



HURUNUI
District Council

HURUNUI COMMUNITY COMMITTEE

Hurunui Community Committee

AGENDA

FOR THE ORDINARY MEETING TO BE HELD ON:

WEDNESDAY 25 OCTOBER 2017

COMMENCING AT 7.30 PM

IN THE MEETING ROOM OF THE WAIKARI HALL
PRINCES ST, WAIKARI

Community partnership in growth and wellbeing.

Committee Membership:

Karen Armstrong (Chairperson)
Mayor W Dalley
Cr M Black
Terry Bamford (Hurunui Reserve Advisory Group)
Peter Black (Hawarden Reserve Advisory Group)
Ben Cassidy (Independent)
Bede Crean (Independent)
Hamish Hartnell (Independent)
Gary Miller (Independent)
Alan McKnight (Independent)
Mel Ruck (Waikari Reserve Advisory Group)

Quorum: no less than 5 members not counting the Mayor

Significance Consideration

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

The Council, in considering each matter, must be:

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

Questions

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

Evaluation

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

HURUNUI COMMUNITY COMMITTEE

WEDNESDAY 25 OCTOBER 2017 AT 7.30 PM

ITEM	ORDER OF BUSINESS	Pages
	<ul style="list-style-type: none"> • Health and Safety briefing • Apologies • Announced Urgent Business • Conflict of Interest Declarations 	
1.	Minutes of previous meeting: Confirmation of the Minutes from the 23 August 2017 meeting.	2 - 7
2.	Decision Items: 2.1 Waikari Reserve Camping Ground Maintenance and Toilet cleaning Contract 2.2 Annual Playground and Maintenance	8 – 16 17 - 21
3	Discussion Items: 3.1 Financial Report – October 2017	22 - 26
4	Information Items: 4.1 Action Sheet 4.2 Council Updates – 24 August and 28 September 2017	27 28 - 32
5	Urgent Business	
6	Next meeting – scheduled for Wednesday 28 February 2018	

HURUNUI DISTRICT COUNCIL MINUTES



Meeting	Hurunui Community Committee
Time and Date	Wednesday 23 August 2017 at 7.30 pm
Venue	Waikari Hall, Princes St, Waikari
Agenda	http://www.hurunui.govt.nz/your-council/meeting-calendar/

Members Present K Armstrong (Chairperson) Mayor Dalley, Cr M Black, P Black, H Hartnell, M Ruck, B Crean, A McKnight, B Cassidy

In Attendance Maree Hare (Committee Secretary)

Part meeting: H Dobbie (CEO), D Harris (Manager Infrastructure – Service Delivery), S Courtney (Team Leader Property), J Laphorne – Management Accountant)

Members of the Public – Maya Fricker

Health and Safety Briefing The Chairperson advised of the Exits and Assembly point to be used in the event of an emergency.

Apologies G Miller, T Bamford

THAT THE APOLOGIES BE ACCEPTED.

Chairperson CARRIED

Absent Nil

Conflict of Interest Item 1.1 - Waikari Medical Centre Rent review - Cr M Black and P Black

Declarations

Urgent Business Nil

Minutes

THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 28 JUNE 2017 ARE SIGNED AS A TRUE AND ACCURATE RECORD OF THAT MEETING.

Ruck/P Black CARRIED

1 DECISION ITEMS

1.1 Waikari Medical Centre Rent Review The Report from the Team Leader Property advised that the current lease agreement between the Hurunui District Council and Waikari Health Care Ltd for the Waikari Medical Centre is due for review and any increase will take effect from 1 July 2017.

The report advised that a 5% increase in the rent would cover Rates, Insurance, contractors and repairs and maintenance rather than charging a full market rental rate.

The meeting considered the report and noted the following –

- There has been no consultation with the Health Care Group at this stage in regard to the proposed increase however if there was some dispute there would be some flexibility for discussion.

THAT THE RENTAL FOR THE WAIKARI MEDICAL CENTRE BE \$10,170 PLUS GST PER ANNUM, AN INCREASE OF 5% ON THE CURRENT RATE.

Crean/ Cassidy

CARRIED

1.2 NZ Motor Caravan Association Rally – Hawarden Reserve – request for reduction in the site fees.

The Report from the Amenities Officer – Service Delivery advised that the New Zealand Motor Caravan Association is to hold an event at the Hawarden Reserve Camping area and have requested approval on the permit and a reduction in the site fee from \$5 per person per night to \$5 per site.

The meeting considered the report and noted the following –

- H Hartnell (Hawarden Reserve Custodian) advised that the site fee in the report is incorrect and that he had advised a representative of the Motor Caravan Group that the fee would be \$5 per night because powered sites were not required. The Custodian advised that he could not understand why an approach had been made to Council. He also noted that he has not had any indication or confirmation from the group or the Amenities Officer that the group are wanting to use the facilities.

It was agreed that due process should be followed and that the Custodian should be involved.

2 DISCUSSION ITEMS

2.1 Financial Report

The Financial Report to end June 2017 was considered and the following points noted –

- The end of year accounts have not been finalised but there should not be any changes.
- Hawarden Reserve – the reading for the power usage has been broken down as requested.
- Both Reserves have healthy account balances with no significant variances.

AGREED THAT THE INFORMATION BE RECEIVED.

2.2 Chlorination Update

The Report from the Manager Infrastructure Services – Delivery advised that the Infrastructure Committee resolved at its July meeting to chlorinate water supplies that are not treated with Chlorine, continuing efforts to become drinking water compliant, as stated in the Long Term Plan 2015 – 2025.

The report advised that other water treatments at source deal with contaminants prior to entering the distribution system but do not deal with contaminants that enter later through the distribution system.

The decision to chlorinate the water was made to significantly reduce the risk to residents, visitors and tourists from drinking water contaminated with bacteria.

Maya Fricker spoke to the meeting advising of her concerns about adding chlorine to the drinking water. Her concerns included –

- Lack of public consultation and noting that the recent public meeting in Waikari about the chlorination of the water supply was organised by the public and not Council.
- Council has been aware of the Drinking Water standards since 2009 and does not have to be fully compliant until 2025 so why the rush to chlorinate now.
- There have been no problems with the water quality lately
- There have been 88 contaminations in the district since 2012 but how many have been in this scheme.
- Council have advised that Asbestos pipes are a problem but how much leakage is there from these and what is the cost of water loss to the Ratepayer?
- What other alternative is there to meet the Drinking Water Standards?
- Chlorine is corrosive and there will be cost to the Ratepayers to replace hot water cylinders, washing machines etc. The community has been told that people can install filters however there is a cost to this.
- Council could use the funds that it proposes to use to support the privately owned Hurunui Water Scheme to upgrade the water schemes.
- Further research needs to be done. The Hawarden Waikari water scheme is good water with very little turbidity.
- Ms Fricker advised that because she believes the matter is so important to ratepayers she intends to take a petition to Council against the chlorination of the water supply and hopes the Committee will support and help her to do this.

The Manager Infrastructure Services – Delivery responded to Ms Fricker advising –

- Approximately 27% of the water is not getting to its intended destination and this is due to a variety of reasons. Typically a 20% loss would be normal.
- Testing for carcinogenic affects will be done when chlorination begins and while there are other chemicals to replace the use of chlorine they do have residual effects.
- Asbestos pipes are used throughout the country and there is no evidence of any issues with these.

- The Source water is good water and with the UV system it is compliant for bacteria but not Protozoa which would require filtration before the UV treatment.
- The water is tested at the source and throughout the reticulation. As the chlorine reacts, it diminishes and it is aimed to achieve .2 milligrams per litre at the end of the reticulation meaning it is doing its job.
- Testing costs will increase significantly because testing will be done twice a week.
- Chlorine will cause some corrosion to household pipes and appliances and it will be up to the residents to deal with this.
- There have been two transgressions on this scheme in the last five years.

The CEO urged the committee to look at the big picture advising that Council has undertaken to meet the Drinking Water Standards by 2024 and has received a dispensation to have this extension. Part of the undertaking was to have zero Ecoli per 100 ml sample taken anywhere in the district and this is not being met. To meet this requirement Chlorine can be used and if we fail to meet the requirements questions will be asked. The CEO stressed that the safety of the residents is paramount.

It was noted that the recent public meeting was advised that one option was to have untreated water available before the chlorination process and the Manager Infrastructure Services – Delivery replied that this would come with its own water safety plan and testing regime.

Cr M Black told the meeting she understood the concerns expressed as the Hawarden Waikari scheme does have good water however she noted that Staff are charged with the responsibility to deliver water that is of less risk and the greatest responsibility is to all ratepayers.

Cr Black noted that while the decision to chlorinate the water supply was made with the most appropriate information from staff, Council have learned that more up front communication was needed because people need to understand through Council what was happening rather than reading it in the media.

M Fricker queried if there are any other options available and the CEO replied that the cost of upgrading the pipes will be investigated and this will be bought back to the community. M Fricker noted that the impression given was that chlorination of the supply was permanent and the CEO replied that he did not want to give the community false hope that there is an imminent alternate solution because chlorination will be used for some time.

M Fricker advised that she intends to present a petition to Council and queried if this would be of benefit. Cr Black responded that the final decision will be with the elected members and there is always time at Council meetings for the public to make a presentation. Cr Black suggested that the presentation would have to be based around sound scientific research and that any sources used would need to be robust. The CEO agreed noting that a petition would show the depth of feeling in the community.

The Chair read out some points from Gary Millar in his absence including the suggestion that the matter be put to the community in a referendum, which would take the responsibility from Council.

AGREED THAT THE INFORMATION BE RECEIVED.

3 INFORMATION ITEMS

3.1 Hurunui District Council Tree Management Policy

The Report from the Senior Planner advised that the Hurunui District Council Tree Management Policy has been adopted and is now available online at the Council website.

The meeting considered the report and noted the following -

- There has been publicity about planting trees along the road sides recently.
- Cr Black advised that the trees on Tenterden St Hawarden have become an issue and it was noted that they are on Road Reserve. The meeting agreed that the trees are past their best and will cause a drainage issue.

THAT THE MANAGER INFRASTRUCTURE SERVICES – DELIVERY OBTAINS A PRICE FOR THE REMOVAL OF THE TREES ON TENTERDEN STREET HAWARDEN AND DISCUSSES THEIR REMOVAL WITH THE SCHOOL.

M Black/McKnight

CARRIED

AGREED THAT THE INFORMATION BE RECEIVED.

3.2 Long Term Plan 2018 – 2028 Preparation

The Report from the Manager Support Services advised that Council has begun the preparation for the Long Term Plan for the 2018 -2028 period and the timetable for the key work was provided.

The meeting considered the report and noted the following –

- A Long Term Plan Workshop will be held on 8 November.
- The CEO advised that it is planned to hold public consultation meetings and it would be useful if the Ward has some plans in place especially for Capital Projects.
- Cr Black noted that the committee had met informally to discuss potential projects for the Ward.
- The Team Leader Property advised that she would be visiting all the Reserve Advisory Groups to discuss plans for the LTP.

AGREED THAT THE INFORMATION BE RECEIVED.

3.3 Action Sheet

The Action Sheet was provided for the information of the Committee.

- Fire hydrants – The Manager Infrastructure Services – Delivery is to discuss the funding of these with the new Fire Authority.

Officers left the meeting at 9.11.

3.4 Correspondence

- Inwards – Nil
-

- Outwards – Hawarden Reserve Advisory Group

THAT THE OUTWARD CORRESPONDENCE BE APPROVED

Ruck/Crean

CARRIED

3.5 Council Updates and Councillor Report

Updates from the 22 June and 27 July Council meetings were provided for the information of the committee and the following points were noted -

- Representational Review working group – a lot of work has been happening around Ward structures.
- P Black asked if officers had spoken with the Bus Drivers who use the entrance to the Culverden Council yard in regard to the repairs of the yard entrance way. Cr Black to check on this.

Committee LTP workshop

- Cr Black advised that some of the work suggested at the workshop evening has been done in response to a CSR being placed.

3.6 Minutes of the Reserve Advisory Groups within the Hurunui Community

The Minutes of the 30 June Hurunui Racecourse Advisory Group were provided for the information of the committee.

4. URGENT BUSINESS – nil

MEETING ENDED

Agreed that the Committee meets on September 20th to hold an informal workshop.

The meeting ended at 9.50 pm and the next meeting is scheduled for 25 October 2017.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Community Committee
Report Prepared By: Josie Hemmings, Amenities Officer – Service Delivery
Date: October 2017
Significant Decision: No

Waikari Reserve Camp Ground - Toilet Cleaning and maintenance contract

Recommendation THAT THE HURUNUI COMMUNITY COMMITTEE APPROVES THE PROPOSED WAIKARI RESERVE CAMPING GROUND - TOILET CLEANING AND MAINTENANCE CONTRACT.

Executive Summary The Waikari Reserve Camping Ground Custodian and Toilet Cleaning and Maintenance Contract expired on 1 July 2017 and was subsequently re-tendered receiving nil response. This prompted a review of how the camp ground can continue to operate, with the best solution, likely to be a division of responsibilities. The contract was revised (renamed to Waikari Reserve Camping Ground – Toilet Cleaning and Maintenance contract).
 A decision is now required from the Community Committee that this approach is acceptable or to provide guidance on an alternative contractual arrangement

Contract review Council officers have reviewed the contract and worked together with a member of the Waikari Reserve and Hall advisory group to amend the contract to be focussed on maintenance activities and remove the revenue collection aspect. Revenue collection is proposed to be performed by the advisory group member Mel Ruck.

Discussion Volunteers throughout the ‘off season’ months have managed the camp, and the income collected through an honesty box. With the increase in visitor numbers due to seasonal work and recreational users, it is proposed that the camp continues on an honesty system and that a contract is tendered for the maintenance and cleaning duties, as detailed in the proposed Waikari Reserve Camping Ground – Toilet Cleaning and maintenance contract attached to **Appendix 1**.
 It is proposed that the contract will run for a period of six months after which the situation can be reviewed or contract extended.

Financial Council officers intend on approaching a local contractor upon approval of the contract document to seek costing. A subsequent report will be submitted to provide the committee with operating costs.

Options Option 1: Do Nothing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> None identified 	<ul style="list-style-type: none"> There will be no management structure for the camp, which will result in complaints for

	unclean facilities and campers not paying.
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Option 2: That the Hurunui Community Committee approves the proposed Toilet Cleaning and Maintenance Contract.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • The toilets and camp facilities will be regularly cleaned and maintained. • A pleasant experience for the camp ground users 	<ul style="list-style-type: none"> • Honesty boxes are prone to vandalism and theft • Honesty boxes, relying on a volunteered donation, are not a guaranteed income • Reduced caretaker/official presence could result in higher chance of camp ground vandalism

Appendices

1. Proposed Waikari Reserve camping ground – Toilet cleaning and maintenance contract.



Report Prepared by: Alex Makogon
Team Leader Service Delivery - Amenities



Report Reviewed by: Dan Harris
Manager Infrastructure Services - Delivery

Officer in Attendance: The report author will at the meeting.

Contract 17/02
WAIKARI RESERVE CAMPING GROUND
TOILET CLEANING AND MAINTENANCE
CONTRACT

HURUNUI DISTRICT COUNCIL**CONTRACT 17/02****WAIKARI RESERVE - CAMPING GROUND MAINTENANCE CONTRACT****PART I CONDITIONS OF CONTRACT****2. Conditions of Contract**

- 2.1** The Principal is Hurunui District Council (**Council**) of 66 Carters Rd (SH1), PO Box 13, Amberley
- 2.2**
- 2.3** The contract is a lump sum contract to include all labour, transport, equipment and cleaning materials required to fulfil the contract specifications.
- 2.4** The appointed contractor will be required to be registered with site safe or have an approved health and safety management plan.
- 2.5** The contract period shall be from 21 September 2017 to 21 MArch 2018. This contract can be extended with written agreement from both parties for a further 6 months.
- 2.6** No increase in tendered rates will be paid to compensate for inflation or any increases in costs. Contractors should therefore assess and allow in their tender rates for price changes during the contract period

3. Subletting

- 3.1** This contract shall not be sublet or assigned without the consent in writing of the Council Representative
- 3.2** If the Contractor is temporarily unable to carry out the Contract Works, The Contractor shall also obtain the approval of the Council Representative prior to appointing any substitute.

4. Insurance

- 4.1** The Contractor/Supplier shall carry general and public liability and motor vehicle third party insurance for a sum insure of not less the \$250,000
- 4.2** The Contractor/Supplier shall insure all plant, tools, equipment or other property belonging to the Contractor/Supplier or provided by the Contractor/Supplier, or in its care, for the market value of the plant, tools, equipment or such other property.

5. Personnel

- 5.1** The Contractor/Supplier shall be responsible for all of its employees, contractors and agents used to provide the service.
- (a) Properly educated, trained, skilled, experienced and fully qualifies for the services they provide and use the correct tools for the provision of services that are calibrated and purpose built; and
- (b) Professionally presented and behaves in a considerate, courteous, fair and reasonable manner towards the public and the Council and in a way that enhances the Council's reputation and does not diminish the publics' relationship with the Council in any way.

6. Safety

- 6.1** The Contractor/Supplier shall
- (a) satisfy the requirements of the Health and Safety in Employment Act 1992, the Health and Safety as Work Act 2015 and all regulations made under those Acts and all approved codes of practice, any related or subsequent legislation or regulation;
 - (b) ensure that all of the Council's health and safety rules, policies and procedures are met;
 - (c) maintain its own health and safety plan and hazard register for its employees, agents and contractors and in respect of the land and buildings in relation to which the Contractor/Supplier is to provide Goods and/or Services ("site") and comply with the plan which such compliance does not relieve the Contractor/Supplier from any of its duties, obligations and liabilities under the this Contract or any Order;
 - (d) provide a copy of its own health and safety plan to the Council upon request and keep a copy on site at all times while the Contractor/Supplier provides the Services or performs any other obligation under this Contract; and
 - (e) not carry out any work on site outside the workings hours prescribed in the specifications Part II 2.1.2.

PART II SPECIFICATIONS**1. Location of Works**

Waikari Recreation Reserve, 22 Princes Street, Waikari

2. Scope of Works**2.1 TOILETS, SHOWERS, KITCHEN AND GENERAL****2.1.1 Frequency of Cleaning**

- (a) June – November all facilities shall be checked daily and cleaned as necessary, at least three times per week
- (b) December – May all facilities shall be cleaned daily.

2.1.2 Hours of Work

- (a) 6am – 6pm

2.1.2 Graffiti

Graffiti shall be removed within 48 hours.

2.1.4 Vandalism & maintenance problems

Any equipment maintenance or vandalism instances are to be reported to the Principle immediately.

2.1.3 Toilet & Shower Cleaning Requirements

Cleaning is to include the specific tasks listed below:

Every Clean:

Task	Expected outcome
Scrub all toilet bowls using a toilet brush and wipe all seats, lids, and cisterns using hot water and disinfectant. Wipe dry.	All toilets bowls, seats lids and cisterns free from stains, dust and debris following cleaning

Wash down all showers with a suitable cleaner and wipe dry.	All showers are free from stains, debris, dust and cleaning material.
Wash and/or wipe all hand basins and taps using hot water and a suitable cleaner. Wipe dry.	All hand basins are free from stains, debris, dust and cleaning material.
Remove litter from inside and around toilets.	Toilet facilities are free from rubbish; all rubbish is removed ready for collection.
Scrub urinals with suitable cleaner and clear gratings.	All urinals are free from stains, debris, dust and cleaning material. Urinal freshener screens or blocks installed.
Hose down floors with hard broom and mop dry.	Floors clean, free from stains, debris, dust and cleaning material. Ensure the cleaning practice does not introduce slipping hazard to the camp customers.
Sweep paths within 3 metres of exterior.	Paths are free from debris, vegetation and introduced trip hazards, any large debris is to be collected and made ready for collection
Re-fill soap dispensers	Soap dispenser container is at least 50% full
Replace toilet paper and hand towels as required.	Ensure 2 toilet rolls are available in each toilet.
Replace light bulbs as required.	All lightbulbs are functioning correctly, no flickering, insufficient/dim lighting

Monthly

Task	Expected outcome
Clean inside and outside of light covers.	Light covers are free from debris and material that may reduce available lighting.
Remove dust, cobwebs etc. from window sills, frames and other furniture.	Window sills, frames, cisterns, and other furniture are free from dust, debris, mould and cobwebs.
Scrub and/or wipe down walls and doors as required, to maintain a high standard of cleanliness.	Walls and doors are free from free from stains, debris, dust and cleaning material.

2.2 CLEANING OF KITCHEN FACILITIES

Hurunui District Council strives to provide a good level of service to all customers of our facilities. Signage installed in the camping ground alerts customers of their requirements to clean facilities following use. The contractor will be required to carry out the cleaning duties if required.

Task	Expected outcome
Wipe down all surfaces and clean sink.	Windowsills, frames, tables, cooking facilities, and other furniture are free from dust, food leftovers, debris, mould and cobwebs.
Sweep floors.	Floors are free from debris, food, any large debris is to be collected and removed
Inspect surfaces inside the fridge & freezer	Surfaces inside the fridge and freezer shall be free from spills, food debris and stains
Clean surfaces inside the fridge and freezer	Taking care with contents of the fridge clean internal surfaces free from free from spills, food debris and stains
Clean surfaces inside the microwave & conventional oven	Internal & external surfaces free from free from spills, food debris and stains

2.3 LITTER & RECYCLING BINS

It is the contractors' responsibility to ensure that rubbish is ready for collection prior to collection day; contractor will be required to deliver rubbish to the Amberley Refuse station at their own cost if the collection is missed.

Task	Expected outcome
Pick up any loose litter within 10m of the camping ground building	No litter within 10m of the camping ground building.
Empty litter as required, at least once daily.	All litterbins emptied and rubbish bags adjacent to bins collected, plastic liners in all bins replaced.
Swap out recycling bins	Recycling bins swapped out with spare bins provided when full.
Place all rubbish in the collection area on the rubbish collection day.	All bags tied and recycling bins ready for collection.

2.4 CLEANING OF LAUNDRY

Task	Expected outcome
Wipe down all surfaces and clean sink.	Windowsills, frames, tables, cooking facilities, and other furniture are free from dust, food leftovers, debris, mould and cobwebs.
Sweep floors.	Floors are free from debris, food, any large debris is to be collected and removed
Inspect surfaces inside the fridge & freezer	Surfaces inside the fridge and freezer shall be free from spills, food debris and stains

Clean surfaces inside the fridge and freezer	Taking care with contents of the fridge clean internal surfaces free from free from spills, food debris and stains
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3. Consumables

It is the contractor's responsibility to ensure that sufficient stock of consumables is available to satisfy the requirements of this contract. The contractor will be required to obtain consumables from the Principle.

PART III: INVOICES AND PAYMENTS

1. Invoices

- 1.1** The contractor/supplier may issue an invoice to the Council after the relevant Services have been supplied and completed and not earlier than the 20th of the month.

2. Payments

- 2.1** Payments will be made on the 20th of the following month to which the services on the end of every month of the contract period.
- 2.2** Upon receipt of monthly invoice payments will be made automatically into a nominated bank account subject to satisfactory contract performance. Contractors shall supply registered GST numbers prior to any payment being made.
- 2.3** Withholding tax will be deducted unless the contractor is a limited company or has an IRD Exemption certificate.
- 2.4** No increase in tendered rates will be paid to compensate for inflation or any increases in costs. Contractors should therefore assess and allow in their tender rates for price changes during the contract period.

Payment

ITEM	CODE	AMOUNT/MONTH (\$)
1. Clean toilet & shower facilities		\$
2. Clean kitchen facilities		\$
3. Empty rubbish/recycling bins		\$
4. Laundry		\$
	Total (ex GST)	\$

NOTE: Details of the job duties are explained in, Part II Specifications.

2. GST Number (if applicable) _____



For WAIKARI RESERVE – CAMPING GROUND TOILET CLEANING AND MAINTENANCE – CONTRACT
17/02

THIS AGREEMENT is made on

BETWEEN _____ ("The Contractor")
of _____

AND _____ ("The Principal")
of _____

IT IS AGREED as follows:

1. **THE** Contractor shall construct, complete, deliver and maintain the works and things described in the Contract Documents.
2. **THE** Principal shall pay the Contractor on a lump sum basis on the 20th of the month following invoice.
3. **EACH** party shall carry out and fulfil all other obligations imposed on the party by the Contract Documents.
4. **THE** Contract Documents are this Contract Agreement and the following which form part of this agreement:
 - PART I
Conditions of Contract
 - PART II
Specifications
 - PART III
Payments

WITNESS to the signature
of the Contractor
.....
Contractor

WITNESS to the signature
of the Principal
.....
Principal

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Community Committee
Report Prepared By: Josie Hemmings, Service Delivery – Amenities Officer
Date: 25 October 2017
Significance Level: Low

Annual playground maintenance and inspection report

Recommendation	<p>THAT THE INFORMATION BE RECEIVED.</p> <p>THAT THE HURUNUI COMMUNITY COMMITTEE SUPPORTS THE PROPOSED PLAYGROUND SIGNAGE.</p>
Executive Summary	<p>This report outlines the maintenance carried out in the Waikari Reserve playground and the Hawarden Reserve playground as per the requirements of the Council's Playground Safety Policy.</p> <p>This report also asked that the Hurunui Community Committee supports the proposed playground signage</p>
Background	<p>The Hurunui Community Committee administers two playground areas, one located at the Waikari Reserve and the other at the Hawarden Reserve.</p> <p>It is Council policy that quarterly operational maintenance inspections of the district playgrounds are carried out by Council staff and that an annual report detailing the maintenance carried out are tabled at the relevant Committee meeting.</p>
Maintenance	<p>The Service Delivery – Amenities Officer undertook inspections of the Waikari Reserve playground and the Hawarden Reserve Playground in August and November 2016 and February and May 2017.</p> <p>The maintenance carried out is detailed in Appendix 1.</p> <p>Both playgrounds were found to be in a reasonable condition with minor maintenance issues being noted and attended to by the Reserve Advisory Group members.</p>
Compliance	<p>An issue of non-compliance and was identified at the Hawarden Reserve playground where the free fall area beneath the flying fox is obstructed by the playground edging and the soft fall area beneath the flying fox does not extended far enough to meet the NZ safety standard.</p> <p>This matter was addressed with the Reserve Advisory Group who will have a working bee to remove the edging obstructing the free fall area and extend the soft fall area beneath the flying fox. The Advisory group have previously requested and had funding approved from the Hurunui Community Committee for bark to fill the soft fall extension.</p>

Proposed Signage

Council Officers have been investigating the upgrade of the signage around playground to one inclusive sign that is consistent across the district as currently there are several signs around the playgrounds that say 'no dogs' or 'smoke free' etc.

Appendix 2 details a proposed sign that would be displayed at the entrance to a playground or in a visible position within the playground area. The sign informs of contact details to report damage, and make the public aware that the playground is inspected on a regular basis and also includes the existing smoke free and no dog signage. All exiting signage would be removed.

Financial Consideration

General playground maintenance is provided for in the approved annual plan and is within budget.

The Playground signage would need to be funded from the respective amenity budgets for each reserve.

Cost of the signage is \$500 including manufacturing of durable signage, installation, removal of old signage and disposal

Policy and Plan Implications

The policy considerations associated with this decision is the playground safety policy. The decisions will not result in any changes to this policy.

Significance

The significance of this decision is low, the decision will result in providing better on site information to the public.

Options

Option 1: Do Nothing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> There will be no cost. 	<ul style="list-style-type: none"> The public will continue to be un-informed of who to contact if there is an issue at a playground. The multi signage around the playground will stay.

Option 2: That the Hurunui Community Committee supports the proposed playground signage.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> Consistent signage across the district. 	<ul style="list-style-type: none"> There will be cost.

Appendices

1. Playground maintenance 2016/2017.
2. Proposed signage.



Report Prepared by: Josie Hemmings
Service Delivery – Amenities Officer



Report Reviewed by: Alex Makogon
Team Leader Service Delivery - Amenities

Officer in Attendance: The report author will not be in attendance at the meeting.

HURUNUI AREA							
HAWARDEN RESERVE	Hurunui	Compliance recommendation	Due to the height of the fort platform and take off point of the flying fox it is recommended that the soft fall area is extended to comply with the standards.				In Progress
HAWARDEN RESERVE	Hurunui	Edging & fort	painting over summer			Nov-15	Summer 2017/2018
HAWARDEN RESERVE	Hurunui	Bark	Top up to 300mm - Josie to obtain quote to top up area.			Dec-16	Contestiable fund approved- In progress
HAWARDEN RESERVE	Hurunui	Stand alone slide	Sand back and repaint using undercoat first or consider removal			Aug-15	In progress
HAWARDEN RESERVE	Hurunui	Fort/Flying fox	Replace missing rope on flying fox			May-17	Complete
HAWARDEN RESERVE	Hurunui	Fort/Slide	Crack in slide at base - epoxy fill - Josie To get in touch with reflex for patch repairs			May-17	In Progress
HAWARDEN RESERVE	Hurunui	Flying Fox	LHS flying fox line has come off runner and side plate. is worn through.			Aug-17	Committee to repair
HAWARDEN RESERVE	Hurunui	Small fort	Tighten up handle at access to slide			Aug-17	Complete
WAIKARI RESERVE	Hurunui	Swing	1st and 3rd swing seats have small cracks - keep an eye one			May-17	3rd seat replaced
WAIKARI RESERVE	Hurunui	Swing	1st swing to be replaced			Aug-17	Complete
WAIKARI RESERVE	Hurunui	Bark	Spray/remove weeds from playground			Aug-17	Complete
WAIKARI RESERVE	Hurunui	Edging	Tap back down protruding nails			Aug-17	Complete
WAIKARI RESERVE	Hurunui	Seesaw	Keep an eye on wearing tyre			Aug-17	Ongoing



Welcome to Mockett Place Reserve Play area.

Hurunui District Council regularly inspects this play area.

We welcome comments about this play area and can be contacted on 03 314 8816,
or email info@hurunui.govt.nz.

Please show consideration to other people and dispose of your litter responsibly.

Dogs are not permitted in or around this playground.



HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Community Committee

Date: 25 October 2017

Significant Decision: No

Financial Report to 30 September 2017

Executive Summary The Financial Report to 30 September 2017 is attached

Background

The attached financial report is broken down based on funding sources:

- Hurunui Amenities:
 - Amenities Cost Centre
 - Hawarden and Waikari Township Cost Centres
- Separate Reserves for Hawarden, Waikari and Hurunui.
- Hawarden and Waikari Stormwater Accounts
- Waikari Medical Centre
- Hurunui Land Subdivision Reserve
- Hurunui Reserves Contestable Fund

Where there have been any significant variances from budget, I have attempted to identify the reasons for it.

Financial Considerations

The Committee is responsible for managing the Hurunui Community Budgets .

Recommendation

THAT THE INFORMATION BE RECEIVED.

Report Prepared by:

Jason Beck
Manager Support Services

Report Author

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

Financial Report for the Three Months to September 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
HURUNUI AMENITIES RATES					
OPENING BALANCE	42,003	42,003	0	42,003	
REVENUE					
Rates					
Targeted Rates - Hurunui Amenities Rates	14,585	14,857	(272)	59,426	
<i>Total Rates</i>	<u>14,585</u>	<u>14,857</u>	<u>(272)</u>	<u>59,426</u>	
Other Income					
Waitohi Reserve Income	0	0	0	0	
Internal Interest Received	566	330	237	1,319	
<i>Total Other Income</i>	<u>566</u>	<u>330</u>	<u>237</u>	<u>1,319</u>	
Total Revenue	15,151	15,186	(35)	60,745	
EXPENDITURE					
General Amenities Expenses					
Salaries & Wages	560	1,085	(525)	4,341	
Rates	0	0	0	0	
Hawarden Community Library	0	262	(262)	1,048	
Hawarden R.S.A.	969	524	445	2,096	
Overhead Allocation Expenses	2,416	2,416	0	9,664	
<i>Total General Amenities Expenses</i>	<u>3,945</u>	<u>4,287</u>	<u>(342)</u>	<u>17,149</u>	
Hawarden Township Expenses					
Salaries & Wages	219	671	(452)	2,685	
Contractors	0	150	(150)	600	
Street Cleaning	0	950	(950)	3,800	
<i>Total Hawarden Township Expenses</i>	<u>219</u>	<u>1,771</u>	<u>(1,552)</u>	<u>7,085</u>	
Waikari Township Expenses					
Salaries & Wages	917	671	246	2,685	
Contractors	0	375	(375)	1,500	
Purchases	0	0	0	0	
Rates	28	0	28	0	
Street Cleaning	887	1,350	(463)	5,400	
<i>Total Waikari Township Expenses</i>	<u>1,831</u>	<u>2,396</u>	<u>(565)</u>	<u>9,585</u>	
Other Expenses					
Transfer of Amenities Rates to Hawarden Reserve	3,750	3,750	0	15,000	
Transfer of Amenities Rates to Waikari Reserve	3,750	3,750	0	15,000	
<i>Total Other Expenses</i>	<u>7,500</u>	<u>7,500</u>	<u>0</u>	<u>30,000</u>	
Total Expenditure	13,495	15,955	(2,460)	63,819	
CLOSING BALANCE	43,659	41,235	2,425	38,929	

HURUNUI ROADSIDE CONSTRUCTION RATES					
OPENING BALANCE	38,922	38,922	0	38,922	
REVENUE					
Rates					
Targeted Rates - Roadside Construction Rates	5,413	5,400	14	21,598	
<i>Total Rates</i>	<u>5,413</u>	<u>5,400</u>	<u>14</u>	<u>21,598</u>	
Other Income					
Internal Interest Received	136	(93)	229	(370)	
<i>Total Other Income</i>	<u>136</u>	<u>(93)</u>	<u>229</u>	<u>(370)</u>	
Total Revenue	5,550	5,307	243	21,228	
EXPENDITURE					
Direct Operating Expenditure					
Salaries & Wages	0	316	(316)	1,263	
Footpath Maintenance	0	747	(747)	2,986	
<i>Total Direct Operating Expenditure</i>	<u>0</u>	<u>1,062</u>	<u>(1,062)</u>	<u>4,249</u>	
Capital Expenditure					
Footpath Renewal	0	10,156	(10,156)	40,623	
New Kerb & Channel	0	5,263	(5,263)	21,052	
<i>Total Capital Expenditure</i>	<u>0</u>	<u>15,419</u>	<u>(15,419)</u>	<u>61,675</u>	
Total Expenditure	0	16,481	(16,481)	65,924	
CLOSING BALANCE	44,472	27,749	16,724	(5,773)	

Financial Report for the Three Months to September 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
HAWARDEN RESERVE					
OPENING BALANCE	49,871	49,871	0	49,871	
REVENUE					
Transfer from Amenities	3,750	3,750	0	15,000	
Contestable Fund	3,000	3,000	0	3,000	
Recoveries	0	1,250	(1,250)	5,000	
Hall Hire	641	0	641	0	
Camp Fees	13	0	13	0	
Equipment Hire	44	0	44	0	
Annual Fees	1,580	0	1,580	0	
Internal Interest Received	458	410	48	1,640	
Total Revenue	9,485	8,410	1,076	24,640	
EXPENDITURE					
Salaries & wages	677	750	(73)	3,000	
Contractors	47	450	(403)	1,800	
Purchases	153	375	(222)	1,500	
Rates	1,620	650	970	2,600	
Insurance	2,786	3,000	(214)	3,000	
Repairs & Maintenance	248	1,125	(877)	4,500	
Electricity	892	1,000	(108)	4,000	
Total Expenditure	6,423	7,350	(927)	20,400	
CLOSING BALANCE	52,934	50,931	2,002	54,111	
WAIKARI RESERVE					
OPENING BALANCE	136,904	136,904	0	136,904	
REVENUE					
Transfer from Amenities	3,750	3,750	0	15,000	
Contestable Fund	3,000	3,000	0	3,000	
Hall Income	2,338	500	1,838	2,000	
Land Income	0	2,250	(2,250)	9,000	
Domain Income	3,557	4,000	(443)	16,000	
Internal Interest Received	1,178	1,220	(43)	4,881	
Total Revenue	13,823	14,720	(897)	49,881	
EXPENDITURE					
Hall Expenses	20	500	(480)	2,000	
Land Expenses	1,083	2,250	(1,167)	9,000	
Domain Expenses	1,296	4,000	(2,704)	16,000	
Salaries and Wages	544	0	544	0	
Rates	5,196	825	4,371	3,300	
Electricity	1,563	1,750	(187)	7,000	
Insurance	1,380	1,500	(120)	1,500	
Total Expenditure	11,082	10,825	257	38,800	
CLOSING BALANCE	139,645	140,799	(1,154)	147,985	
HURUNUI RESERVE					
OPENING BALANCE	8,942	8,942	0	8,942	
REVENUE					
Lease	0	1,000	(1,000)	4,000	
Internal Interest Received	78	65	13	261	
Total Revenue	78	1,065	(987)	4,261	
EXPENDITURE					
Salaries & wages	0	0	0	0	
Contractors	0	1,000	(1,000)	4,000	
Purchases	0	0	0	0	
Total Expenditure	0	1,000	(1,000)	4,000	
CLOSING BALANCE	9,020	9,007	13	9,203	
WAIKARI MEDICAL CENTRE					
OPENING BALANCE	(103,136)	(103,136)	0	(103,136)	
REVENUE					
Rates					
Targeted Rates - Hurunui Medical Centre	3,942	3,910	32	15,639	
<i>Total Rates</i>	<i>3,942</i>	<i>3,910</i>	<i>32</i>	<i>15,639</i>	
Other Income					
Medical Centre Rental	2,543	2,375	168	9,500	
Community Trust Donation	0	0	0	0	
<i>Total Other Income</i>	<i>2,543</i>	<i>2,375</i>	<i>168</i>	<i>9,500</i>	
Total Revenue	6,484	6,285	199	25,139	
EXPENDITURE					
Contractors	665	500	165	2,000	
Grass Mowing	164	165	(1)	660	
Purchases	0	125	(125)	500	
Rates	2,965	1,000	1,965	4,000	
Repairs & Maintenance	111	500	(389)	2,000	
Insurance	3,138	5,000	(1,862)	5,000	
Internal Interest Paid	1,456	1,698	(243)	6,794	
Total Expenditure	8,498	8,988	(490)	20,954	
CLOSING BALANCE	(105,149)	(105,839)	690	(98,950)	

Financial Report for the Three Months to September 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
HAWARDEN STORMWATER RATES					
OPENING BALANCE	(49,990)	(49,990)	0	(49,990)	
REVENUE					
Rates					
Targeted Rates - Hawarden Stormwater Rates	3,198	4,371	(1,173)	17,483	
Total Rates	3,198	4,371	(1,173)	17,483	
Total Revenue	3,198	4,371	(1,173)	17,483	
EXPENDITURE					
Direct Operating Expenditure					
Urban stormwater assets (pipes, inlets and outlets, swales, open channels, etc.) and sections of downstream drains	0	2,000	(2,000)	8,000	
Consultants	0	0	0	0	
Internal Interest Paid	539	952	(413)	3,806	
Total Direct Operating Expenditure	539	2,952	(2,413)	11,806	
Capital Expenditure					
Capital Projects	0	0	0	0	
Total Capital Expenditure	0	0	0	0	
Total Expenditure	539	2,952	(2,413)	11,806	
CLOSING BALANCE	(47,330)	(48,570)	1,240	(44,313)	
WAIKARI STORMWATER RATES					
OPENING BALANCE	20,447	20,447	0	20,447	
REVENUE					
Rates					
Targeted Rates - Waikari Stormwater Rates	3,198	3,197	1	12,786	
Total Rates	3,198	3,197	1	12,786	
Other Income					
Internal Interest Received	127	0	127	0	
Total Other Income	127	0	127	0	
Total Revenue	3,325	3,197	128	12,786	
EXPENDITURE					
Direct Operating Expenditure					
Urban stormwater assets (pipes, inlets and outlets, swales, open channels, etc.) and sections of downstream drains	0	2,000	(2,000)	8,000	
Consultants	0	410	(410)	1,639	
Total Direct Operating Expenditure	0	2,410	(2,410)	9,639	
Capital Expenditure					
Capital Projects	0	0	0	0	
Total Capital Expenditure	0	0	0	0	
Total Expenditure	0	2,410	(2,410)	9,639	
CLOSING BALANCE	23,772	21,234	2,538	23,594	
HURUNUI LAND SUBDIVISION FUND					
OPENING BALANCE	5,301	5,301	0	5,301	
REVENUE					
Internal Interest Received					
Internal Interest Received	46	46	0	185	
Total Interest Received	46	46	0	185	
Total Revenue	46	46	0	185	
EXPENDITURE					
Operating Expenditure					
Contractors	0	0	0	0	
Total Operating Expenditure	0	0	0	0	
Total Expenditure	0	0	0	0	
CLOSING BALANCE	5,347	5,347	0	5,486	
HURUNUI RESERVES CONTESTABLE FUND					
OPENING BALANCE	9,467	9,467	0	9,467	
REVENUE					
Other Income					
Allocation from District Reserves	8,333	8,333	(0)	8,333	
Total Other Income	8,333	8,333	(0)	8,333	
Total Revenue	8,333	8,333	(0)	8,333	
OPERATING EXPENDITURE					
Operating Expenses					
Reserves Projects	0	583	(583)	2,333	
Transfer to Hawarden Reserve	3,000	3,000	0	3,000	
Transfer to Waikari Reserve	3,000	3,000	0	3,000	
Total Operating Expenses	6,000	6,583	(583)	8,333	
Total Expenditure	6,000	6,583	(583)	8,333	
CLOSING BALANCE	11,800	11,217	583	9,467	

HURUNUI COMMUNITY COMMITTEE
RESERVES CONTESTABLE FUND
AS AT 30 SEPTEMBER 2017

Organisation/Project	Total Amount Granted	Spent to date - Payee	Date	Ref	Amount	Balance Remaining
Waikari Bowling Club - 2008/09	4,429.60	Goldpine	30/5/08	1a	3,960.25	
		Arthur Burkes - Mower	12/06/2013	1b	469.35	
					4,429.60	0.00
Hawarden Bowling Club - 2010/11	2,083.33	Kenny Thickett - Planne Bowling Green	5/05/2011	2a	2,032.00	
Hawarden Bowling Club - 2011/12	1,226.93	Choreboy - Fence	6/11/2013	2b	1,278.26	
	3,310.26				3,310.26	0.00
Hawarden Memorial Reserve Comm - 2008/09	10,000.00	Spotlight - Curtains	20/08/2008	3a	1,422.66	
Hawarden Memorial Reserve Comm - 2010/11	2,083.33	Ewart - Reimburse Playhouse	3/12/2008	3b	1,333.33	
Hawarden Memorial Reserve Comm - 2011/12	10,000.00	Ewart - Reimburse Chairs	27/09/2009	3c	2,088.44	
Hawarden Memorial Reserve Comm - 2011/12	1,100.00	Noel Leeming - Oven	16/11/2009	3d	1,155.56	
Hawarden Memorial Reserve Comm - 2011/12	900.00	Simon Patterson - Painting	15/01/2010	3e	3,998.16	
Hawarden Memorial Reserve Comm - 2012/13	11,000.00	T Jackson - Painting	9/11/2011	3f	249.00	
Hawarden Memorial Reserve Comm - 2014/15	3,000.00	RH Miller - Paint	9/11/2011	3g	69.57	
Hawarden Memorial Reserve Comm - 2015/16	3,000.00	Hurunui Drainage & Plumbing	17/04/2012	3h	1,027.29	
Hawarden Memorial Reserve Comm - 2016/17	3,000.00	Aerotech - Ground Slide Repair	9/01/2013	3i	600.00	
Hawarden Memorial Reserve Comm - 2017/18	3,000.00	Downers - Sealing Driveway	18/06/2013	3j	2,696.12	
	47,083.33	JR O'Donnell - Scout Den	2/09/2013	3k	916.47	
		Smith City - Refrigerator	20/12/2012	3l	1,020.87	
		Topp Earthmoving - Sealing Work	28/03/2014	3m	16,500.00	
		Downers - Domain Sweeping	31/03/2014	3n	1,907.06	
		Transferred to Hawarden Reserve Account	1/07/2014		3,000.00	
		Transferred to Hawarden Reserve Account	1/07/2015		3,000.00	
		Transferred to Hawarden Reserve Account	28/04/2016		98.80	
		Transferred to Hawarden Reserve Account	1/07/2016		3,000.00	
		Transferred to Hawarden Reserve Account	1/07/2017		3,000.00	
					47,083.33	0.00
Hawarden Tennis Club - 2008/09	4,616.00	Supersealing	26/11/2009	4a	2,900.00	
		Supersealing	31/03/2014	4b	1,716.00	
					4,616.00	0.00
Waikari Hall & Reserve Committee - 2008/09	4,000.00	Choreboy - Supper Room	5/05/2011	5a	3,714.02	
Waikari Hall & Reserve Committee - 2009/10	12,500.00	Hubbers - Curtains	7/04/2011	5b	2,604.35	
Waikari Hall & Reserve Committee - 2010/11	2,083.34	Laser Electrical - New Caravan Boxes	18/01/2011	5c	1,956.00	
Waikari Hall & Reserve Committee - 2013/14	10,000.00	Hurunui Drainage & Plumbing	19/03/2012	5d	2,345.00	
Waikari Hall & Reserve Committee - 2014/15	3,000.00	Choreboy - Kitchen	19/05/2012	5e	3,093.36	
Waikari Hall & Reserve Committee - 2015/16	3,000.00	Dwyer Lewis	3/08/2013	5f	2,960.00	
Waikari Hall & Reserve Committee - 2016/17	3,000.00	Plantinum Gas	21/08/2014		10,000.00	
Waikari Hall & Reserve Committee - 2017/18	3,000.00	Transferred to Waikari Reserve Account	1/07/2014		3,000.00	
	40,583.34	Transferred to Waikari Reserve Account	1/07/2015		3,000.00	
		Transferred to Waikari Reserve Account	28/04/2016		1,910.61	
		Transferred to Waikari Reserve Account	1/07/2016		3,000.00	
		Transferred to Waikari Reserve Account	1/07/2017		3,000.00	
					40,583.34	0.00
Hurunui Gateway Promotions Assn - 2008/09	9,000.00	MR & LJ Brice	25/06/2008	6a	325.00	
Hurunui Gateway Promotions Assn - 2010/11	1,935.08	Hurunui Natives	19/11/2008	6b	705.78	
Hurunui Gateway Promotions Assn - Donation	1,000.00	HGPA - Reimbursement for Sharon Earl	23/09/2010	6c	5,000.00	
	11,935.08	U & U Fricker - Stocks Reserve	30/09/2010	6d	553.71	
		Hurunui Natives	18/08/2010	6e	200.00	
		Ruck & Dig - Stocks Reserve	16/09/2010	6f	154.00	
		U & U Fricker - Stocks Reserve	16/09/2010	6g	879.52	
		HGPA - Reimbursement for Earl	13/09/2011	6h	2,500.00	
		HGPA - Reimbursement for Fricker	13/09/2011	6i	869.57	
		Hurunui Natives	20/09/2011	6j	347.50	
		HDC - Water Connection	30/10/2013	6l	400.00	
					11,935.08	0.00
John Harper & Penny Zino	5,000.00	J Harper - Fit Stone & Concrete	24/06/2008	7a	1,530.00	
		Southern Woods - Plants	20/09/2013	7b	624.00	
		J Harper - Potting Mix	5/11/2013	7c	86.96	
		Amberley Seeds - Plants	30/09/2013	7d	271.30	
		R M Honeybone Limited - Bridges	15/09/2016	7e	853.73	
					3,365.99	1,634.01
Cr Marie Black - Narrative Boards - 2011/12	5,680.40	Adgraphix (\$6,532.46 less GST)	24/10/2013	9a	5,680.40	0.00
United Rugby Football Club - 2011/12	4,800.00	Laser Electrical	30/10/2012	8a	4,800.00	0.00
Hurunui Reserve Committee - 2015/16	6,229.00	Matthew Newton Joinery - Bird Cage	7/12/2015		6,229.00	0.00
Hawarden Reserve Committee - Soft Fall Bark	4,500.00					4,500.00
Unallocated Funds						
2015-2016 Contestable Fund	999.66					
2016-2017 Contestable Fund	2,333.33					
2017-2018 Contestable Fund	2,333.33					
	5,666.32					5,666.32
TOTALS	143,833.33				132,033.00	11,800.33

Funded by:

2007-2008-2009 Contestable Fund	30,000.00
Transfer from Land Subdivision Fund	7,000.00
Hurunui Gateways Promotions Donation (9/9/11)	1,000.00
2009-2010 Contestable Fund	12,500.00
2010-2011 Contestable Fund	8,333.33
2011-2012 Contestable Fund	16,666.67
2012-2013 Contestable Fund	16,666.67
2013-2014 Contestable Fund	16,666.67
2014-2015 Contestable Fund	10,000.00
2015-2016 Contestable Fund	8,333.33
2016-2017 Contestable Fund	8,333.33
2017-2018 Contestable Fund	8,333.33
	143,833.33

Hurunui Community Committee Action Sheet

Item	Meeting date	Name of Item	Action Required	Actioned By/ Manager	Status of Action
1	July 2014	Public meeting	Invite Hurunui Youth Worker, Emergency Management Officer and Waste Management Officer to speak at a future meeting	Secretary	To be held in the Summer.
2	October 2015	Street Cleaning contract	Ask for the Contracts to be reviewed and to include Spraying of the drain on High Street Hawarden.	Alex Makogon	One Contract completed and one still to be done.
3	February 2017	Availability of water for fire fighting	Report back to the committee on the costs of this.	Dan Harris	To be discussed with the new Fire Authority.
4	April 2017	Flooding outside the Catholic Church	Report back to the committee on this.	Dan Harris	A contractor has been engaged to carry out berm shaping work. This work will be carried out in drier part of the year.
5	August 2017	Trees on Tenterden Street	Obtain prices for the removal of the trees and consult with the school	Dan Harris	This work was halted by Cr Black following discussions with the school.
6	August 2017	Repair of fence at the Culverden Council yard	Check to see if the bus drivers using this entranceway have been consulted	Cr Black	

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Hurunui Community Committee

Date: 25 October 2017

Council Updates

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

Appendices

- Council update 24 August 2017
- Council update 28 September 2017

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

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

Council Meeting Update – 24 August 2017

Below is a brief summary of the reports and discussions from the 24 August 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

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

Code of Conduct Review

The Local Government Act requires local authorities to have a Code of Conduct for the elected members of the Council. The Code is to be reviewed within the first 18 months after the beginning of each triennium. The Council agreed to adopt the current Code of Conduct as attached to the report, noting that an amended legislation appendix will be reported back to the Council for final approval.

Significance and Engagement Policy Review

The Significance and Engagement Policy is a mandatory document for the Council. It is due for review as part of the Long Term Plan 2018-28 process. It had been reviewed by the Management Team and was presented to the Council for review and adoption. Following some discussion, the Council agreed to appoint a working group comprising of Councillors Daly, Fletcher, Harris and Mclean to review the Significance and Engagement Policy and report back to the Council.

Review of Council Committee Memberships

At its triennial meeting on 27 October 2016, the Council agreed to its governance structure for the next three-year period and agreed to an annual review of the committee memberships. The Council considered how it would conduct this review and agreed to ask for expressions of interest from members to be sent to Mayor Dalley and the Chief Executive Officer, regarding their preferences for committee membership. However, the Council also requested a review of the committee structure, by means of a Council workshop, therefore the membership matter would be dealt with subsequent to that workshop.

Projects to be Carried Forward to the 2017/18 Year

This matter was deferred until the next Council meeting.

Young Elected Members Retreat

The Local Government New Zealand Young Elected Members Committee has organised a retreat scheduled for 9-11 November, which will focus on engaging younger voters. The Council approved Councillor Julia Mclean's attendance at the Retreat.

Zone Committee Refreshment Selection Panel

The Council selected Cr Dick Davison as its representative to serve on the appointment panel for refreshment or replacement of three community members on the Hurunui-Waiiau Zone Committee, to be conducted in November 2017.

Adopted Local Alcohol Policy

The Hurunui District Council Local Alcohol Policy was adopted by the Alcohol Regulatory and Licensing Authority on 24 July 2017. Public notice must be given notifying a date that the policy shall come into force. The Council resolved that the adopted Local Alcohol Policy will come into force on 1 December 2017, being three months after the first notification in the local newspaper.

Hurunui District Licensing Committee – Annual Report to the ARLA

The Hurunui District Licensing Committee is required to submit a report summarising its activities, to the Alcohol Regulatory and Licensing Authority (ARLA) at the end of each financial year. The Council approved the annual report to ARLA and also approved the required expenditure for those councillors interested in participating in the District Licensing Committee training discussed in the meeting.

Draft Policy of Drone Use over Land Owned by Hurunui District Council

A draft policy for drone use over Council land was presented for agreement. Community and Ward Committees, along with Reserve Advisory Group representatives, were consulted and a summary of key discussion points, along with the draft policy, were presented to the Regulatory Committee on 10 August 2017 for consideration. Key discussion points from the Regulatory Committee meeting were shown as

tracked changes to the policy attached. The Council adopted the proposed policy as recommended by the Regulatory Committee and as attached to the agenda report.

St James Classification Project

The Department of Conservation (DOC) is proposing to reclassify the St James Conservation Area and four smaller, nearby areas from stewardship land to other classifications that reflect the conservation values. DOC has sought input from the Council on what values and uses it wishes to be protected for those areas and will release a draft reclassification proposal in late September 2017. The Council appointed a working group comprising of Mayor Dalley and Councillors Fletcher, Harris and Shier to consider the draft St James reclassification proposal and prepare a submission on the proposal.

Adoption of Coppard and Amberley Eastern Reserve Management Plans

The Public Services Committee considered the feedback that had been received on the Draft Coppard Reserve Management Plan and the Amberley Eastern Reserve Management Plan. Having considered the feedback received, the Committee agreed to a number of minor amendments to be made to the draft plans before recommending them to the Council. The Council agreed to amend the Hurunui Reserves Management Plan to include the Coppard and Amberley Eastern reserves.

Use of Queen Mary Reserve for Golden Oldies Festival

The Hanmer Springs Thermal Pools and Spa (HSTPS) on behalf of Vintage Sport and Leisure Ltd, requested permission to use part of Queen Mary Hospital Historic Reserve as part of the Golden Oldies Sporting Festival. The festival is in Christchurch in April 2018 over a four week period with different sports participating each week and as part of each of the sports weeks, a picnic day is provided. The HSTPS has facilitated the picnic day being held in Hanmer Springs in conjunction with Festival Hospitality, who will provide all the food and beverage for the event. The Council approved the exclusive use of part of the Queen Mary Hospital Historic Reserve for the picnic days and noted that alcohol would be consumed as part of the event, as detailed in the proposal.

Finalised Hurunui Walking and Cycling Strategy

At its meeting on 10 August 2017, the Public Services Committee considered the finalised Hurunui Walking & Cycling Strategy. The Committee acknowledged the need for an updated strategy and also the need for a group to be the champion for walking and cycling in the district. The Council adopted the finalised Hurunui Walking & Cycling Strategy and formally endorsed the Hurunui Trails Trust as the champion for walking and cycling in the Hurunui district.

Hurunui-Waiiau Zone Committee Update

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

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 10 August 2017. Committee Chairperson, Cr Harris, presented the report and summarised the discussions.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 10 August 2017. Committee Chairperson, Cr Black, presented the report and summarised the discussions.

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 17 August 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Infrastructure Committee

The Council received the report from the Infrastructure Committee meeting on 17 August 2017. Committee Chairperson, Cr Daly, presented the report and summarised the discussions.

Presentations

In support of the Finalised Hurunui Walking and Cycling Strategy item discussed above, Cr Fletcher presented the finalised Hurunui Trails Trust Strategic Plan and Mark Inglis was in attendance to provide an update on the Hurunui Heartland Cycle Ride project.

Council Meeting Update – 28 September 2017

Below is a brief summary of the reports and discussions from the 28 September 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

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

Code of Conduct – Amended Legislation Appendix

The Local Government Act requires all local authorities to have a Code of Conduct for the elected members of the Council. The Code is to be reviewed by the Council every three years within the first 18 months after the beginning of each triennium. At its meeting on 24 August 2017, the Council reviewed and approved its Code of Conduct but noted that the legislation appendix required updating. The updated appendix was approved by the Council.

Projects to be Carried Forward to the 2017/18 Year

With the completion of the 2016/17 financial year, Council staff assessed the final costs for particular items of Capital and Operational Expenditure. Due to various reasons, some projects were not able to be completed before the end of the financial year and the report listed those projects that staff and ward committees wished to be carried forward into the 2017/18 financial year. During the budget process, staff identified several projects that had been specifically deferred and these projects have formed part of the Capital Programme for 2017/18 already, therefore will not form part of the carry forward schedule. The Council approved the listed projects being carried forward from 2016/17 to the 2017/18 financial year and then recorded as part of the amended budget figures for monthly financial reporting purposes, subject to the inclusion of an additional amount for the Hanmer Springs gardeners' wages and materials for the Track Network project.

Statement of Proposal for Proposed Freedom Camping Bylaw

The Council's Freedom Camping Bylaw (2011) was developed under the Local Government Act 2002 and has been under review in accordance with statutory timeframes. During the review, the Council resolved that a bylaw remained necessary; however it determined the Freedom Camping Act 2011 contained more appropriate bylaw-making powers. Following consultation with local committees, boards and stakeholders, a statement of proposal was prepared for use in the consultation procedure required by the Freedom Camping Act and Local Government Act. It included a proposed bylaw and corresponding minor amendments to the Reserves Management Plan. A summary of information was also prepared to provide a high-level overview of the proposal. Council direction was also sought regarding a funding request received from the Responsible Camping Forum to support its summer social media campaign.

The Council resolved that it is satisfied the proposed responsible Freedom Camping Bylaw meets the requirements of the Freedom Camping Act 2011 and adopted the statement of proposal and summary of information for public consultation, from 2 October to 8 November 2017, subject to the inclusion of some minor amendments discussed in the meeting. The Council also approved the proposed amendments to the Reserves Management Plan for inclusion in the statement of proposal in accordance with the Council's discretion under the Reserves Act 1977. The Council authorised the Chief Executive Officer to make minor drafting, editing and/or layout amendments to the consultation documents prior to final printing and publication, if necessary. Finally, the Council agreed to contribute funding of \$2,000 to the Responsible Camping Forum's 2017/18 summer social media campaign.

St James Reclassification Project – Request to Add a Hanmer Springs Community Board Member to the Working Group

The Hanmer Springs Community Board requested that a member of the Community Board be added to the working group to consider the St James Reclassification Proposal, so that the views and interests of the Community Board are represented. The Council agreed to add a member of the Hanmer Springs Community Board to the working group that will consider the St James reclassification proposal and agreed that the working group has delegation to make a submission on behalf of the Council.

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

The Resource Legislation Amendment Act 2017 is making a number of changes to the Resource Management Act 1991 (RMA), including the requirement and discretion for local authorities to issue Deemed Permitted Activities, of which there are two types: Deemed Permitted Activity Boundary Activities and Deemed Permitted Marginal or Temporary Activities. It was proposed to charge \$235 for Boundary Activities and \$370 for Marginal or Temporary Activities. Under Section 36 of the RMA territorial authorities may set fees for Deemed Permitted Activities; but those fees may only be charged in accordance with section 150 of the Local Government Act 2002 and using the consultative criteria set out in section 82. It was proposed to publicly notify the Deemed Permitted Activity Fees for three weeks – using various forms of media. A Statement of Proposal will be prepared and public submissions invited, with submitters provided with an opportunity to have their submissions heard and considered by the Council. The Council agreed to the proposed fees for Deemed Permitted Activities and resolved to publicly notify the proposed fees for three weeks under the relevant consultative procedure of the Local Government Act 2002. The Council agreed to hear any submissions and make any necessary amendments before enacting the fees.

Regulatory Services Refunds Policy

The Remissions, Refunds and Waivers Policy relates to the resource and building consent functions of the Regulatory Services team. The policy sets out when a partial or full refund of fees can be considered. The policy is overdue for a review and refresh as the last update to this policy was in 2007. On review, officers considered that the content of the policy is mostly still relevant, but could be presented in a more readable and less repetitive format. The Council approved the reviewed Regulatory Services Refunds Policy as presented in the report.

November 2016 Earthquake – Civil Defence Response Review

A review report had been written summarising the findings of a large number of debriefs/reviews for the response to the November 2016 earthquake event. The review recommendations were included in the report, with the review report attached as an appendix. Measures/improvements that have already been undertaken since the earthquake response were also captured in the report. The Council discussed the contents of the report and agreed to some amendments prior to this report being provided to key stakeholders for their information.

Hurunui-Waiiau Zone Committee Update

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

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 14 September 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 21 September 2017. Committee Chairperson, Cr Black, presented the report and summarised the discussions.

Report from the Infrastructure Committee

The Council received the report from the Infrastructure Committee meeting on 21 September 2017. Committee Chairperson, Cr Daly, presented the report and summarised the discussions.

Presentations

1. Civil Defence Brief for Elected Representatives

Allan Grigg, Emergency Management Officer and Neville Reilly, Group Controller, Canterbury Civil Defence and Emergency Management, were in attendance to present to the Council on the civil defence structure and the role of elected members in a civil defence emergency.

2. Health and Safety Presentation

Michael Prisk, Team Leader Human Resources, provided the Council with an overview of the Health and Safety at Work Act 2015, with particular focus on councillors' duties as officers under the legislation.

Significance Consideration

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

The Council, in considering each matter, must be:

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

Questions

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

Evaluation

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

Committee Name	HURUNUI COMMUNITY COMMITTEE
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	Nil.
Legislative basis	Committee reconstituted by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002 Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002
Membership	The Mayor Local Councillor (1) Representatives from the following committees: <ul style="list-style-type: none"> • Hawarden Hall and Reserve Committee (1) • Waikari Hall and Reserve Committee (1) • Hurunui Racecourse Reserve Committee (1) Independent members (5 selected via advertised nomination process)
Delegations	Where funded by ward (amenity) rates, the Council delegates local policy determination in respect of: <ul style="list-style-type: none"> • Recreation reserves (in consultation with Local Reserve Advisory Groups) including the Waitohi Reserve • Ward beautification • Stormwater • Footpaths • Street lighting • Township maintenance • Public halls (where no hall committee exists) To prioritise and recommend to Council future capital development on reserves as part of the Long Term Plan development. To consider disbursement and recommend expenditure from the reserves funding account in accordance with the priorities identified in the Long Term Plan and the Reserve Management Plan's individual reserve policy.
Limits to Delegations	Matters that must be processed by way of recommendations to the Council include: <ul style="list-style-type: none"> • Township public toilets • Waikari and Horsley Downs Cemeteries • Pensioner flats • Roding • Temporary road closures • Local civil defence • Waste management • Noxious plants and Pest destruction (<i>Recommendations to the Council for consideration of referral to the Canterbury Regional Council.</i>)