



**HURUNUI**  
*District Council*

# Public Services Committee

## Agenda

1pm, Thursday 22 March 2018

In the Council Chambers, 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.

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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  
CARTERS RD, AMBERLEY  
THURSDAY, 22 MARCH 2018 AT 1 P.M.**

1 pm	Meeting begins
3 pm	Afternoon Tea
4 pm	Meeting concludes

ITEM	ORDER OF BUSINESS	Significance	Pages						
	<ul style="list-style-type: none"> <li>• Health and Safety briefing</li> <li>• Apologies</li> <li>• Announced Urgent Business</li> <li>• Conflict of Interest Declarations</li> </ul>								
1	<b>Minutes:</b> Minutes of the 7 December 2017 meeting		2 - 8						
2	<b>Decision Items:</b> There are no Decision Items for this meeting.								
3	<b>Discussion Items:</b> 3.1 Community Team update 3.2 Hurunui Civil Defence Emergency Management update 3.3 Waste Project update	Medium Low Low	9 – 14 15 – 19 20 - 24						
4	<b>Information Items:</b> 4.1 Tourism Board Update 4.2 Public Services Committee Work Plan		25 26 – 27						
5	<b>PUBLIC EXCLUDED SESSION</b>  THE GENERAL SUBJECT OF THE MATTERS TO BE CONSIDERED WHILE THE PUBLIC IS EXCLUDED, THE REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTERS AND THE SPECIFIC GROUNDS UNDER SECTION 48 (1) OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 FOR THE PASSING OF THIS RESOLUTION ARE AS FOLLOWS:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">General subject of each matter to be considered</th> <th style="width: 33%;">Reason for passing this resolution in relation to each matter</th> <th style="width: 33%;">Grounds under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td>Item 5.1 Minutes of the PE Session of the 7 December meeting</td> <td>The Minutes may contain information which if released would affect the privacy of natural persons.</td> <td>Section 48(1)(a)(i) &amp; Section 7(2)(a).</td> </tr> </tbody> </table>	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section 48 (1) for the passing of this resolution	Item 5.1 Minutes of the PE Session of the 7 December meeting	The Minutes may contain information which if released would affect the privacy of natural persons.	Section 48(1)(a)(i) & Section 7(2)(a).		31 - 34
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section 48 (1) for the passing of this resolution							
Item 5.1 Minutes of the PE Session of the 7 December meeting	The Minutes may contain information which if released would affect the privacy of natural persons.	Section 48(1)(a)(i) & Section 7(2)(a).							
6	<b>Urgent Business</b>								

# HURUNUI DISTRICT COUNCIL MINUTES



<b>Meeting</b>	Public Services Committee
<b>Time and Date</b>	1 pm, 7 December, 2017
<b>Venue</b>	Council Chambers, Carters Rd, Amberley
<b>Agenda</b>	<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: Councillor Fiona Harris (Chairperson) Mayor Winton Dalley, Councillors Marie Black, Julia McLean and Vince Daly

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**In Attendance** Councillors Geoff Shier and Dick Davison  
Hamish Dobbie (CEO), Audrey van der Monde (Manager Community Services), Maree Hare (Committee Secretary)  
Part meeting: Judith Batchelor (Manager Regulatory Services), Liz White (Consultant Planner), Sally Cracknell (Team Leader Waste Minimisation), Rochelle Faimalo ( Social Recovery Coordinator), Kerry Walsh (Team Leader Building) Dan Harris (Manager Infrastructure re Services – Delivery), Anthea Abbott (Asbestos Case Worker)

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**1. Apologies** There were no apologies

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**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.

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**3. Absent** Nil

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**4. Conflict of Interest Declarations** Nil

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**5. Urgent Business** Nil

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**6. Minutes** THAT THE MINUTES OF THE PUBLIC SERVICE COMMITTEE MEETING HELD ON 31 OCTOBER 2017 BE SIGNED AS A TRUE AND CORRECT RECORD OF THAT MEETING.

Black/Daly

CARRIED

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## 7. DECISION ITEMS

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**7.1 Proposed Playground Strategy** The report from the Consultant Planner advised that Council currently has no overarching strategy for playgrounds, with some aspects of management and future planning covered in separate documents. The possibility for the development of a “destination playground” within the District has also been raised as part of the LTP development. The report advised that it is

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therefore considered appropriate to initiate the development of a Playground Strategy to provide strategic direction over decisions regarding the provision of new playgrounds and the potential upgrading of existing playgrounds. The strategy would then be used to guide LTP funding allocation.

The documents currently used by Council and which provide some limited guidance are The Playgrounds Policy and the District Reserve Management Plan. A Playground Strategy would provide some strategic guidance around the development and upgrade of playgrounds and would include consideration of the current distribution of playgrounds, their function and the age bracket they cater for; identification of possible upgrades; consideration around the provision of 'ancillary' matters and the possibility of a 'destination' playground. The Strategy is not intended to include a details assessment or inventory of current playground equipment.

The report recommended that a Playground Strategy be initiated and that a working group be appointed to work with Officers on this project.

The Consultant Planner spoke to the report and the meeting noted the following –

- This is a proposed Strategy rather than a Policy which will be a high-level visionary document setting out what Council is looking at and will replace the current *P1 Playgrounds, P1/1 Playgrounds Safety Policy*.
- The Strategy will undertake a stocktake exercise to see what is there now and perhaps identify what is needed and the meeting agreed that this was important.
- Financial implications also need to be considered. The Report noted that a Destination playground has been suggested but this would have financial implications which would impact on the LTP therefore there is a need for the two to line up.
- It was agreed that the Youth Council be involved in the consultation and engagement process as well as Community groups i.e. Plunket and Playgroups.
- The meeting agreed that there is a need to consider the potential for growth and/or perhaps a different style of playgrounds according to the makeup of the Communities.
- Some Sportsgrounds/Rugby Grounds also have small playgrounds and that one scenario cannot be applied to all. In response to a query on who decides the appropriateness of Playgrounds the Consultant Planner advised that a combination of local Communities and Council would decide and she suggested that a working group be formed to do this.
- The usage of Playgrounds was also discussed and the Mayor noted that while some playgrounds may only be used for 2 hours a week, that time is very important. The Planner advised that the Strategy would look at the usage as well as the location to other playgrounds.

THAT THE PUBLIC SERVICES COMMITTEE AGREES TO INITIATE A PLAYGROUND STRATEGY BASED ON THE MATTERS SET OUT IN THE REPORT AND SET UP A WORKING GROUP TO WORK WITH OFFICERS.

Black/McLean

CARRIED

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The meeting agreed that the Working Group be made up of Mayor Dalley and Crs Black, Mclean and Shier.

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**7.2 Draft Public Toilet Policy for adoption**

The Report from the Consultant Planner advised that the Committee had agreed to a review of the 1998 Public Toilet Strategy and provided input into the various policy options to assist in the drafting of the new Public Toilet Policy. The Draft Policy attached to the report reflected the input of the committee and the report recommended that the Policy be adopted.

The Consultant Planner spoke to the report and the meeting noted the following –

- It was agreed that Policy 6, relating to new toilets should include the words *‘through the submission process’*.
- Cr Daly queried if there should be a scale for cleaning the toilets and it was noted that the categories in Policy 3 addressed this.
- Policy 11 relating to the ability to temporarily categorise a public toilet when circumstances change was discussed and it was agreed that this is a good approach.
- Noted that Policy 2 is a change from the current funding model and it was agreed that the funding definitions are clear in the Policy. It was also noted that there is room to make further decisions on community funded toilets becoming district funded toilets.

THAT THE PUBLIC SERVICES COMMITTEE RECOMMENDS TO COUNCIL THAT THE PUBLIC TOILET POLICY SUBJECT TO THE ADDITION OF *‘INCLUDING THE SUBMISSION PROCESS’* TO POLICY 6 BE ADOPTED.

DALLEY/

The meeting discussed the funding of the toilets in the Waikari Camping Ground and it was noted that these are paid for as part of the Camping Ground fee and are considered to be self funded.

Seconded /BLACK

CARRIED

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**8. DISCUSSION ITEMS**

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**8.1 Winter Warmer/Find and Fix update**

The report from the Project Co-ordinator provided an update on the Council Winter Warmer/Find and Fix project.

The report advised that the Winter Warmer/Find and Fix project is to assist the three earthquake affected districts. The Hurunui District received \$35,000 from the Ministry of Civil Defence and Emergency Management and also \$15,000 from the Lottery Hurunui, Kaikoura, Marlborough Earthquake Relief Fund. These funds were to provide temporary repairs and heating solutions to earthquake affected residents.

To date 17 property owners have been assisted and new referrals continue to be received. The project will continue to support those in need until all the funds have been exhausted.

The report advised that it would have been preferable to have had the

program in place prior to winter however there is a good system in place now and support and assistance is being provided where needed.

The meeting considered the report and noted the following –

- People have to engage with a navigator before any work is done and it was suggested that the delay in getting the navigators up and running may be the reason for the lower demand. The Coordinator replied that the slowness was due to the lack of funding initially however the support is still there and the summer needs are not the same as in the winter.
- It was agreed that if any future events occur Council needs to be aware of the need for funding quickly.
- The Coordinator advised that the Red Cross have been giving grants in cash and while this has not been advertised it widely, the people who received it have been grateful.
- Cr Harris reminded the Co-ordinator that the people in Scargill and Motunau must not be forgotten.

THAT THE INFORMATION BE RECEIVED.

Harris/Black

CARRIED

## **8.2 Social Recovery update**

The Report from the Social Recovery Coordinator provided an update on the Hurunui District Social Recovery. The report advised that the Recovery Plan provides a strategic oversight and a coordinated approach to the social recovery efforts in the Hurunui.

External funding has been received to support much of the social recovery activity in the district.

The meeting considered the report and noted the following –

- A lot is still happening in the recovery space.
- The Earthquake Anniversary events were well attended by the communities.
- A lot of children were very traumatised by the event and the Services who are working in that area are very busy. This could go on for some time.
- The All Right campaign is just beginning in the community with the first workshop to be held December on Tuesday 12<sup>th</sup>.
- All of the activity in the Recovery space has been externally funded and it was agreed that the team have been very active in getting this funding.
- The role of the Information Coordinator ends in March and the meeting queried if there is capacity to extend this role and if funding is being sought to support this. The Manager Public Services reported that this will be evaluated in the new year and stressed that the dollars attached to a position cover more than just wages.

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- The meeting noted that the report contains a lot of information and is useful to the committee.

THAT THE INFORMATION BE RECEIVED

Black/Daly

CARRIED

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**8.3 Update of the Ministry of the Environment – Waste and Recycling project**

The report from the Team Leader – Waste Minimisation updated the committee on the Earthquake Recovery Waste and Recycling project funded by the Ministry for the Environment. The report advised that the application for \$2,636,000 was submitted in March to the Ministry and the funding is now signed off.

The project included Hazardous Waste Collections and Drop offs; Asbestos Inspections; repairs to the Hanmer Springs Transfer Station; the construction of a clean fill acceptance area at the Amberley Transfer station; a rebuild of the Waiau Transfer Station; communications and various additional infrastructure.

The Team Leader – Waste Minimisation introduced Anthea Abbott who has been employed as an Asbestos Case Worker in the district.

The Officer spoke to her report and the meeting noted the following -

- The uptake for the Hazardous waste collection has been disappointing to date in spite of wide publicity however it is now starting to pick up.
- To date 157 people have been in contact or have been contacted regarding an asbestos assessment - 57 have agreed to have the assessment done and 8 reports have been received; 24 people have declined. A follow-up on 76 people will be undertaken in the new year. All yellow and red stickered property owners have been contacted.
- To date no asbestos contaminated material has gone to Kate Valley.
- A demolition waste collection in other areas will be available after Christmas. Concerns were expressed that people may have done the work by then and the Officer advised that there is not a lot coming through at the current time.
- Cr Davison asked if Gypsum can be removed and taken elsewhere and the officer replied that Gypsum is not on the clean fill list however she agreed to check with Ecan on this noting that it would need to be separated at the source.

THAT THE INFORMATION BE RECEIVED.

Harris/Black

CARRIED

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**9. INFORMATION ITEMS**

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**9.1 Replacement of fire damaged**

The report from the Team Leader – building updated the committee on progress with the replacement of the fire damaged social housing unit in



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**social housing  
unit Church St,  
Amberley**

Church Street, Amberley.

The report advised that two applications to fund the cost shortfall were declined. It also advised that the original cost for the unit build by Keith Hay homes, plus transportation, drainage, power, water, excavations, and Consents bought the total cost to \$3335.00 per square metre whereas the average build price in Amberley is \$2,000. Officers subsequently investigated other options and accepted a quote from Steve Inwood at a cost of \$1923.00 per metre.

The build has proceeded and the total costs will be slightly above the insurance pay out amount but will include the solar hot water and accessibility and is 16m<sup>2</sup> bigger than the original unit. The unit is expected to be completed by Christmas 2017.

The Officer spoke to his report and the meeting noted the following –

- The cost of the demolition of the burnt out unit was \$23,287.50 and the insurance pay out was \$138,187.40 (GST excl.) leaving a shortfall of \$22,095.10 however the new unit is bigger than the original planned unit.
- The meeting congratulated the Officer on the saving noting that the cost of the demolition was substantial.
- It was noted that there was no asbestos in the burnt out unit.
- The meeting agreed that a lesson learned from this exercise was that it is appropriate to keep things to the local area.
- It was suggested that the square meter costs should have been done in the first place however the meeting agreed that there were a number of issues and unknowns with the first quotes.
- The Officer advised that a ramp, deck and wet floor shower are included in the new unit and there has been consideration of providing a ramp at the back of the unit however this will depend on cost.

THAT THE INFORMATION BE RECEIVED.

Dalley/Daly

CARRIED

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**9.2 Tourism  
Board Update**

The Report from the Committee Secretary provided an update on the October Tourism Board meeting.

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**9.3 Public  
Services Work  
Program**

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

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

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**11 PUBLIC EXCLUDED SESSION**

THAT THE MEETING MOVE INTO PUBLIC EXCLUDED SESSION AND THE GENERAL SUBJECT OF THE MATTERS TO BE CONSIDERED WHILE THE PUBLIC IS EXCLUDED, THE REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTERS AND THE SPECIFIC GROUNDS UNDER SECTION 48 (1) OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 FOR THE PASSING OF THIS RESOLUTION ARE AS FOLLOWS:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under s48 (1) for passing this resolution</b>
<b>Item 8.1</b> Secondary School Achievers Award	The report contains information which if released would affect the privacy of natural persons	Section 48(1)(a)(i) & Section 7(2) (i)

Black/Daly

CARRIED

THAT THE MEETING RESUME IN OPEN SESSION AND THAT THE MATTERS DISCUSSED IN PUBLIC EXCLUDED SESSION REMAIN CONFIDENTIAL, EXCEPT FOR THOSE MATTERS APPROVED FOR RELEASE.

*THAT THE PUBLIC SERVICES COMMITTEE:*

- *RATIFIES THE RECOMENDATION FROM THE 2017 SECONDARY SCHOOL ACHIEVERS AWARD ASSESSMENT PANEL THAT THE FOLLOWING GRANTS BE MADE –*

*ANNA BENNETTO \$3000  
EMMA MAXWELL \$2000  
JULIA MAXWELL \$2000  
SKYLA SQUIRES \$3000*

- *APPROVES THE PRESENTATION OF THE AWARDS FOLLOWING THE COUNCIL MEETING ON THURSDAY 21 DECEMBER 2017.*
- *RELEASES THE DECISION INTO THE PUBLIC DOMAIN AND ADVISES ALL APPLICANTS OF THE DECISION MADE.*

Dalley/McLean

CARRIED

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**Next meeting**      The next meeting of the Public Services Committee is scheduled for Thursday 8 February 2018 at 9.30am.

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**Meeting Ended**      The meeting ended at 3.35 pm.

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# HURUNUI DISTRICT COUNCIL MEETING REPORT



**To:** Public Services Committee  
**Report Prepared by:** Rochelle Faimalo, Community Team Leader  
**Date:** 22 March 2018  
**Significance Level:** Medium

## Community Team Update

<b>Recommendation</b>	THAT THE INFORMATION BE RECEIVED.
<b>Executive Summary</b>	This report provides an update on the social recovery and community team activity in the Hurunui district.
<b>Social Environment Task Group</b>	<p>The Hurunui District Council Community Team has continued to coordinate the Social Environment Task Group (SETG) meeting which has allowed for regular communication and coordination across recovery leaders and organisations. This has been important to ensure the needs of the Hurunui District residents are being met in the most effective and efficient way.</p> <p>Rochelle Faimalo, Community Team Leader and Audrey van de Monde, Manager Public Services facilitated a conversation on Tuesday 20 February with key representatives from leading organisations who have been representatives at the SETG to get a better understanding of current recovery activity, ongoing needs and organisational plans.</p> <p>As the recovery continues to progress, it is front of mind to ensure the right supports are in place at the right time and resources are being provided when and where they are needed.</p> <p>At this meeting there was a consensus to strengthen groups and connections that already exist in the Hurunui district.</p> <p>Together Hurunui along with the local Connect Hurunui Inc Community Connectors were both identified as the appropriate pre-existing structures to support and retain the key elements of community development that have been delivered through the social recovery programme. Some work is required to ensure the appropriate support and strengthening is put in place to ensure both groups are well-positioned to effectively carry this work forward.</p> <p>A jot form / survey has been sent to all the lead organisations to ask the following questions;</p> <ol style="list-style-type: none"> <li>1. What is your organisation's current recovery (EQ) related activity in the Hurunui District?</li> <li>2. What is the current need you are experiencing in your organisation?</li> <li>3. What do you see as the ongoing/future need?</li> </ol>

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4. What plans does your organisation have for supporting EQ recovery in the future? Please detail current roles and those roles you envision extending (include FTE for each role)
  5. What do you see as the Council's role going forward in EQ recovery and what support does your organisation require?

Once this information is collated the SETG will meet to discuss forward plans and desired outcomes.

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### Community Team

The Hurunui District Council Social Recovery Team has been re-named the Community Team to reflect the current stage of recovery.

The Community Team is made up of the following;

Name	Role	FTE	Contract End Date	Funded By
Rochelle Faimalo	Community Team Leader	1	Permanent	HDC
Emma Duncan	Project Coordinator	.675	20 July 2018	Lottery EQ Fund
Rhea Duffy	Information Management Coordinator	.5	31 December 2018	Lottery EQ Fund
Gill Walsh	Events Coordinator	.5	31 July 2018	Lottery EQ Fund
Rachel Lissington	Administration	1	10 August 2018	Lottery EQ Fund
Recruiting	Rebuild Officer	1	12 month fixed	Lottery EQ Fund
Jess Kerr	HYP Coordinator	.5	Permanent	HDC
Tayla Reece	HYP Assistant Coordinator	Casual	On Going / As Required	Project Specific
Elise Johns	Youth Worker	.375	31 November 2018	Lottery EQ Fund
Krystal Jennings	HYP Facilitator	.3	31 November 2018	HDC

Unless decided otherwise, none of the externally funded roles will be extended beyond their contract end dates.

The Ministry of Youth Development has funded the Hurunui District Council to create and implement a Youth Strategy. This strategy will be

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completed by youth week 19-27<sup>th</sup> May 2018. The outcome of this strategy will support and shape ongoing youth development activities being delivered by the Hurunui District Council.

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### Winter Warmer Find & Fix (WWFF)

Currently the WWFF project has assisted 34 properties in the Hurunui district with consenting, weather tightness, leaking hot water cylinders, sanitary issues and insulation.

Emma Duncan HDC Community Team Project Coordinator has been working with Community Energy Action (CEA) and the New Zealand (NZ) Red Cross to achieve the best results for more complex property cases.

Expenditure:

- Coordination, Scoping and Assessments (Donna Inwood) - \$7,038.01
- WWFF projects and repairs - \$10,009.63

Community Energy Action continue to offer housing assessments with 52 completed and in conjunction with the New Zealand Red Cross offer electricity / wood grants with 74 granted.

Recent door knocks have identified ongoing need for this service with properties still requiring support. Some properties are still without their main source of heating due to repairs not yet completed. Some ongoing weather tightness and un-sanitary issues have also been identified.

The HDC community team will continue to work with CEA and NZ Red Cross to ensure support and assistance is provided when and where needed within the budget remaining.

### Outreach

Emma Duncan, Community Team Project Coordinator with the support of Councillor Marie Black have coordinated a second round of outreach / doorknocks in earthquake affected townships.

The following township have been visited;

Date	Township	Houses visited	Home	Referrals	Volunteers
12.02.18	Rotherham	67	37	8 21.62%	5
13.02.18	Waiau	113	44	9 20.45%	9
16.02.18	Greta Valley / Scargill	49	27	4 14.81%	5
23.02.18	Waikari	141	59	6 8.69%	11
27.02.18	Cheviot	171	68	11 16.17%	12

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Key issues / concerns identified (highest to lowest):

- Insurance
- Demolition and Waste
- Repair or Rebuilding of homes
- Health and Wellbeing
- Temporary Accommodation
- Heating

Doorknocks in the Hawarden and Culverden townships are yet to be completed. A full report will be provided by Rhea Wren Information Management Coordinator once completed.

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**Community Participation, Communication & Engagement**

Thanks to funding from the Lottery Hurunui Kaikoura Marlborough Earthquake Relief Fund Peter Kenyon will be visiting the Hurunui District from Tuesday 3rd April – Friday 6th where he will spend most of his time in Waiau, Mt Lyford and Cheviot.

Peter Kenyon is an inspiring speaker and exceptional facilitator, whose community planning workshops are renowned throughout Australia and New Zealand.

He is a much sought-after motivating and inspiring story teller, social entrepreneur and community enthusiast who has worked with 48 countries and with more than 1000 communities.

Through community conversations and events Peter will present fresh and creative ways to stimulate community and economic activity. Inspiring and motivating people to think about how they can help build the best possible future for their wonderful towns.

Gill Walsh, Community Team Events Coordinator is coordinating Peter's visit and will work with key community leaders and groups to organise numerous conversation with Peter while he is here along with two larger evening events in Waiau and Cheviot. Peter will also facilitate a conversation with Hurunui Youth at the Hurunui Youth Nui Hui in Cheviot at 6pm on Friday 6th April.

It is anticipated these events and consultations will formulate and support any further community development work that is required in the Hurunui district.

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**Events**

The Community Team ran a number of events throughout the Hurunui district during the summer months.

**Waiau Big Day out – Monday 18<sup>th</sup> December**

A coach along with some private cars went into three activities in Christchurch, Laser strike, Mega Air and Swimming. The group were treated to pizza for lunch which was delivered to Laser Strike.

Total number of participants: 58 (14 adults and 44 children).

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The majority of participants came from Waiau with one from Mt Lyford and a couple from Rotherham. The children had a blast and a number of the adults also joined in the activities which was great.

### **Summer Community Event Series x 7**

Over the summer break a number of events were held throughout the Hurunui District utilising local facilities such as swimming pools that we are lucky to have.

The only exception to this was in Hanmer Springs a skate event was held instead of a pool party. All the events ran for two hours and had music playing along with shared kai. The pool party events featured comedic entertainment in the second hour by North Canterbury performer Sport Suzie, while the skate jam event was attended by the Cheapskates Skates School from Christchurch which attracted people from Culverden and Waiau as well as Hanmer Springs.

At all events with the exception of the Greta Valley Pool Party a free community BBQ was provided. This wasn't done in Greta Valley as the event dovetailed an already planned school barbeque.

At each pool party a qualified life guard was present and in most cases this was through the Amberley Pool team. For the final event the lifeguard came through the Hanmer Springs Lifeguard team.

The events were well attended by the community with approx 40-50 people at each event.

Total estimated audience approx 350 participants.

The event dates were:

Cheviot Pool Party – Tues 12 December

Rotherham Pool Party – Tues 9 January

Culverden Pool Party – Tues 16 January

Hawarden Pool Party – Tues 18 Jan (postponement date used)

Hanmer Springs Skate Jam – Mon 22 January

Waiau Pool Party – Tues 23 January

Greta Valley Pool Party – Thurs 1 Mar (postponement date used)

It is recommended that similar events continue to be held throughout the Hurunui district next summer. Such events could be organised by local communities and supported by community connectors. Detailed event plans are in place, and much of the equipment is available for use from the Hurunui Youth Programme. While these events were free to attend future events could attract a small charge for sausages to keep the events cost-neutral or a contra product sponsor could be found.

### **Quake Escape**

The Hurunui Youth Programme with funding from the Lottery Hurunui Kaikoura Marlborough Earthquake Relief Fund ran a three day camp for Hurunui and Kaikoura young people ages 14-18 years. The camp named Quake Escape was held at Blue Skies in Kaiapoi and kicked off late afternoon

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on Friday 9th February – late afternoon Sunday 11th February. Transport was provided from both Kaikoura and Hurunui districts. The camp ran a jam packed programme of recreational activities and entertainment that engaged and excited those who attended.

67 young people attended the camp, aged 14-18 years old from both Kaikoura and Hurunui districts.

Hurunui Youth: 57

Kaikoura Youth: 10

Feedback from those who attended was positive and all the desired outcomes in delivery the event were achieved.

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**Significance  
Consideration**

**Medium** significance.

While the Hurunui District Council is in a transition phase from recovery it is important that regular communication and consultation continues with communities, councillors and key stakeholders to ensure the right decisions and actions are made at the right time.

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**Report Prepared by:**

Rochelle Faimalo  
Community Team Leader

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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:** Allan Grigg, Emergency Management Officer  
**Date:** 22 March 2018  
**Significance Level:** Low

## Hurunui Civil Defence Emergency Management Activity Update

**Recommendation** THAT THE INFORMATION BE RECEIVED.

**Executive Summary** Hurunui CDEM (Civil Defence Emergency Management) continues to work across a wide range of different activities in order to achieve resilient communities. Work streams focus on the '4Rs' of emergency management; Reduction, Readiness, Response & Recovery.

This report provides an update on recent CDEM activities and developments. The following items are covered;

- CD (Civil Defence) Sector activity
- Local Emergency Coordinating Groups
- EOC (Emergency Operations Centre) activity
- CDEM at A & P Shows
- Hurunui CDEM involvement with RAG (Rural Advisory Group)
- C10 (Canterbury 10) EOC Support Team developments
- CDEM Exercises – 2018 – 2020
- Generators
- Lifelines
- Emergency Mobile Alerting
- Preparing for Coastal Change

### CD (Civil Defence) Sector Activity

#### Amberley

We have been unsuccessful to date in appointing a new Sector Coordinator for the Amberley Sector. Warren Healy, the previous Amberley Coordinator, continues to provide response cover, but there is no current community planning or training activity. The Amberley Sector team needs to be rebuilt around a new leader. The Amberley Ward Committee has been approached for assistance in finding the right person for the job. A job description has also been circulated, with one response. This person ultimately determined they were unable to commit the time required for the position, but is keen to be a part of the team when it is rebuilt. We will continue to work with the wider Amberley / Leithfield / Broomfield / Balcairn community to find the right person.

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**Glenmark**

There is still no formalised Sector team for this area. A community group of interested people from the Scargill / Greta Valley area have been holding meetings and organising themselves. Hurunui CDEM is working with this group. The Glenmark Ward Committee were approached to see if they could assist with the establishment of a Sector team. Several names have been provided by the Committee. Hurunui CDEM will approach these people in the near future to ascertain their capability and willingness to form a team. Given some of the local challenges, the Glenmark CD Sector, which mirrors the Glenmark Ward other than Motunau, may be split into two separate Sector area.

**Motunau**

No recent activity with this Group. Irene Shepard continues in her role as the Coordinator for this small group. When time allows, a meeting will be organised to update and refresh this group.

**Cheviot**

Matt Willcox, the Cheviot CD Sector Coordinator, has been doing an outstanding job of organising his Sector. He has approached all of his wardens in the smaller communities of the Sector, clarifying their roles and providing CD vests. He is currently in the process of reorganising both the Sector Post and Welfare teams.

**Mt Lyford**

No recent activity with this group. Donald McIntosh is currently away on holiday. Claudine Barnes is acting Coordinator. On Donald's return a meeting will be called. Donald wishes to resign from his role as Coordinator, as he feels he is unable to do the role justice over the coming year. His time and energy will be consumed by his earthquake rebuild and leadership of the rural fire force at Mt Lyford. It is hoped that a new Coordinator will step forward at this meeting.

**Waiau**

Peter Bush has been doing an amazing job of balancing work, family life and the development of the Waiau Sector team. The Waiau team have now had several training meetings and are getting ready for their first table top exercise.

**Hanmer Springs**

Phil McArtney is acting as the Coordinator until such time as we can locate a replacement. Phil was the Coordinator but has stepped down as he now only spends half of each week in Hanmer Springs. The team continues to meet monthly to conduct community planning and training activities. Members of the Hanmer Springs Community Board have been approached to assist with identifying and appointing a new Coordinator.

**Culverden**

Janet Murphy is doing a great job of leading the Culverden Sector team. By the time of this meeting, the team will have conducted their first table top exercise.

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### **Hawarden**

The Hawarden Sector team have held several community planning meetings and started their first training session several weeks ago. A training day has been scheduled for a Saturday in April in place of evening training sessions.

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#### **Local Emergency Coordinating Groups**

A new initiative has been started in several Sectors. This involves identifying and bringing together the various emergency response groups in a Sector area. The purpose is to help the various groups and agencies appreciate each other's capabilities and range of duties. They also provide a chance for the Sector Coordinators to assert themselves in their roles among the peers. These groups will provide an ideal platform to discuss any local, regional or national incidents, learning from and refining local planning and preparedness. These groups have been started in Hanmer Springs and Culverden to date, with excellent feedback. The intent is to hold these meetings quarterly or as required. It is planned to establish such groups in Amberley, Hawarden/Waikari, Cheviot and Waiau / My Lyford.

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#### **EOC Activity**

A full review of EOC (Emergency Operations Centre) staffing has been completed and approved by Council Management. A training plan for the year has been finalised.

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#### **A & P Shows**

A CDEM display, complete with the earthquake simulator and the Stan the Dog suit has been present at the Amuri, Cheviot and Hawarden A & P Shows. There was significant engagement with locals at each show, demonstrating the value of such activity.

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#### **RAG (Rural Advisory Group)**

Hurunui CDEM has been involved with the establishment of the Rural Advisory Group or RAG. The purpose of this group is to provide collaboration between the rural sector, rural national, regional and local agencies and CDEM. It is planned for this Group to actively represent the rural sector in CDEM planning, reduction, readiness, response and recovery activities. This initiative will greatly enhance the ability of CDEM to better understand rural priorities and issues, enabling greater collaboration and reducing frustration and miscommunication.

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#### **C10 (Canterbury 10) EOC Support Team Developments**

C10 is a regional CDEM initiative to establish a cadre of carefully selected Council staff, provide a higher than usual level and training and have them organised into EOC teams that can deploy to assist Canterbury EOCs that are being challenged by an emergency event. The intent of such a deployment is not to take over, but to supplement and support the locals to manage their own event. Training will be focussed as much on collaborating and supporting the existing EOC as it will be on the technical aspects of working in an EOC. Hurunui District Council have had three staff members accepted onto the inaugural training course in April. They are;

- Debbie Board
  - Scott Rose
  - Rochelle Faimalo
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If successful they will form part of the first C10 team, scheduled to be operational by July 2018.

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**CDEM Exercises –  
2018 - 2020**

The Alpine Fault Eight (AF8) project has identified a large range of challenges we will all face in dealing with an Alpine Fault earthquake of Richter 8 or bigger. One of these is that there will be a significant period of time where outside assistance will be some time away. As such it has been decided to run a series of exercises to explore the best ways to deal with this situation. Consequently, this year's major Canterbury CDEM exercise (Exercise Pandora) will be each local Council operating their EOC and identifying the major challenges they will face. Next year, 2019, a regional exercises will be held to explore how things will work regionally when dealing with the challenges identified in the 2018 exercise. In 2020, a national exercise will be held to work out how the national will cope with such an event, with a dual emphasis on how such an event will physically impact on the North Island and how this will affect their ability to help the South Island.

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**Generators**

Several mobile 10kVa generators have been obtained. One has been stationed in Cheviot at the Service Centre. The other is currently stored in Amberley, to be used where required. A mobile generator has been loaned from the Council water department and is stationed in the library in Hanmer Springs. An exercise has been run with the Hanmer Springs Sector team to ascertain the best way to power up the Sector Post. Waiau obtained some funding to purchase an 8 kVa generator for CDEM use in Waiau. A 10 kVa generator is stored in the rural fire shed at Mt Lyford. Culverden Sector operate out of the Culverden Fire Station which has an emergency generator. The Sector Posts that do not have a dedicated emergency generator at present are;

- Hawarden
- Motunau
- Amberley
- Glenmark

Waiau is the only Sector that has a generator for running a Civil Defence Centre (new name for Welfare Centre). Council funding has been secured to purchase and set up 2 generators per year for the next several years.

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**Lifelines**

Hurunui CDEM will attend the upcoming Canterbury Lifelines Forum to maintain currency of the status of Lifeline / Utility agencies. It is intended to propose a regional initiative to provide lifeline and utility workers with an identification card (pass) that will allow them to pass through emergency cordons without having to go through the cordon management system. This would mean a large amount of work to collaborate with the various agencies that might erect or manage a cordon to identify the training and awareness that would be required before they would allow such a pass to be used. Then the people who would be issued such a pass would then need to be identified and trained. From there a process to manage the currency of such training would need to be established.

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In a separate forum of Canterbury response agencies, a group of response personnel were tasked to develop a cordon management response template, to enable lessons learnt from the recent Canterbury events, where cordon management was an issue, to be assimilated for the use of all agencies likely to use a cordon. It is hoped that this group, in collaboration with the Canterbury Lifelines Group can take on the proposed identity card project.

It must be emphasised this is a proposal only at this stage.

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**Emergency Mobile Alerting**

Emergency Mobile Alerting is the newly established initiative by MCDEM (Ministry of Civil Defence and Emergency Management), to send an alert to all alert capable phones within reach of selected cell towers, with no requirement for subscribing to such a service. Hurunui CDEM will be working with regional Civil Defence to develop templates that Hurunui would use in the event an alert needs to be sent from Hurunui CDEM. The anticipated uses are; tsunami, flooding, wildfire and serious cases of water contamination. There may be others as the work progresses. The system is managed by MCDEM, with local and regional alerts being sent through regional Civil Defence.

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**Preparing for Coastal Changes**

Council officers will meet to examine the risk that is perceived to be developing to our coastal communities, through sea level rise. The intent is to establish a process to accurately assess the risk, both now and in the future. Once the risks are identified, viable risk mitigations options can be developed. Engagement with our coastal communities would then be a vital step in short and long term management of this risk. This is a newly emerging risk reduction measure. This Committee will be kept updated.

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**In Summary**

As outlined above, Hurunui CDEM is heavily engaged in a wide range of activities, actively working to identify and reduce the risks our communities face, preparing staff and volunteers to respond when emergency events do happen, and developing sound recovery plans to advocate and enable the best possible recovery from emergency events.

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Allan Grigg  
Emergency Management Officer

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**Report Prepared by:**



**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:** 22 March 2018  
**Significance Level:** Low

## Ministry for the Environment Waste and Recycling Project Update

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**Recommendation** THAT THE INFORMATION BE RECEIVED.

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**Executive Summary** Last year, the Ministry for the Environment provided funding of \$2,636,000 to assist Hurunui and Kaikōura district councils' recovery from the earthquake. The project commenced September 2017.

Funding to manage hazardous waste, provide asbestos inspections of earthquake damaged properties, rebuild Waiau transfer station, undertake repair works at Hanmer Springs transfer station, build a cleanfill drop off area at Amberley and infrastructure for the management of demolition and hazardous waste was provided for through the project.

This report provides an update on the project, outlines the issues encountered and how they were rectified.

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### Hazardous Waste

Hazardous substances at earthquake-damaged properties in Hurunui pose a risk to human health and the environment because of the demolition process. Possible substances include pool and spa chemicals, household, garden and agricultural chemicals, aerosol cans e.g. light gas and foam, gas bottles, fire extinguishers, fluorescent lighting tubes and compact bulbs, paint, stains, solvents, car and electric fence batteries, ammunition, engine oil and unwanted fuel.

Due to the geographical area of the district, permanent and mobile facilities are necessary, so funding was provided for the following.

1. Drop off containers and signage for paint recycling at all transfer stations and chemicals at Amberley transfer station.
2. On site collections of hazardous wastes from properties scheduled for demolition or renovation.

Through the project almost 10 tonnes of hazardous waste have been received to date (excludes materials presently on site at the transfer stations).

- 300 fluorescent lighting tubes and approx. 100 fluorescent light bulbs.
  - 165 gas bottles and 33 fire extinguishers.
  - 1.7 tonnes of paint and 1 tonne of paint has been collected from transfer stations by residents, schools and community groups for re-use
  - 2.66 tonnes of car, electric fence and household batteries.
  - 1,800 litres of engine oil.
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- 868kgs of agricultural chemicals.
  - 925kgs of household and garden chemicals.

Despite extensive advertising via leaflet drops, council's website and Facebook page, community newsletters, coverage in the local press and promotion at the Waiau Rebuild evening and other community events, only 9 properties booked a collection.

Feedback found people prefer to drop hazardous wastes off rather than having someone visit their properties, so in response to this, three drop off events for mid-March in Cheviot, Culverden and Waikari have been arranged and advertised through a range of methods. If successful, funding will be sought for further events; the volumes received will be reported at a future meeting.

The provision of transfer station facilities to receive hazardous household waste is a target in Hurunui's Waste Management and Minimisation Plan. The drop off facilities funded through the project will continue to be available following the life of the project, thus the community and environment will benefit significantly long term.

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#### **Demolition Waste**

To assist those with properties requiring demolition, late last year the Ministry for the Environment agreed to fund the purchase of two open top hook bins for the transportation of demolition waste.

Both bins have been built and are now ready to collect waste. An 'at cost' council collection and disposal service has been advertised for large volumes of earthquake demolitions with an asbestos clearance certificate.

An agreement has been reached with Transwaste to permit demolition waste in open top hook bins to go direct to Kate Valley to save cartage and handling costs. Clean-fill will be taken to Council's clean-fill pit, north of Amberley for a zero gate fee.

To date, no one has opted to use this service despite the significant savings it offers. However, cleanfill from earthquake properties has been received.

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#### **Cleanfill Drop-off**

Through the project, \$45,000 was provided for the construction of a cleanfill drop off area at Amberley transfer station. Measuring 8 x 5 metres, a steel re-enforced concrete pad, surrounded by a re-enforced one-metre high wall, lined with steel plate has been constructed.

The cleanfill drop off was completed \$7,775 under budget; the surplus of which is being carried over to the Waiau transfer station rebuild. Since completion in early January, over 25 tonnes of cleanfill has been diverted from landfill disposal.

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#### **Asbestos Inspections**

Free asbestos inspections were offered to all red and yellow stickered property owners. Contact was made initially by phone, followed by a letter or email and provision of supporting information. Adverts have been run on council and community Facebook pages and there has been several deliveries of information flyers and adverts in community and school newsletters.

Home visits have been made to those properties outstanding, however the majority have left properties vacant so further adverts and mail outs are being

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run to capture these. The number of inspections completed by area are shown below.

Area	Contact Made	Inspections Completed	Percentage Take-Up
Amberley	11	10	90.9%
Cheviot	36	24	66.6%
Conway	2	0	0%
Culverden	11	4	36.36%
Gore Bay	4	1	25%
Rotherham	11	6	54.5%
Hanmer Springs	21	6	28.57%
Mt. Lyford	12	2	16.6%
Parnassus	2	0	0%
Waipara & Waikari	23	17	73.9%
Scargill	12	7	58.3%
Waiau	72	42	58.3%

Asbestos reports are provided to the Council Officers who pass it to the property owner and offer support and guidance in the event of asbestos being identified. Some property owners are still in discussions with insurance companies and do not feel ready to commit to an inspection; it is hoped to capture these in the future.

It is anticipated funding for the asbestos inspections will end by the end of June 2018; but discussions are underway to ascertain whether this can be extended.

Council staff have expressed concern to the project team and Ministry that as 54.8% of applicable properties have to date accepted the offer of an inspection, the remainder need to be able to access the service when ready.

Staff are working closely to support and guide property owners, however some have been found to be reluctant to accept the implications if asbestos is not managed appropriately, as per the following examples.

- 1) Property 1 - A significant number of asbestos tiles were identified but the owner refused to engage the services of an approved contractor to remove them. Due to the limited powers of council, their details were passed to Environment Canterbury to provide assistance and guidance.
  - 2) Property 2 – An inspection was undertaken, but the property owner opted to demolish the property prior to receiving the report. The report
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confirmed the presence of asbestos at a number of locations of the property. The owner removed some asbestos and wrapped it in black plastic and has left it on council's road verge outside the property.

The remainder of the asbestos was distributed around the property grounds in a dust and particle form, clearly visible when council and Environment Canterbury visited. Staff have worked with the property owner to engage an approved contractor to clean up the land, remove and dispose of the asbestos. A quote was provided and subsequently decreased to the extent the work would be undertaken at cost to assist the homeowner.

In early March, the property owner refused to engage the services of the approved contractor. Environment Canterbury is now providing written notification of this to the council, (a copy of which will be placed on the property file) and recording the site as contaminated. Enforcement action will be taken to facilitate the safe removal and disposal of the asbestos from the road verge.

- 3) Property 3 - A local contractor undertook a demolition of a property which he stated had been tested for asbestos and that there was none. He requested the Council to collect and dispose of the waste, but was unable to confirm the absence of asbestos prior to removal. The waste has since been removed but it is not known by whom or to where.
  - 4) Property 4 – Assistance was given to the property owner following the asbestos inspection to engage the services of an approved contractor to remove the asbestos and demolish the property. The work is due to commence the property owner has been very appreciative of all help provided to achieve the best outcome.
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#### **Waiau Transfer Station Re-build**

The resource consent and building consent have been approved.

Billy Lott has been appointed to undertake the earthworks i.e. cutting back the old railway bank, excavating for the concrete pads, building up the slope, backfilling the wall and creating the boundary bund around the site.

Two quotes for the building works have been sought, the first has been received and once the second is received, (due by the 12<sup>th</sup> March) the builder will be appointed.

The builders have been asked to price for fencing, concrete pads, the retaining wall, provision and installation of the sheds, all signage, installation of the security camera and all safety features – barriers, vehicle stops etc.

The compactor, containers and hazardous waste equipment currently on the existing site will be relocated and installed by Waste Control. The new infrastructure and safety equipment, which is being funded by the project has been ordered, received and is in store at Amberley.

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#### **Communications**

When the project commenced, it was intended that Environment Canterbury would lead communications, as this was the preferred option of MFE to ensure both Councils maximised publicity in joint manner, as opposed attempting to source media coverage through the same outlets, which could be at the detriment to one party.

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In practice, relying on ECan to provide communications has been clumsy and slow, hence all communications and the plan have been produced by HDC. The methods used to convey information have included:

- Council's website and Facebook page.
- Publicity via a number of press releases in local newspapers.
- A full-page promotion on asbestos awareness in the News.
- Information on community Facebook pages e.g. Compass FM, Waiau Hub, the Cheviot, Culverden and Hanmer Springs Noticeboards.
- Adverts in school and community newsletters.
- Home visits, community meetings and attendance at local shows e.g. the Christmas Fete, Cheviot Flower Show, Amuri and Cheviot shows.
- Several targeted leaflet drops.
- Provision of information through council facilities e.g. transfer stations and libraries and non-council outlets such as shops.

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**Significance  
Consideration**

The report is for information only being an update on the earthquake project and would therefore be deemed to be of low significance as only a small proportion of the community would be impacted.

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**Summary**

Overall, the project has been received very positively by the community. The additional benefit to the wider community is that the new infrastructure and schemes implemented will provide long lasting benefits.

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**Report Prepared by:**

Sally Cracknell  
Team Leader – Waste Minimisation

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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

**Date:** 22 March 2018

## 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 12 February 2018 was held in Amberley and the Agenda included the following items:

<b>Decision Items:</b>	<b>Significance:</b>
<ul style="list-style-type: none"> <li>○ Marketing Plan FY19</li> <li>○ District Information Boards</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> <li>Low</li> </ul>
<b>Discussion Items:</b>	
<ul style="list-style-type: none"> <li>○ Amberley Business Study</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>
<b>Information Items:</b>	
<ul style="list-style-type: none"> <li>○ Significance and Engagement Policy review</li> <li>○ Destination Development Plan</li> <li>○ Marketing Report</li> <li>○ Financial Report</li> <li>○ Tourism Statistics</li> <li>○ Website Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> <li>Low</li> </ul>

Next Meeting: 9 April 2018 venue to be advised.

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

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

### Public Services Work Programme

Topic	Description	Date	Manager
Library	Strategic direction	LTP	MPS
	Refurbishment programme	LTP	MPS/MRS
	Library tour	TBC	LM
Waste management	Education funding	annual	TLW
	Waste Control contract – contractor attendance	2 per year	MPS
	Waste Minimisation Plan	LTP	MPS
	Household collection into the future	LTP	MPS
	Visit to Kate Valley/Waiiau transfer station	TBC	MPS
Emergency services	CD - Future model for Canterbury/Hurunui	Ongoing	MPS
	Routine reports on emergency responses	2 per year	EMO
Property	Maintenance programme	April	MIS-SD
	Cemetery visit	TBC	MRS
	Public toilet strategy	July	PP
	Carpark Upgrades & Maintenance		MIS-SD
Reserves	Management Plan review	2022	MRS
	Queen Mary buildings – updates	ongoing	MRS
	Contractors – attendance to meetings	2 per year	TLP
Tourism	Board scheduled visits	2 per year	GMTPS
Policy	Multi language signage policy		PP
Award Schemes	Secondary School Achievers Fund – look at expanding this Award as per Sept 2016 resolution of the PS Committee	September	MPS
Dog Walking Park	Investigate the establishment of a Dog Park in the district		

MPS – Manager Public Services

MRS – Manager Regulatory Services

GMTPS – General Manager Thermal Pools and Spa

SP – Senior Planner

TLP – Team Leader Property

PP – Policy Planner

LM – Library Manager

TLW – Team Leader Waste

EMO – Emergency Management Officer

## 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>