

# Committee Call

Information for community committees in Selwyn



May 2019

## News from around the district

### Weedons Community Centre open



The new community centre at Weedons is now up and running. About 60 people attended the official opening last month. Mayor Sam Broughton and Selwyn MP Amy Adams joined councillors, members of the Weedons Reserve Committee and the community at the event.

The project has been in the pipeline since 2011 when the first plans were drawn up, says Weedons Reserve Committee Chairman Peter Holmes. "It's great to see the building finally completed," Mr Holmes says. "This is a community centre which will be used by the cricket and tennis clubs, but also by the wider community."

The Community Centre will provide a modern facility for the community and sports groups. The centre has a multi-purpose room, kitchen, storeroom, 24 hour accessible toilet and two changing rooms. Construction of the \$830,000 facility began in May 2018 and was completed in December 2018.

Facility bookings are being managed by Council and enquiries can be made through the new online centralised bookings system.

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## Drop-in sessions a success

Thanks to those community committee members who took the opportunity to attend one of the drop-in sessions around the district during March. There was very good attendance at most of these sessions, with useful discussion and sharing of ideas and questions. We will be following up with further information and fact sheets. Please contact us if you have any questions.

## Matariki events during June 2019

The Council is working with Te Taumutu Runanga to bring a range of Matariki celebrations, marking the reappearance of the seven Matariki stars signifying the beginning of the Maori New Year. The highlight is the award-winning Modern Māori Quartet (pictured), with a public performance as well as two workshops. Libraries will host a series of weaving workshops and other activities throughout June, while activities are also planned at Selwyn Aquatic Centre. Watch for details.

There's also an astronomy Photography Exhibition on display at West Melton Community Centre from 4 June to 4 July. This is a free event where all are welcome to come in and enjoy the exhibition and have a look at the new community centre. Photographs have been provided by members of the Canterbury Astronomical Society.



KidsFest is back from 6-20 July with plenty happening throughout the district. Highlights include Elgregoe the Magician at Rolleston Community Centre, Sport Suzie with another 'Super Silly Circus Show' and our famous KidsMarket in Lincoln.

Selwyn Aquatic Centre will have a week of activities taking place including Inflatable Toys, Paddleboats and Big Inflatables. There's also a suite of activities in our libraries such as Map IT, A World of Bricks and Intaglio Printing Workshops.

Registrations will open at the beginning of June so head to [www.kidsfest.co.nz](http://www.kidsfest.co.nz) for more information.

## Information for local committees

### Fees and charges for facility hire

A report is being prepared for Council proposing consideration of standardised hire charges for community facilities across the district to be introduced from 1 January 2020. The report also proposes that Council adopt Standard Terms and Conditions of hire for all Council-owned community centres and halls (Staffed Terms and Unstaffed Terms). The standardised rates differ between staffed and un-staffed facilities and suggest two rates:

- Corporate/Private - The rate charged to a for profit business including any 'public events' they may host or an individual using the facility for personal gain such as but not limited to, family gatherings, weddings and parties. This rate is also charged to central government agencies.
- Community - The rate charged to community not for profit groups that are using the facility for either a public event or a member event. Local public schools are also considered to be community groups.

More information will be provided after the Council meeting in June.



### No 2 Bank Accounts

As a committee of Council (not an incorporated society or trust) any money collected by a committee is public money and should be received directly into the Council's bank account. This includes hire revenue.

At all our committee training sessions we have stressed the need to be transparent with monies received and paid, noting that bank accounts that are committee-controlled are not audited and there is an associated risk of funds being misappropriated, which has in fact occurred.

The Council requires that committees close any 'No 2' bank accounts and transfer the funds to the Council. Funds will be held in a special account, with the delegation of those funds sitting with the committee. The funds will be subject to the Special Reserve Fund policy (a copy can be provided on request). If funds are being held for a specific project we will discuss this with you on a case by case basis. If you have concerns

regarding access to petty cash we will work with you to set up a purchase order for day-to-day items to be purchased. The invoices will come to the Council and we will pay the supplier directly.

With regards to existing or new employment and remuneration, the Council is working through a process to identify any such arrangements to ensure these arrangements are appropriately supported and managed. Please make contact with us if this is relevant to your committee.

Committees of Council were sent a letter and email in early May regarding closing bank accounts. Any queries can be directed to Pam Stephens at 03 3472814 or email [pam.stephens@selwyn.govt.nz](mailto:pam.stephens@selwyn.govt.nz).

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### Amalgamations and mergers

Some committees may be interested in understanding what's involved in the process of amalgamating or merging committees. Here are some guidelines.

If two or more Council committees decide to combine or unite they can do so, unless one of the committees has a separate legal status. If one of the amalgamating committees has a separate legal status they cannot generally become a committee of Council. The committee can, however, wind up. A society or company will already have a winding-up clause in its rules. A trust may not have a winding up clause. Once the other society, company or trust is wound up, the other committee may, through its tri-annual election process, change aspects of its purpose or goals and its membership.

Council committees intending to combine or unite should minute the decision. The date for combining or uniting of committees should occur after the triennial election of Council, when the Council committee holds its triennial election. In the interim period Council committees can work together and do things together, however the formal process requires a decision to be minuted and the election to be held.

Contact [committees.secretary@selwyn.govt.nz](mailto:committees.secretary@selwyn.govt.nz) if you have any questions on this subject.

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### Township discretionary funds

Thanks to those committees that have been in contact and are proactively spending their 2018/19 discretionary funds. The final date for purchase orders to be in place is 31 May, to ensure that all invoices are received by 30 June. Any discretionary funds not spent by 30 June 2019 will no longer be available. For any queries please contact Pam Stephens, 03 3472814 or [pam.stephens@selwyn.govt.nz](mailto:pam.stephens@selwyn.govt.nz)

## Health and Safety

### Reminder to community committees

Recently one of our volunteer community committee workers suffered serious injuries after falling from a ladder at a Council community facility. Fortunately, the person involved is expected to make a full recovery.

The investigation found that the main contributing factor was that the rubber feet of the ladder were worn and, when extended, the ladder became unsafe. We are asking all community committees to check any ladders they may have, to determine whether they are still safe to use. If there are any concerns, please refrain from using it.

We are now also requesting that ladders only be used in a secured 'A' configuration with the two secured metal arms in place to hold the two halves together. Volunteers should not be working above 1.5 metres. Ladders are not to be used in an extended position and contractors using scaffolding or platforms should be engaged for any work above this height (eg changing lights and gutter cleaning). Volunteers should not be using a ladder without another person to assist if required. A Safe Work Practise for the use of ladders will soon be available on the Council's Community Committee web page.

This incident provides a timely reminder of the practices and processes we have in place to help keep Community Committee Volunteers safe. Committees intending to undertake any work should first submit a Risk Analysis to either Kevin Chappell or Jonathan Crawford, as per instructions and forms previously provided. The standard process is that the committees should provide an analysis to Kevin if the work concerns buildings or to Jonathan if it involves removal of trees etc. This will help determine whether the work can be safely be conducted by volunteers or whether we need to engage contractors.

An electronic risk analysis can be submitted via: [www.selwyn.govt.nz/council/community/council-community-committees-health-and-safety](http://www.selwyn.govt.nz/council/community/council-community-committees-health-and-safety)

To manage risk to volunteers there are now restrictions placed on some activities that involve high levels of risk, and certain activities where a contractor should be engaged to do the work. Specifically these relate to:

1. Working at heights – Council requirements are that volunteers are not to work at heights above 1.5m and scaffolding is required for any activities above that, such as roof repairs, gutter cleaning, etc.
2. Spraying – only limited spot spraying is to be done by volunteers; Round-Up is acceptable, but only in small quantities (contractors to conduct large scale spraying).

3. Chainsaws are not to be used by volunteer workers (except as required in emergency situations); Contractors to be engaged to do this work.

We ask that our volunteer committees take a common-sense approach to the risks associated with work that they do on behalf of the Council. Together with the Council, they also have a level of responsibility for their own health and safety when doing such work.

If in doubt, please contact Kevin or Jonathan, or our Health and Safety Advisor, Wayne Stack, ph. 03 3472784.

## Local body elections 2019

Triennial local body elections are coming up in October 2019.



Key dates to note are:

- Friday 19 July: Nominations for candidates open; Electoral roll open for inspection
- Friday 16 August: Nominations close; Electoral roll closes
- Friday 20 September: Voting documents posted
- 20 Sept – 12 Oct: Voting period open
- Saturday 12 October: Election Day – voting closes at 12 noon.

A candidate information evening for anyone considering standing for office will be held on Thursday 4 July at the Council offices in Rolleston. A candidate handbook for the 2019 election will be prepared and made available from the Council website by 31 May 2019. Nomination forms will be available in early July 2019.

A key part of preparations is to encourage residents to ensure they are able to vote.

- Anyone who is on the electoral roll can vote in the local elections.
- To enrol or update your details you'll need to fill in a new enrolment form. Go online at [www.vote.nz](http://www.vote.nz) or call 0800 36 76 56 to ask for a form to be sent to you.

The Electoral Commission will send enrolment packs to all enrolled voters at the start of July to check their details are current. Voters need to be enrolled by Friday 16 August to receive their local election voting papers in the mail. If they enrol after this date, they will need to ask for special voting papers from their council electoral officer.

As the elections approach, information will be updated on the Council website at: [www.selwyn.govt.nz/elections](http://www.selwyn.govt.nz/elections)

## Heritage Fund applications open

The Heritage Fund 2019 will be open for applications from Wednesday 5 June and close on Wednesday 17 July 2019.

The fund assists owners to maintain and enhance heritage buildings and protected trees in the district.

The fund is open to residents and ratepayers of the Selwyn district and priority is given to buildings, trees and items that are listed as 'heritage' under the Selwyn District Plan.

For information and to download an application form, visit [www.selwyn.govt.nz/heritagefund2019](http://www.selwyn.govt.nz/heritagefund2019), or email [heritagefund@selwyn.govt.nz](mailto:heritagefund@selwyn.govt.nz)



## What we're consulting on

### Waste Management and Minimisation Plan

The Council is currently consulting on the proposed Waste Management and Minimisation Plan 2019, which aims to efficiently manage solid waste in Selwyn for the next six years.

This is important, as the number of people living in our district continues to grow, we're experiencing increasing volumes of all types of waste. It's the Council's responsibility to manage our waste and to help protect the environment. Other issues identified include the growing volumes of commercial and construction waste, the quantity of divertible material, particularly organics, still being disposed of to landfill, and access to services for residents in more remote areas.

See [selwyn.govt.nz/wasteplan](http://selwyn.govt.nz/wasteplan) for more information or a copy of the plan, or to make a submission. Submissions close on Friday 7 June.

### General Bylaw Review

The Council is consulting on changes to its General Bylaw 2009. The General Bylaw is an administrative bylaw, and contains provisions which are common to all Council bylaws such as conditions relating to the granting of licences.

This prevents the unnecessary duplication of provisions which are common to all bylaws.

Residents' feedback is sought on the draft review bylaw and the proposal to reference the General Bylaw in all other bylaws. Public submissions close at 5pm on Friday 28 June, 2019.

For more information and to make a submission, go to [www.selwyn.govt.nz/generalbylawreview](http://www.selwyn.govt.nz/generalbylawreview).

## Key contact details

Your quick reference guide to who to contact in the Council for your questions

**Finance enquiries:** Pam Stephens  
03 3472814 | [pam.stephens@selwyn.govt.nz](mailto:pam.stephens@selwyn.govt.nz)

**Reserves operations enquiries:**  
Jonathan Crawford  
03 3472877 or 027 5587793  
[jonathan.crawford@selwyn.govt.nz](mailto:jonathan.crawford@selwyn.govt.nz)

**Facilities/asset management enquiries:**  
Kevin Chappell  
03 3472744 or 027 4732009  
[kevin.chappell@selwyn.govt.nz](mailto:kevin.chappell@selwyn.govt.nz)

**Purchasing and procurement enquiries:**  
Tony Morgan  
03 3472851 or 027 590 4546  
[tony.morgan@selwyn.govt.nz](mailto:tony.morgan@selwyn.govt.nz)

**Bookings, user enquiries and general:**  
Kelsey Waghorn  
03 3471866  
[bookings@selwyn.govt.nz](mailto:bookings@selwyn.govt.nz)

**Springs, Ellesmere and Selwyn Central Community Committees:** Minutes of meetings, changes to committee member details, resetting chair and secretary "@selwyn.govt.nz" password requests: [committees.secretary@selwyn.govt.nz](mailto:committees.secretary@selwyn.govt.nz)

**Malvern Community Committees and Community Board:** Minutes of meetings, changes to committee member details, resetting chair and secretary "@selwyn.govt.nz" password requests: [board.secretary@selwyn.govt.nz](mailto:board.secretary@selwyn.govt.nz)

## Get in touch!

Do you have a local project or activity success story that you'd like to share with the district? We are planning to include stories about community-led initiatives in future editions of this newsletter, and invite committees to send in details and photos. Contact: [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz) or phone 03 347 2800.