

# Committee Call

Information for community committees in Selwyn



August 2019

## Upcoming district events

### CultureFest 2019 coming soon



CultureFest 2019 showcases Selwyn's growing diversity, as well as our own New Zealand culture. Enjoy fantastic group performances on our main stage, arts, crafts, demonstrations, food, as well as activities and dances you can participate in.

Lincoln Domain, 29 September, 10am – 4pm  
Watch for more details



### Capacity building initiatives: We want to hear from you!

The Council's Community Services team delivers a range of training and capacity building opportunities for volunteers and community groups each year. We would like to hear about how we can help you!

If there are specific topics in which you'd like to strengthen your own skills or areas in which you think our local committees can be enhanced, please get in touch with Michael Heywood from the Community and Economic Development team, email [michael.heywood@selwyn.govt.nz](mailto:michael.heywood@selwyn.govt.nz).

## swell expo

Ageing well in Selwyn



### SWELL Expo – Ageing well in Selwyn

Selwyn residents are invited to attend an expo on Ageing Well.

- Wednesday 9 October, 10am–3pm
- Lincoln Event Centre

See over 70 exhibitors from around Selwyn from your local bridge club, community care organisation, community energy action charitable trust, local physio and podiatrist and more.

You may be searching for something to do, somewhere to volunteer or more information about a service – we'll give you a taster on the offerings to help you live the best life you can.

The SWELL Expo will have demonstrations, seminars on topics such as brain health, being savvy about scams, plus fun and entertainment.

For more information visit [selwyn.govt.nz/events](http://selwyn.govt.nz/events)

*Presented by Selwyn District Council and Enliven Positive Ageing Services.*

### SAVE THE DATE!

### Volunteers Christmas Event

- Tuesday 3 December, 6 – 8pm
- Tai Tapu Community Centre

*Watch for further details to come.*

## Information for local committees

### New online portal for committee information

An online web page is now available for community committees, to access key Council information, guidelines and updates.

The portal is available to all community committees, at:

[www.selwyn.govt.nz/committeesportal](http://www.selwyn.govt.nz/committeesportal)

Some of the information that will be made available here includes, for example:

- Financial statements (when available)
- Policies
- Guidelines on committee operations
- Terms and conditions
- Copies of Committee Call newsletters

Information will be added to this page as it is developed. If your committee has any suggestions on other information that could be useful to include, contact: [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz)

### Facility terms and conditions of hire



The Council has agreed to the introduction of standard terms and conditions of hire across all Council-owned facilities, which apply from 1 July.

From a user perspective, it is simpler and clearer if terms and conditions of hire are consistent across different Council-owned community centres and halls.

As a building owner, the Council is required to ensure facilities are managed and used in a way that meets its obligations under relevant legislation. Standard terms and conditions enable this to happen.

There are two terms and conditions schedules; one that relates to Council unstaffed community centres and halls and one that relates to staffed community centres and halls.

A copy of the standard terms and conditions of hire is available online at the new committee portal on the Council website:

[www.selwyn.govt.nz/committeesportal](http://www.selwyn.govt.nz/committeesportal).

Also watch for future updates.

## Centralised online bookings and Service Level Agreements



Centralised online booking for community centres and halls has been introduced to provide better consistency for community centre and hall users.

The online Gallery provides photos and a description of each Council owned facility available for public/community hire. Over time the Council is keen to work with local community committees to further develop and enhance the description and photos that promote each centre or hall. If your committee has a suggestion for an additional description or similar feel free to contact Kelsey Waghorn (below).

Service Level Agreements (SLAs) have been developed for those community committees wanting to work more closely with Council in the promotion, booking and booking organisation as well as invoicing associated with specific community centres/halls. Service Level Agreements are available to committees currently managing hires of community facilities to clearly outline both parties' roles and responsibilities in the centralised bookings process.

The process involves a draft SLA agreement being prepared for the committee, the committee then reviews and identifies areas for further discussion. Each agreement is individualised for each committee to accommodate each facility's requirements. The two areas not generally up for negotiation in a SLA include terms and conditions of hire and fees and charges. Experience to date suggests that, in spite of initial misgivings or concerns from some committees, positive outcomes for the community as well as committees can generally be found.

Some committees have raised the desire to accommodate funeral services, or a particular local public school event, as important considerations in negotiating a SLA and there are examples of how funerals or school events can be accommodated in an SLA.

Feel free to contact us to discuss. In the first instance contact Kelsey Waghorn to have a discussion and request a draft Service Level Agreement; [kelsey.waghorn@selwyn.govt.nz](mailto:kelsey.waghorn@selwyn.govt.nz), ph. 03 347 1866

## Selwyn Community Fund

The recently-established Selwyn Community Fund is available for community-led initiatives and events across Selwyn. This fund can be applied to by community groups that require financial assistance with hire costs of Council-owned community centres. The fund is contestable and the funds are allocated by a Committee with a councillor representative from each ward. The next funding round closes on 31 October 2019, while the following funding round will close on 30 April 2020.

If you run a not for profit programme or activity for your community in a Council-owned hall or facility, check the fund criteria as it may cover costs associated with hire or other additional costs.

For any questions regarding the terms and conditions of hire, fees and charges or the Community Fund please contact Kelsey Waghorn, [kelsey.waghorn@selwyn.govt.nz](mailto:kelsey.waghorn@selwyn.govt.nz), ph. 03 347 1866

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## Health and Safety

### Reminder - always observe fire alarms

Recently we had an activation of a fire alarm at a facility being used by a community group.

Alarm systems such as this one instruct everyone to evacuate immediately – regardless of whether those present in the building can see fire or smoke. Council fire alarms when activated also dial an alarm company which then call Fire and Emergency who send a fire crew.

Once evacuated, those present at the site must remain outside and follow the instructions of Fire and Emergency who will give the all clear to return to the building.

In this incident an individual was able to locate the key and silence the audible alarm, and the group continued their function. When Fire and Emergency arrived, the group were contrite and appreciated they should not have turned off the audible alarm and returned to the building.

Please take fire alarms at Council buildings seriously. They are there for a reason and staying in the building when an alarm is activated, no matter whether those present at the site think, is not an option.

Clear the building and await the arrival of Fire and Emergency. It is also important that the role of a fire warden is respected and their instructions are always followed.

Douglas Marshall  
Group Manager Property

## Q&A

### Activity Management Plans for community facilities

The Council produces Activity Management Plans for its key service areas including Community Facilities which covers community centres, halls and reserves. Activity Management Plans contain a lot of information about the assets and services so that the Council can get a good understanding of what is needed and the costs.

Major revisions of the plan occur as part of developing the Long-Term Plan (LTP) every three years. To develop plans we need to gather information on a range of things that help the Council make decisions on maintenance, renewal and new capital expenditure programmes.

We prepare a mini-plan for each facility and reserve and information on these is contained in the Community Facilities Activity Management Plan. The current Community Facilities Activity Management Plan can be seen at: <https://www.selwyn.govt.nz/your-council/plans-And-reports/long-term-plan/supporting-information>

Committees know a lot about the assets and facilities they look after so any information that can be supplied is very helpful in preparing the plans. We normally send out requests for various items of information prior to revising the plan for the LTP and are very appreciative of any information that can be provided.

We will soon be starting work on revising the Community Facilities Activity Management Plan for the 2021-2031 LTP and committees can expect to receive requests for input as we move through this process. We have also engaged specialist consultants to help with the capture of asset information and they will start to visit reserves and facilities over the next few months.

### Guidelines for committees: elections

Guidelines on a range of topics are available at the new committees portal on the Council website: [www.selwyn.govt.nz/committeesportal](http://www.selwyn.govt.nz/committeesportal).

These include information on election of committees and the election of officers. Elections for committees of Council are required to take place within three months of the local government elections (12 October). The guidelines also provide advice and direction regarding how to run an election and how to run a meeting. Templates are provided on how election results should be communicated to the Council how meetings should be recorded.

Note: any Council staff member directly servicing a committee cannot be on a committee. For other Council employees the guidelines describe the process required to request permission.



## What we're consulting on

### District Plan Review on track for 2020

The Council's District Plan Review Committee has held its last meeting for the year. With elections coming up in October there will not be any further meetings of the committee in this Council term.

There are some areas of the plan that still need further targeted consultation with stakeholders and landowners. But most of the proposed detailed policies and rules have now been drafted and consulted on.

The next step now is for staff to focus on refining the plan and getting it ready for the newly-elected Council to endorse it early next year. Following the endorsement, the Proposed District Plan will be notified for formal public consultation, at which point anyone wanting to have a further say will have an opportunity to provide feedback.

It's expected that the Proposed District Plan will be notified for consultation in early 2020 and be fully in place, subject to any Environment Court appeals, in mid-2022.

Draft Waste Management and Minimisation Bylaw 2019  
See [www.selwyn.govt.nz/wastebylaw2019](http://www.selwyn.govt.nz/wastebylaw2019)

Kirwee Recreation Reserve Master Plan  
See [www.selwyn.govt.nz/kirweereserve](http://www.selwyn.govt.nz/kirweereserve)

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### Farewell from Pam Stephens

I'm excited to say that on 24 June I took up the role of Revenue Team Leader for Council, supporting a team of nine fabulous staff.

It has been my absolute pleasure to have been able to support you and your committees over the past seven years. I am lucky to have been part of some significant milestones for your communities. The highs and lows made my days speed by.

It is the people and the relationships that we developed that made it all more meaningful. I had fun delivering the financial committee training, the lightbulb moments of understanding make the afterhours or weekend work worthwhile.

From now on please email any queries on financial matters to [committees@selwyn.govt.nz](mailto:committees@selwyn.govt.nz). Please be aware that until someone is appointed as the Assistant Accountant there may be a slower response to your queries. Any emails I receive will be forwarded to that email.

Wishing you all the very best.  
Pam

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## Key contact details

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

### Finance enquiries:

[committees@selwyn.govt.nz](mailto:committees@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@selwyn.govt.nz](mailto:committees@selwyn.govt.nz)  
(Note change of email address)

### 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)

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## 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.