle Faimalo (Community Team leader), Justine Lester (Libraries Manager), Holly Fitzgerald (Communications Team)<br><br>Presenters - Mark Inglis (Hurunui Trail Coordinator) Graeme Abbot (Tourism Development Manager). |
| 1. Election of Acting Chairperson    | THAT COUNCILLOR JULIA McLEAN BE ACTING CHAIRPERSON FOR THIS MEETING.<br><br>Black/Daly <span style="float: right;">CARRIED</span>   |
| 2. Apologies                         | THAT THE APOLOGY FROM CR FIONA HARRIS BE ACCEPTED.<br><br>Daly/ Black <span style="float: right;">CARRIED</span>  |
| 3. 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.   |
| 4. Absent                            | Nil   |
| 5. Conflict of Interest Declarations | There were no Conflict of Interest Declarations.  |
| 6. Urgent Business                   | There were no matters of Urgent Business raised.  |
| 7. Minutes                           | THAT THE MINUTES OF THE PUBLIC SERVICE COMMITTEE MEETING HELD ON 13 SEPTEMBER 2018 BE SIGNED AS A TRUE AND CORRECT RECORD OF THAT MEETING.<br><br>Black/ Dalley <span style="float: right;">CARRIED</span>  |

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Matters arising from the minutes:

- Cr Daly queried progress on the 'Older Person' project and the Manager Support Services advised that a lot has happened and an update will be circulated to the Committee after the Together Hurunui meeting the following week. A report will also come to the February Committee meeting.
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## 8. DECISION ITEMS

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### 8.1 Environmental Education Options

The report from the Manager Public Services reminded the committee that at the April 2018 Public Service Committee meeting a report was received on the Waste and Recycling programs and initiatives that Council funds within the Hurunui district and part of the discussion of the report related to the possibility of increasing the support for the Enviroschools Program.

The report provided further background on this advising that Waste and Recycling programs delivered in the Hurunui are delivered by a Council employee and this has been happening for approximately 8 years. A Biodiversity program was run several years ago by Council using external grants and this had mixed results.

The report advised that Enviroschools is an environmental education programme in schools and Council contributes \$5,000 per annum towards the programme which is run by Environment Canterbury. The report noted that there are currently four schools in the Hurunui involved in the Enviroschools programme and more schools have expressed interest in joining however the program is not being actively promoted as the funding of it within the Canterbury region is somewhat problematic with different councils offering various levels of support. Environment Canterbury are currently employing as many people to run the program as the funding will allow which makes it difficult to take on extra schools due to the extra costs.

The report noted that there is an option for Council to employ its own educator to run the program and training and mentorship would be provide by the Enviroschools program with the wages being covered by Council.

It was noted that there is a meeting planned for Hurunui school principals to look for ways to connect with Council, the Water Zone Committee and Enviroschools and other possibilities and it would be useful if the committee could indicate the preferred level of support.

The Manager spoke to her report and the following points were noted –

- Environment Canterbury has been approached regarding funding assistance to run the program but this is not possible because there is no capital. The program is fully funded by other Authorities and if the committee want more Hurunui schools to be part of the program more funding would have to be found as the program is funded by a collective contribution from all Councils.
  - The funding for the Education Officer is from the Waste Budget and that program is about working with children to learn about waste and recycling whereas the Enviroschools program is more of a
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coaching program rather than a teaching program and one program cannot replace the other.

- Cr Black advised that she has spoken to the Waikari School who are part of the Enviroschool program and was advised that they find it is easy to access the knowledge which they use to enhance their curriculum.
- Cr McLean asked how this could be funded as the schools and the community are wanting the program and advised that she believes it is something Council needs to seriously consider. The Manager suggested that we work with the schools and it was noted that there is an offer from the Amberley School to be part of this discussion.
- Mayor Dalley noted that when the Education program was started the Environment program was included in the vision, however he realises that it comes down to funding and he would oppose moving just to the Environment program. He noted that the quality of waste disposal in the district is the highest in the county and the program has been part of the reason for this. The Mayor suggested that new money needs to be found to fund this.

Cr Black agreed but queried what the best way of funding the program would be under the current financial constraints and Cr Daly suggested that outside funding should be sought.

Mayor Dalley reminded the meeting that this is an environment discussion and not a waste issue and therefore the funds would be from the Environmental budget not the Waste budget. The Manager Regulatory Services advised that this could be addressed during the next Annual Plan workshop noting that next year there will be a significant national focus on biodiversity. The meeting suggested that the Manager Public Services talks to the Principals and Boards of Trustees.

- Mayor Dalley noted that Council does have an obligation to be in the education area of core issues and noted that there could possibly be some funding through the Zone Committee.

## 8.2 Kowai Chambers Lease

The report from the Property Officer advised that the lease the Kowai Archives Society Incorporated held with the Council to lease the Kowai Council Chambers and surrounding land has expired and the Society now wishes to enter into a new lease with the same terms and conditions as the previous lease.

The report noted that the building was damaged in the 2010 and 2011 earthquakes and is not currently accessible to the public due the repairs/strengthening work required. This work is due to be undertaken in 2019. The building is listed as a category II Historic site under the Historic Places Act 1993.

The meeting considered the report and noted the following –

- Cr McLean queried the maintenance required noting that the group is a not for profit organisation and the Officer advised that once the

earthquake repairs have been completed it will be a matter of doing basic maintenance towards the general upkeep of the building and the grounds.

- The Officer advised that the group intend to continue running a monthly open day and also a research facility as required.
- Cr Daly queried if the Insurance pay-out of \$234,000 would be enough to complete the earthquake repairs on the building and the Manager Regulatory Services advised that it would be but noted there is also funding available from the Lotteries Foundation if required.
- Cr McLean noted that the report recommends that Council pays the Rates and Insurance for the building and the Officer advised that this is an historic arrangement which could be decided on by the Committee. Mayor Dalley noted that there are a number of Museums across the district, not all on Reserves, and this is not a special case and there is no need for concern.
- The Officer advised that she has met with the Archive Committee and they do have money on hand but could also get funding if they need to, however, if there was a major problem they would probably come to Council. She noted that the group are aware of what is expected of them.

THAT THE COMMITTEE REQUESTS COUNCIL OFFICERS TO ENTER INTO A LEASE FOR THE KOWAI COUNCIL CHAMBERS BUILDING AND SURROUNDING GROUNDS WITH THE KOWAI ARCHIVE SOCIETY (INC) FOR A TERM OF THREE YEARS WITH TWO RIGHTS OF RENEWAL FOR A PEPPERCORN RENTAL OF \$1.00.

THAT COUNCIL WILL PAY ALL RATES AND BUILDING INSURANCE AND THE KOWAI ARCHIVES SOCIETY INC. WILL PAY FOR ALL THE MAINTENANCE OF THE BUILDING AND GROUNDS, PUBLIC LIABILITY INSURANCE AND OUTGOINGS.

Dalley/Daly

CARRIED

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## 9. DISCUSSION ITEMS

|                           |  |
|---------------------------|--|
| 9.1 Community Team Update | The Report from the Community Team Leader provided an update on the community team activity in the district.   |
|                           | The Report advised that the team continues to work actively with the community supporting new and ongoing initiatives. Support from the Community Team has been well received and there is keen interest for the support to continue.  |
|                           | The meeting considered the report and noted the following – <ul style="list-style-type: none"> <li>• Looking forward is the key.</li> <li>• The work of the Rebuild Officer is being well received.</li> <li>• Cr McLean queried how the community is tracking now and the Community Team Leader advised that the status is mixed – for</li> </ul> |

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some it is tough and for others good progress has been made. She noted that the wider Community Support is, and will be needed for some time to come.

- It was noted that the majority of the team are externally funded with the current roles finishing from late May to the end of June 2019. Cr Black suggested that Council needs to understand the impact of the starting and finishing dates of the contracts and the Manager Public Services advised that an application has just been made to a funding stream to fund these roles and she will keep the committee up to date on this.
- Mayor Dalley noted that there are not a lot of Social Services in the district and that there is a need to identify the gaps. He also noted that some gaps were there before the earthquake event and warned that care needs to be taken to ensure that something is not being put in place over top of other things that are already in place.

The Manager replied that the gap around funding applications and some community development post-earthquake in Waiau and Cheviot needs to be coordinated. The Mayor agreed but noted that the other gap is that the Community do the work themselves and that while it is great to have professional support there is a need to see that the gaps are filled rather than forming parallel groups.

Cr Black noted that the intellectual knowledge around filling in forms and a drop in service about this is one of the strengths or opportunities the Earthquake has provided and the community has been empowered by this.

- The Community Team Leader tabled a printout of progress made by the Rebuild Officer.

THAT THE INFORMATION BE RECEIVED.

Dalley/ Black

CARRIED

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9.2 Resource  
Consent Hanmer  
Springs Thermal  
Pools and Spa

The Report from the Manager Regulatory Services advised that Council has recently publically notified the resource consent application for a land use consent to alter and extend the facilities associated with the Hanmer Springs Thermal Pools and Spa (HSTP&S).

The report noted that the land use consent proposal is to alter, extend and improve the existing facilities available to patrons of the HSTP&S facility. The report advised that the HSTP&S adjoins the Queen Mary Hospital Heritage Reserve which is a District Reserve and that any effects of the proposal on the adjoining Queen Mary Historic Reserve will have to be taken into account.

The Report suggested that the Committee discuss the proposal and provide any feedback in relation to the effects on the Queen Mary Historic Reserve.

The meeting considered the report and noted the following –

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- The report has been provided to the Committee because the Queen Mary Hospital site is a Council Reserve and comes under the Committee's responsibilities.
  - The Manager advised that the application has been notified and the submission process will close early in January with the Hearing to be conducted by an independent Commissioner.

THAT THE INFORMATION BE RECEIVED.

Dalley/Black

CARRIED

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## 10. INFORMATION ITEMS

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### 10.1 Council Property Leases and Licences updated

The Report from the Property Officer provided an update to the Committee on a review of all leases and licences held on Council land. The report advised that there are 81 current leases and licences held on Council freehold properties and reserves, 18 of these leases and licences are currently up for a right of renewal and there are 23 expired leases and licences. Officer are currently processing new leases/licences for 9 of the expired ones.

The Property Officer spoke to her report and the meeting noted the following –

- During the review process a number of licences were found to need updating and a number were issued during the review.
- The Officer advised that the 81 leases currently held with Council do not include residential tenancy leases.
- Cr Daly queried the maintenance of fences on a Reserve in Cheviot noting that the lessees have been maintaining the fences however he believes it is now beyond repair. Cr Daly queried how the repair costs would be funded as the rent would not cover that cost and advised that the lessees have offered to do the repairs in lieu of rent. The Manager Regulatory Services replied that the decision is delegated to the Ward Committee as it is an amenity cost and the Committee need to make the decision. The CEO agreed noting that the property in question is owned by Council and with the rent at \$3000 per annum, over a long period of time it would make sense to do the repairs, however this depends on where the rental money is going. The CEO noted that if the Ward Committee have had the benefit of the money then it is up to them to maintain the property. He suggested that if the lessee has offered to do the repairs in lieu of rent the Ward committee might want to accept the offer. Mayor Dalley noted that the land should return its cost and potentially a profit and if the return is too low this should be addressed.
- The Officer advised that a report will go to all the Ward committees on the leases and licences in that ward and then it is planned to report twice a year to the committees after that.
- The Officer noted that sometimes it takes some time to get the leases/licences signed for various reasons however Officers work closely with the people involved and Cr Black noted that she

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understands the fear in signing the document and that Officers need to appreciate this.

THAT THE INFORMATION BE RECEIVED

McLean/ Black

CARRIED

*The meeting adjourned at 10.44 am for morning tea and resumed at 10.59 am.*

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10.2 Asbestos Management Plan for Council owned buildings

The Report from the Property Officer advised the Committee that as an employer Council has a responsibility to prepare an asbestos management plan for all Council owned buildings.

The report provided a summary of the results of asbestos surveys on Council owned buildings and an Asbestos Management Plan for approval by the committee as well as the template letters to be sent to occupiers of Council owned residential dwellings. The Asbestos Management Plan is intended to be a readily accessible source of information for workers and contracts to ensure that exposure to asbestos is eliminated.

The report noted that the key part of the Plans implementation is providing notification to workers and other people of the presence of asbestos in a building and the most critical part of the Plan will be the Asbestos Register which will provide the location of any identified Asbestos.

The Property Officer presented her report and the following points were noted -

- Of the 181 Council owned buildings, Asbestos was confirmed present in 73 and assumed to be present in 33. Many buildings recorded multiple instances and while there were 432 identified occurrences of Asbestos the majority of these instances are deemed as low risk.
  - The Asbestos instances designated for removal mostly relate to the Queen Mary Hospital Historic Reserve buildings and it has been assumed that this will be removed during renovations as and when they take place. The location of the Asbestos means it is not easily disturbed and the threat of exposure is limited.
  - Once approved the Plan will be disbursed to Council Employees including Contractors.
  - An inspection of all Asbestos containing material properties will be undertaken at a minimum of every five years and the Register updated at that time or when the status of the Asbestos containing materials changes.
  - The occupants of Council owned buildings e.g Social housing units and Doctor's residences will be notified by letter informing them of the presence of Asbestos or alternatively that no Asbestos has been detected. The Officer noted while there is no requirement to do so all other buildings will have signs in appropriate locations to advise users of the Asbestos status of that building. Cr McLean asked what the locations are and the Officer replied that it depends on the building.
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- Mayor Dalley queried if there is a definitive date when Asbestos was no longer used and the Officer replied that the Code of Practice recommends that any material used before 2000 will contain Asbestos.
  - The Manager advised that it is intended to remove Asbestos over a period of time.

THAT THE COMMITTEE APPROVES THE IMPLEMENTATION OF THE ASBESTOS MANAGEMENT PLAN.

THAT THE COMMITTEE APPROVES THE TEMPLATE LETTERS THAT WILL BE SENT TO OCCUPIERS OF COUNCIL OWNED RESIDENTIAL DWELLINGS.

Black/Daly

CARRIED

The Manager Regulatory Services advised that the Officer was contracted to do the Asbestos review which has now been completed and she will return in 2019 to look at Earthquake prone buildings.

10.3 Amenities Team update

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The Report from the Service Delivery – Amenities Officer provided an overview of what the Amenities team does and an update of achievements since the start of the 201/2019 financial year.

It was noted that an Amenities Team update will be provided to the committee on a regular basis for now on.

THAT THE REPORT BE TAKEN AS READ AND THE INFORMATION RECEIVED.

Daly/Black

CARRIED

10.4 Tourism Review Survey Results

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The report from the Tourism Marketing Officer provided the results from the yearly operator survey for the information of the committee.

THAT THE REPORT BE TAKEN AS READ AND THE INFORMATION RECEIVED.

Black/Daly

CARRIED

10.4 Hurunui Tourism Board update

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The Report from the Committee Secretary provided updates from the 16 October and 3 December Tourism Board meetings.

THAT THE REPORT BE TAKEN AS READ AND THE INFORMATION RECEIVED.

Daly/Black

CARRIED

10.5 Hurunui Trails Trust update

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The Hurunui Trails Coordinator spoke to his report updating the committee on activities undertaken by the Trust.

The Coordinator spoke to his report and the following points were noted –

- The Coordinator thanked Hurunui Tourism for the support shown to the project.
  - Cr Daly suggested that showers be provided for bike riders on the Trails and the Coordinator agreed that this would be a good idea.
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The CEO advised that there is a possibility of an application being made through the Tourism Fund for more toilets for Freedom Campers and funds for the provision of showers could be included in this. He asked for suggested locations and the Mayor replied that a strategic look needs to be done on this as there is a need to be aware of future growth. Cr Davison suggested making the showers self-funding i.e. people pay to use them and the CEO agreed.

- The Coordinator advised that half day and one day itineraries within the Hurunui have been suggested. Cr Shier queried the solution to the use of the Hurunui Bridge and the Coordinator replied that it is planned to have active signage on the bridge with flashing lights that are manually activated. Cr McLean suggested that the Coordinator speaks to the Hurunui Road Safety committee to get the safety message out and he agreed.
- The Coordinator advised that he believes the Hurunui provides a real experience however the challenge is to create the resources both physical and financial to put the ideas into practice and this is a big challenge to the Trails Trust and the coordinator.
- Cr Black queried progress on the Heartland Trail and the Coordinator advised that the first stage which will be Amberley to the Hurunui Hotel will be opening soon and that once the signage is in place there will be a significant opening of the Trail.

It was suggested that the report be read in conjunction with the Hurunui Trails Trust Chairs report which was not available for the Agenda.

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#### 10.6 Hurunui Libraries update

The report from the Libraries Manager provided an update on Hurunui District Libraries and the services being offered in the community.

The Libraries Manager spoke to her report and the following points were noted -

- Colour printing will soon be available at all APNK Libraries – this is a service customers have been asking for.
  - Next year there will be some vacant hours and Officers are in the process of deciding how to use them. Six will be used for an Outreach Program in the schools providing a story time program.
  - Cr Black noted the Library support given to the Greta Valley and Omihi Schools and suggested that all small schools should be involved. The Officer replied that most of the schools are interested however it is around how much they are currently paying for their Library program. Cr Black suggested that even a support collection would be useful and the Office noted that there also needs to be some commitment from the schools.
  - Cr Shier noted the Digital Library is an incredible asset that very few people know about and the Officer agreed that more promotion is needed. She also advised that other resources are available apart from magazines and tabled a list of online courses available on Lynda.com which all Library members can access.
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- Noted that the debt level has been the same for the last 6 years and membership levels are always high due to the compulsory school memberships.
  - The Officer tabled the Summer Reading program details advising that there has been a good uptake for this.
  - The meeting noted that this was the last report from the Manager before she relinquishes her role and the Committee thanked her for her work in the Libraries in the district over the last 10 years.
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10.7 Public Services work program      The Public Services Committee Work Program was provided for the information of the Committee.

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10.8 Presentation from the Hurunui Tourism Board      Graeme Abbot Tourism Development Manager updated the committee on what is happening in the district in the Tourism area.

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**11. URGENT BUSINESS** – no matters of urgent business were raised.

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Meeting Ended      The meeting ended at 12.46 pm.

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# HURUNUI DISTRICT COUNCIL MEETING REPORT



**To:** Public Services Committee  
**Report Prepared By:** Rochelle Faimalo, Community Team Leader  
**Date:** 14 February 2019  
**Significance Level:** Medium

## Rata Foundation Funding for Hurunui Youth Programme

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**Recommendation** THAT THE COUNCIL ENDORSES A MULTI YEAR APPLICATION TO THE RATA FOUNDATION TO ASSIST THE HURUNUI YOUTH PROGRAMME RUN PROGRAMMES FOR YOUTH IN THE HURUNUI DISTRICT IN 2019. THE TOTAL APPLICATION AMOUNTS TO \$130,163.00

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**Executive Summary** A funding application has been prepared to seek \$130,163.00 from the Rata Foundation to assist with running the Hurunui Youth Programme (HYP) over the next 3 years along with 12 months employment of a part-time youth worker. This is consistent with other years when external funding is sought to pay for the programmes and events offered by the programme however, is securing longer term funding. The Council funds the HYP coordinator salary and vehicle running costs.

Part of the Rata Foundation funding application criteria is that the Council must adopt a resolution confirming that it is agreeable to the funding application. Hence the purpose of this report.

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**Background** The Council endorsed an application of \$35,000.00 to the Rata Foundation at the 29 November 2018 meeting, and subsequently \$50,163.00 on 20 December 2018 which was amended to include an application for a part time youth worker.

Since this endorsement there has been further conversations with the Rata Foundation on the Hurunui Youth Programmes eligibility for multiyear funding and an application to this fund was encouraged.

Should this application be successful HYP would have three years secure funding allowing for longer term planning and stability.

The total application now being submitted to the Rata Foundation is \$130,163.00 which is inclusive of \$15163.00 to cover the part funding of a part time youth worker.

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**Significance Consideration** This report is of Medium significance.

The Hurunui Youth Programme is reliant on external funding to deliver its programme of activities and events. The Hurunui Youth Programme provides much needed activities, events and programmes to young people in the district and would not be able to do so without external funding.

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**Report Prepared by:** Rochelle Faimalo  
Community Team Leader

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**Report Reviewed by:** Sally Cracknell  
Acting Public Services Manager

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**Officer in Attendance:** The report author will be in attendance to speak to this report.

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# HURUNUI DISTRICT COUNCIL MEETING REPORT



**To:** Public Services Committee  
**Report Prepared by:** Dean Eades, Emergency Management Officer (EMO)  
**Date:** 14 February 2019  
**Significance Level:** Low

## Civil Defence and Emergency Management (CDEM) in the Hurunui

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**Recommendation** THAT THE INFORMATION BE RECEIVED.

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**Executive Summary** This report summarises the Council's emergency management officer's (EMO) actions and activities from August 2018 and planned activities going forward.

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**EMO Activities** Dean Eades, the new EMO commenced in August 2018 to replace Allan Grigg. A substantial part of the role is to work with volunteers and organisations involved in civil defence and emergency management. This section outlines the key areas of focus that have occurred in addition to the many meetings and training sessions that occur.

An important part of the role is around education and upskilling volunteers and council staff. A well-rounded course schedule has been developed for all CDEM volunteers in the district, ranging from an introductory CDEM course, information processing, coordinated incident management system, through to first aid and psychological first aid. This course schedule was designed to mix practical with theory skills, include partner agencies in the delivery of the courses and more importantly giving the individuals from the different sector posts opportunities to meet and form relationships with other sector post members, try different roles and make mistakes (learn) before the real event.

By the end of January 2019, 30 staff will have had CDEM training in what this is and their role within it. Another 12 staff have had a higher level training that is emergency operation centre (EOC) specific (planning, intelligence, welfare, logistics and operations). Over 50% of staff in Amberley have had some exposure to CDEM training. In October 2018, the annual Pandora (disaster) exercise was undertaken to put training into practice. In addition to council staff participating, assistance was provided by the EMO's from Waimakariri and advisors from the Canterbury Group.

Since August the tsunami sirens have been tested at both Amberley and Leithfield beaches. These get tested twice a year at daylight saving changeover. The public information signs that accompany both siren serviced beaches as well as the majority of our other easily accessed beaches in the district now have tsunami information boards alerting people to the risk and information to help them escape if the need arises.

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The Council's hand held radio and base-set fleet that is distributed throughout the district has been updated (signal schedule update) and labelled to identify Council's gear.

The EMO has attended many community events – those run by Council staff and community, to take the opportunity to introduce and remind people about preparation for emergencies and to also solicit interest to volunteer. These have been well received in general throughout the district.

To keep the district up to date and deliver key messages around CDEM, the EMO has a regular monthly slot on Compass FM (last Friday of the month).

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### **Planned Activities**

It is intended to keep the momentum going in this vital area of public service with the education and exercise series previously mention.

Implantation of a new incident management system (D4H) for the EOC is being considered. This system is in place at Selwyn and Waimakariri District Councils and could possibly be supported regionally by Group. Improvements to the management of sector posts in an event and how information is captured and shared back to the EOC to both speed up our decision cycle and improve plans with better information gathered are in hand.

Continuing to have a community presence is valuable. Planning is underway for the three A&P shows in March to run emergency management sites at them.

March also sees the next C10 course (C10 stands for Canterbury's ten councils, including ECAN, which can provide EOC support to our member districts if the need arises). Hurunui staff will be attending which will bring Hurunui's contribution to this multi-disciplinary reaction team to six.

As the year progresses and Fire and Emergency New Zealand (FENZ) works its way through their urban and rural fleet in in the Hurunui, a number of handheld radios that belong to the Council will be returned. These will be used to replace older gear as it is needed to be replaced.

More staff training and refreshers are planned for the year, and the next annual Pandora exercise is to be planned.

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### **Significance Consideration**

This report is considered to be of low significance and intended to inform and update the Council and the community of the EMO activities.

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**Conclusion**

A full year within the CDEM sector of the council and the community lies ahead. Education, resilience, continuity and change for volunteers and council staff are outcomes that are being sought to put the Hurunui District in good position to manage future disasters and emergencies.

A primary goal is to better prepare the district for an inevitable major disaster (AF8 – Alpine Fault Magnitude 8) and smooth the processes to handle smaller local emergencies.

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**Report Prepared by:**



Dean Eades  
Emergency Management Officer

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**Report Reviewed by:**



Audrey van der Monde  
Manager Public Services

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**Officer in Attendance:**

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

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# HURUNUI DISTRICT COUNCIL MEETING REPORT



**To:** Public Services Committee  
**Report Prepared By:** Sally Cracknell, Team Leader – Waste Minimisation  
**Date:** 14 February 2019  
**Significance Level:** Low

## Waste and Recycling Proposed Fees and Charges for 2019 - 2020

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**Recommendation** THAT THE INFORMATION BE RECEIVED.

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**Executive Summary** This report provides the Public Services Committee with background information on the reasoning for the proposed increases for fees and charges for waste and recycling from July 1 2019.

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**Refuse and Recycling Bags** Currently refuse bags are \$2.60 each and recycling bags 50 cents. Setting the cost of a recycling bag at a lower rate has succeeded in increasing the diversion of waste from landfill, but resulted in sales of refuse bags being lower than predicated.

Since introducing pre-paid refuse bags, there has been one price increase of 10 cents, so the charge is not truly reflecting the cost of waste disposal.

It is recommended Council increase the cost of a refuse bag to \$3.00. This would allow a smaller increase of the kerbside collection rate and ensure those producing less waste or good recyclers are not subsidising others.

To acknowledge the effort, which Hurunui ratepayers are making, it is recommended the cost of a recycling bag is maintained at 50 cents. The clear recycling bags have proven very successful, as the feedback from EcoSort continues to be very positive, with contamination levels of under 1% being frequently achieved.

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**Part Year Rating for Refuse and Recycling Collections** Currently when a new property in an urban area is completed refuse and recycling is collected, but Council are unable to invoice the ratepayer for the equivalent rates that would have been charged for the number of months remaining in the financial year.

It is recommended from July 1, Council approval be given to permit ratepayers to be invoiced the cost of the refuse collection rate for the remaining months on a pro-rata basis.

The collection rate will then be charged in the usual rates demand from the following year, as presently occurs.

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**Transfer Station Gate Fees - Waste** The current cost of waste disposal at Amberley transfer station is \$242 per tonne (inclusive of GST). To reflect the increase in landfill and other handling charges, an increase of \$8.00 per tonne is recommended.

The four northern transfer stations do not have weighbridge facilities, so waste is charged by volume e.g. trailer or car boot load. The exception is Hanmer Springs and heavier or larger loads are weighed using the under

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bin scales and charged at the Amberley per tonne rate. Using this method ensures accurate charging and reimbursement for Council, with loads between 500kg and one tonne being captured on a weekly basis.

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**Transfer Station Gate Fees - Green Waste**

In 2018, Council's processor for green waste closed down with no notification. Rather than transport it to Christchurch or cease accepting it, a decision was made to store green waste at Duffs Road on the site previously occupied by Envirocomp, now leased by Envirowaste.

A contractor has been appointed to shred the green waste, the first shred is booked for this month and the material will be backloaded and used for weed suppression at the transfer stations. It is hoped eventually to sell shredded material via the Amberley site.

To cover cartage and processing, an increase equating to \$8 per tonne (to \$130 inclusive) is proposed to ensure green waste recycling remains cost neutral for Council.

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**Amberley Transfer Stations - Cleanfill**

Cleanfill is accepted at Amberley transfer station and placed into Council's site at Stanton Road. For safety and security reasons, only Council's waste contractor is permitted to truck cleanfill into this site.

It is recommended to increase the gate fee by \$8 per tonne to \$95 per tonne to cover the cost of maintaining the cleanfill site and transportation, whilst still offering a significant saving in comparison to disposal to landfill.

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**Transfer Station Gate Fees - Recycling**

Cardboard, plastic bottles and cans are accepted for no charge at all transfer stations to encourage maximum diversion of waste from landfill. It is recommended that to recycle the aforementioned remains charge free providing the recycling is clean and contaminate free.

Glass bottles are also accepted for no charge at all sites unless a commercial volume e.g. skip or crate. A charge increase of \$5.00 for a skip of glass to \$45.00 is proposed, this being to cover increases in cartage and processing costs.

In the instances of contaminated skips of glass, which are not acceptable for recycling being received, these are charged pro-rata at a per tonne disposal rate.

Whiteware and scrap metal is recyclable via all transfer stations, sold and the income retained by Council for transfer station improvements. There is no charge to bring into metal into Amberley transfer station, but a fee is levied at the northern sites to cover handling, storage and transportation.

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**SeatSmart Recycling Scheme**

In February 2018, Council began to support the SeatSmart recycling scheme. Initially the cost to recycle a child's car seat was \$10, with \$5 charged to the customer and \$5 funded via Council's reimbursement from the landfill levy.

In July, the charge per seat increased to \$25, so it is recommended for the coming year that to receive a subsidy; identification of residence in Hurunui must be provided (a process implemented by other Canterbury Councils). For Hurunui residents, the charge per seat will increase to \$10

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(with \$15 being subsidised by the levy reimbursement) and for non-residents \$25.

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**Transfer Station Gate Fees – Hazardous Waste**

Household hazardous waste is accepted via the transfer stations for no charge to encourage its safe disposal.

Council allow the collection of paint from transfer stations for re-use by the public and last year 1.5 tonnes was collecting saving approximately \$3,500 in processing costs. Engine oil is also collected from three sites for no charge.

As paint and oil are the significant proportion of the hazardous waste received and are recycled or re-use at no cost to Council, it is recommended to continue to accept this hazardous waste for a zero gate fee.

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**Significance Consideration**

The report is for information and of low significance, but intended to provided background information regarding the proposed fees and charges increases for the coming year.

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**Report Prepared by:**

Sally Cracknell  
Team Leader – Waste Minimisation

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**Report Reviewed by:**

Jason Beck  
Manager Support Services

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**Officer in Attendance:** The report author will be in attendance to speak to this report.

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## Waste and Recycling – Fees and Charges 2019 to 2020

| Item   | Current Fee                 | Proposed Fee                |
|--|-----------------------------|-----------------------------|
| Hurunui District Council reserves the right to amend its transfer station fees on 31 December 2020, due to changes in disposal prices arising from the Climate Change Response Act and associated regulations. |                             |                             |
| <b>Amberley Transfer Station</b>   |                             |                             |
| Weigh only – per weigh   | \$10.00                     |                             |
| Minimum charge – general waste, green waste and cleanfill  | \$10.00 per load            | \$12.00 per load            |
| Official Hurunui District Council refuse sack  | No charge                   |                             |
| Up to 4 (non-Council) refuse sacks – not exceeding 15kg per refuse sack  | \$2.60 per sack             | \$3.00 per sack             |
| General waste - all vehicles – per tonne   | \$242.00 per tonne          | \$250.00 per tonne          |
| Complying green waste - all vehicles – per tonne   | \$122.00 per tonne          | \$130.00 per tonne          |
| Cleanfill – providing Council’s acceptance criteria are met  | \$87.00 per tonne           | \$95.00 per tonne           |
| Whiteware and scrap metal – if part of a mixed load  | 242.00 per tonne            | \$250.00 per tonne          |
| Whiteware and scrap metal – if separate from other waste or paid recycling   | No charge                   | No charge                   |
| <b>Cheviot, Culverden, Hanmer Springs and Waiau Transfer Stations</b> - Skips, commercial waste operators, soil and cleanfill not accepted.  |                             |                             |
| <b>General waste and scrap metal</b>   |                             |                             |
| For high sided (over 400mm) vehicles and trailers - extra charge (per m <sup>3</sup> ) measured from the trailer base or deck.   | \$29.00 per m <sup>3</sup>  | \$30.00 per m <sup>3</sup>  |
| Official Hurunui District Council refuse sack  | No charge                   |                             |
| Per (non-Council) refuse bag or sack   | \$2.60 per sack             | \$3.00 per sack             |
| Single wheelie bin   | \$12.50                     | \$13.00                     |
| Car boot or rear hatch   | \$33.00                     | \$35.00                     |
| Small ute or small trailer with low sides and no cage <sup>1</sup>   | \$50.00                     | \$55.00                     |
| Ute, single or tandem axle trailer with low sides and no cage <sup>1</sup>   | \$60.00                     | \$65.00                     |
| <b>Commercial waste</b> <sup>2</sup>   | Determined by site operator | Determined by site operator |
| <b>Complying Green Waste</b>   |                             |                             |
| For high sided (over 400mm) vehicles and trailers - extra charge (per m <sup>3</sup> ) when measured from the bottom of the trailer or deck.   | \$24.00 per m <sup>3</sup>  | \$15.00 per m <sup>3</sup>  |
| <b>Per woolsack</b>  | \$8.00                      | \$10.00                     |

| Item   | Current Fee                | Proposed Fee               |
|--|----------------------------|----------------------------|
| Car boot or rear hatch, per load   | \$19.50                    | \$21.50                    |
| Small trailer with low sides and no cage <sup>1</sup>                            | \$26.00                    | \$29.00                    |
| Ute, single or tandem axle trailer with low sides <sup>1</sup>                   | \$32.00                    | \$35.00                    |
| <b>Amberley, Cheviot, Culverden, Hanmer Springs and Waiau Transfer Stations</b>  |                            |                            |
| Clean paper, cardboard, glass bottles, plastic bottles, food and drink cans      | No charge                  |                            |
| Commercial skips of glass bottles – Amberley and Hanmer Springs only             | \$40.00 per skip           | \$45.00 per skip           |
| Winery or commercial glass bottles   | \$15.00 per m <sup>3</sup> | \$17.00 per m <sup>3</sup> |
| Whiteware – Amberley Transfer Station only                                       | No charge                  | No charge                  |
| Whiteware – Cheviot, Culverden, Hanmer Springs and Waiau Transfer Stations       | \$12.00 per item           | \$12.00 per item           |
| Car or electric fence batteries  | No charge                  | No charge                  |
| Per TV set   | \$13.00                    | \$13.00                    |
| Per item of electronic waste   | \$7.50                     | \$7.50                     |
| Per children's car seat or capsule – Hurunui resident with proof of address      | \$5.00                     | \$10.00                    |
| Per children's car seat or capsule – Non-HDC resident                            | \$5.00                     | \$25.00                    |
| <b><i>Hazardous waste – applies to all transfer stations – unless stated</i></b> |                            |                            |
| Engine oil – Amberley, Cheviot and Culverden only                                | No charge                  | No charge                  |
| Cooking oil – Amberley only  | No charge                  | No charge                  |
| Household and garden chemicals (up to 20 litres) – Amberley only                 | No charge                  | No charge                  |
| Paint and stains – drop off and/or removal for re-use                            | No charge                  | No charge                  |
| Per gas bottle or fire extinguisher  | \$5.50                     | \$5.50                     |
| Lighting tubes and light bulbs   | No charge                  | No charge                  |
| Printer and copier toner cartridges  | No charge                  | No charge                  |
| Household batteries  | No charge                  | No charge                  |
| <b><i>Tyres</i></b>  |                            |                            |
| Per car tyre (on and off the rim)  | \$7.00                     | \$7.00                     |
| Per motorbike tyre   | \$4.50                     | \$4.50                     |
| Per 4WD tyre   | \$8.50                     | \$8.50                     |

| Item   | Current Fee | Proposed Fee  |
|--|-------------|---|
| Per truck tyre   | \$22.00     | \$22.00   |
| Per loader or tractor tyre   | \$70.00     | \$70.00   |
| <b>Official Hurunui District Council Refuse Bags &amp; Recycling Sacks</b>   |             |   |
| Official Hurunui District Council refuse sack each   | \$2.60      | \$3.00  |
| Official Hurunui District Council recycling sack each  | \$0.50      | \$0.50  |
| <b>Via Amberley Transfer Station and Offices or via Service Centres</b>  |             |   |
| Compost-Zing per 1kg bag   | \$6.80      | \$7.00  |
| 10 litre system – starter kit (1 bucket set and 1 bag of Compost-Zing)   | \$38.80     | \$40.00   |
| 15 litre system - starter kit (1 bucket set and 1 bag of Compost-Zing)   | \$41.10     | \$42.50   |
| Ensopet composting kit   | \$48.00     | \$50.00   |
| Ensopet starter mix (1.2kg)  | \$12.50     | \$12.50   |
| Replacement glass recycling box – Hanmer Springs township (households only)  | \$8.00      | \$8.00  |
| <b>Hire of Event Recycling Bins</b>  |             |   |
| Event recycling bins from Amberley transfer station only   | \$65.00     | \$68.00   |
| <b>Refuse Collection Rate</b><br>When a new property in an urban area is completed refuse and recycling is collected, but in 2018/19 Council are unable to invoice for the equivalent rates that would have been charged for the months remaining in the financial year. |             | From July 1 2019, Council will invoice the cost of the refuse collection rate for the remaining months on a pro-rata basis. |

1. Low sides must be less than 400 mm in height as measured from the bottom of the deck/trailer.
2. Skips, commercial waste operators, soil or large quantities of hardfill will only be accepted at Amberley transfer station.



# HURUNUI DISTRICT COUNCIL MEETING REPORT



**To:** Public Services Committee

**Date:** 14 February 2019

## Tourism Board Update

**Recommendation** THAT THE INFORMATION BE RECEIVED.

**Executive Summary** The purpose of this report is to update the Committee on the recent activity of the Hurunui Tourism Board. The Council's representatives on the Committee may provide a further oral update at the meeting.

**Background** The last Tourism Board meeting on 11 February 2019 was held in Waikari and the Agenda included the following items:

|   | Significance:                    |
|---|----------------------------------|
| <b>Decision Items:</b> <ul style="list-style-type: none"> <li>○ Marketing Plan FY20</li> <li>○ Submissions to the Aotearoa NZ Government Tourism Strategy and the TIA 2025 and Beyond Strategy</li> </ul> | <p>Low</p> <p>Low</p>            |
| <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>○ There were no Discussion items for this meeting</li> </ul>  |                                  |
| <b>Information Items:</b> <ul style="list-style-type: none"> <li>○ Marketing Report</li> <li>○ Tourism Statistics</li> <li>○ Tourism Development Update</li> </ul>  | <p>Low</p> <p>Low</p> <p>Low</p> |

Next Meeting: 15 April 2019 in Amberley.

**Report Prepared by:** Maree Hare  
Committee Secretary

**Report Reviewed by:** Jason Beck  
Manager Support Services

### Public Services Work Programme

| Topic              | Description   | Date       | Manager |
|--------------------|---|------------|---------|
| Library            | Library tour  | TBC        | LM      |
|                    | New Library Strategy  | 2018       | LM      |
| Waste Management   | Waste Control contract – contractor attendance                      | Annual     | MPS     |
|                    | Waste and recycling contract renewal                                | May        | MPS     |
|                    | Waste Management Plan   | September  | MPS     |
|                    | Visit to Kate Valley/Waiiau transfer station                        | TBC        | MPS     |
| Emergency services | Changes to Civil Defence nationally                                 | TBC        | MPS     |
|                    | Routine reports on civil defence activity                           | 2 per year | EMO     |
|                    | Report re generator in privately owned buildings                    | September  | EMO     |
| Property           | Cemetery visit  | TBC        | MRS     |
|                    | Leases review update  | June       | TLP     |
|                    | Social housing Policy review  | TBC        | TLP     |
| Reserves           | Management Plan review – minor amendments                           | September  | MRS     |
| Contract renewal   | Public toilets and mowing   | May        | MISD    |
| Tourism            | Board scheduled visits  | Annual     | GMTPS   |
| Policy             | Multi language signage policy                                       | On going   | PP      |
| Grants & Awards    | Road trip to visit former environment grant recipients              | TBC        | MPS     |
|                    | Recipient attendances/oral reports                                  | Ongoing    | MPS     |
| Dogs               | Dog Control Policy review   | TBC        | PP      |
| Dog Park           | Investigate the establishment of a dog walking park in the district | TBC        | PP      |

MPS – Manager Public Services

MRS – Manager Regulatory Services

MISD – Manager Infrastructure Service Delivery

GMTPS – General Manager Thermal Pools and Spa

EMO – Emergency Management Officer

SP – Senior Planner

PP – Policy Planner

TLP – Team Leader Property

LM – Library Manager

TLW – Team Leader Waste

## Significance and Public Engagement 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?

### Significance 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.

### Engagement Consideration

Council officers preparing these reports will also have regard to appropriate public engagement according to the level of significance. Officers will use the Engagement Spectrum shown in the table below alongside the Significance and Engagement Policy to help identify and recommend the engagement level.

| 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 |

| <b>DELEGATIONS OF THE PUBLIC SERVICES COMMITTEE</b> |  |
|---|--|
| <b>Type of Committee</b>                            | Council Committee  |
| <b>Subordinate to</b>                               | Council  |
| <b>Subordinate Committees</b>                       | Hurunui Tourism Board  |
| <b>Legislative basis</b>                            | Committee constituted 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.   |
| <b>Membership</b>                                   | <ul style="list-style-type: none"> <li>• The Mayor</li> <li>• Four (4) councillors</li> </ul>  |
| <b>Delegations</b>                                  | <p>The Council delegates to the Committee responsibility for governance in the following areas:</p> <ul style="list-style-type: none"> <li>• Waste Management.</li> <li>• Emergency Services.</li> <li>• Property (Social housing, public toilets, medical centres, swimming pools, halls, cemeteries, service centres).</li> <li>• Economic Development/Tourism/District Promotion.</li> <li>• Reserves.</li> <li>• Libraries.</li> <li>• Youth.</li> <li>• Grants and Awards. (<i>This includes approval of grants and awards based on the recommendations of each judging panel. The Awards Ceremonies will be the responsibility of the Council.</i>)</li> </ul> <p>Governance in the above areas will include:</p> <ul style="list-style-type: none"> <li>• Monitoring activities.</li> <li>• Preparation of submissions to relevant bills, discussion and policy documents, for recommendation to the Council.</li> <li>• Variations to budgets within the Long Term Plan provisions.</li> <li>• Approval of tenders for contracts (within the delegations of this committee), within budget and which exceed officer authorisation.</li> <li>• Waiver of fees and charges.</li> </ul> |
| <b>Limits to Delegations</b>                        | <p>Matters that cannot be delegated by the Council include:</p> <ul style="list-style-type: none"> <li>• the power to make a rate.</li> <li>• the power to make a bylaw.</li> <li>• the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan.</li> <li>• the power to adopt a long-term plan, annual plan, annual report or strategic plan.</li> <li>• the power to appoint a chief executive.</li> <li>• the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.</li> <li>• the power to adopt a remuneration and employment policy.</li> </ul>  |
| <b>Council Resolutions</b>                          | <p>THAT THE COUNCIL CONFIRMS THE ESTABLISHMENT OF THE PUBLIC SERVICES COMMITTEE AS A COMMITTEE OF THE COUNCIL.</p> <p>THAT THE COUNCIL DETERMINES THE CHAIRPERSON AND THE COMMITTEE'S MEMBERSHIP BEING:</p> <ul style="list-style-type: none"> <li>• THE CHAIR OF THE COMMITTEE IS COUNCILLOR FIONA HARRIS.</li> <li>• THE MEMBERSHIP BEING THE MAYOR AND COUNCILLORS MARIE BLACK, VINCE DALY, FIONA HARRIS AND JULIA MCLEAN,</li> <li>• THE QUORUM WILL BE THREE (3) MEMBERS.</li> </ul> <p>THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE PUBLIC SERVICES COMMITTEE.</p>  |