

Committee Call

Information for community committees in Selwyn



December 2019

Upcoming district events

Summer in Selwyn – events and activities across the district



Parks, reserves, facilities and libraries right across the district will be buzzing this summer with a huge range of Summer in Selwyn 2019-20 events.

Booklets delivered to homes throughout the district include details of the huge range of organised activities and events that are on offer, with something happening most days – from craft or technology experiences to music and outdoors fun. The programme also includes activities families can do in their own time such as good walking and fishing spots, cycling tracks, playgrounds and picnic places.

The popular Teddy Bears' Picnic is back, along with Pool Parties in Sheffield, Darfield and Southbridge and a special Pool of Rock party at Selwyn Aquatic Centre. Our Libraries team has joined with Christchurch City Libraries to run a Whānau Fun day with stories, craft, technology and a Faerie Party in Lincoln in January.

There's also a great line up of community organised events including fêtes, fitness events, picnics, Christmas parades along with Children's Day activities around the district on 1 March. For a list of Summer in Selwyn activity and event options, see the Council's events listings or Facebook page.

Budgets for 2020/21 Annual Plan

In preparing the Annual Plan for 2020/21 there will be an opportunity for committees to have input to the budgets for reserves and community centres and halls. As this is the third year of the current Long-Term Plan it is not expected that there will be significant changes. However if there are some urgent works or budget changes required (that cannot wait for consideration in the 2021-2031 Long-Term Plan) then these can be submitted in the budget sheets that have been sent to the committees for the 2020/21 year.

If your committee is proposing any changes you will need to scroll through the budget work sheet to find your committee's budget and then record any budget changes before returning the completed spreadsheet to committees@selwyn.govt.nz by 24 January 2020.

Changes could include:

- Adjustments to revenue (including making allowance for revenues previously held in committee accounts)
- Adjustments to maintenance and operating costs (based on new information)
- Removal of projects that are no longer required
- Identifying any new projects or changes to project budgets that are urgently needed

Generally any proposed budget increase is expected to be offset by a saving or additional revenue. All budget changes are subject to Council review and approval. There will also be an opportunity to make submissions on the Annual Plan when it is consulted on in April 2020. If you require any further advice with the budget process for the 2020/21 Annual Plan please email committees@selwyn.govt.nz and we will aim to get back to you as soon as possible.

Seeking your views

Coming soon: The Council is reviewing the current model of community committees. From late January 2020 we will distribute a survey to local committees and others, seeking views on the future role of committees including suggestions for how they might promote and increase Council engagement and communication with Selwyn communities in the future. It will also explore the role committees might play in developing a more collaborative approach to achieving community wellbeing. This survey will be an important input into Council's review.

Changes to fees and charges for Council-owned community centres and halls

From 1 February 2020 standard fees and charges will be introduced across Council-owned community centres and halls. For users, this will mean a simpler and fairer system of fees and charges that are consistent across different Council-owned community centres and halls.

Community groups can apply to the Selwyn Community Fund for help to cover the costs of running events and activities. This can include the cost of room hire at Council facilities, or other costs that might be incurred by a not-for-profit community group delivering free or low cost activities, programmes and events within Selwyn. The types of activities and events that would be considered are those that contribute to community wellbeing, bringing communities together and attracting visitors to Selwyn. There are two funding rounds a year, and applications for the next two rounds close on 30 April and 31 October 2020. Contact Kelsey Waghorn, kelsey.waghorn@selwyn.govt.nz, ph. 03 3471866 if you have any questions about fees and charges. In addition, a number of discounts have been introduced:

- a. Funerals of local Selwyn residents can be held at a discounted rate of 50%, subject to availability. Additional costs such as set up and pack down will be charged extra. Consideration will be given to ensuring the discount is provided directly to the family rather than the funeral company.
- b. Weddings at venues that do not have Duty Managers onsite will have access to the full venue but only charged for the larger room, not each individual room, and only for the time they are at the venue.
- c. A private business offering a one-off (ie not a regular/ongoing booking), accessible programme to a large number of participants with a "social good" outcome may be charged the community group rate at the collective discretion of the relevant Ward Councillors, subject to facility availability. The programme must reach at least 30 people and be free, low cost or financially accessible. Any decision would need to be communicated by the councillor/s to Council staff within 48 hours of being agreed.
- d. Regular repeat bookings of a total of \$10,000 or more in one financial year are entitled to a discount of up to 25%, subject to facility availability (this applies to both corporate/private and community bookings).
- e. There will be a 10% discount for a full day/full facility hire booking of 10 hours or more.
- f. Local community clubs that have long standing association with a specific community centre and the associated grounds, and are using these facilities regularly and long term (not less than 24 months forward), will be offered a contract for use arrangement, subject to availability, which acknowledges historic connection with the building and the grounds on which building is located as well as financial contribution to the building. A 20% nominal fee of the total booking cost will be charged to these groups.

Examples

Wedding at TAWERA HALL (UNSTAFFED)		Corporate/Private Rate
4Hrs set up	Evening before	\$192.00
8hrs venue	Wedding Day	\$384.00
7Hrs evening	Wedding Evening	\$336.00
3Hrs pack down	Next Morning	\$144.00
23 Hrs in Total		\$1,056.00

Discount; Only Charging for the Hall, providing access to the whole centre

Wedding at LINCOLN EVENT CENTRE (STAFFED) Stadium Only		Corporate/Private Rate
4Hrs set up	Evening before	\$352.00
8hrs venue	Wedding Day	\$704.00
7Hrs evening	Wedding Evening	\$616.00
3Hrs pack down	Next Morning	\$264.00
6Hrs Kitchen Hire	Evening of Wedding	\$120.00
23 Hrs in Total		\$2,056.00
Wedding at BROADFIELD COMMUNITY HALL (UNSTAFFED)		Corporate/Private Rate
4Hrs set up	Evening before	\$96.00
8hrs venue	Wedding Day	\$192.00
7Hrs evening	Wedding Evening	\$168.00
3Hrs pack down	Next Morning	\$72.00
23 Hrs in Total		\$528.00

Wedding at ROLLESTON CENTRE (STAFFED) - Lounge Only		Corporate/Private Rate
4Hrs set up	Evening before	\$252.00
8hrs venue	Wedding Day	\$504.00
7Hrs evening	Wedding Evening	\$441.00
3Hrs pack down	Next Morning	\$189.00
6Hrs Kitchen Hire	Evening of Wedding	\$120.00
	23 Hrs in Total	\$1,506.00

Bowls at GLENTUNNEL COMMUNITY CENTRE (UNSTAFFED)		
3 Hrs Every Monday	14 Members	\$15.00
	<i>Average Cost Per Member</i>	<i>\$1.00</i>

Note – Discount applies; provision for groups smaller than 19 at rurally isolated facilities

Bowls at WEST MELTON COMMUNITY CENTRE (STAFFED) – Watson Oakley		
3 Hrs Every Monday	14 Members	\$51.00
	<i>Average Cost Per Member</i>	<i>\$4.00</i>

Full Facility, Full Day Community Day – GREENDALE COMMUNITY CENTRE (UN-STAFFED)		
10Hr Day	Community Rate	\$360.00

Discount; 10% Applied for full day full facility hire

Full Facility, Full Day Community Day – LINCOLN EVENT CENTRE (STAFFED)		
10Hr Day	Community Rate	\$1,044.00

Discount; 10% Applied for full day full facility hire

Funeral - SPRINGSTON COMMUNITY HALL (UNSTAFFED)		
6Hrs	Hall + Supper Room	\$216.00

Discount; 50% discount applied for local resident as per the funeral provision

Funeral - TAI TAPU (STAFFED)		
6Hrs	Full Venue	\$525.00

Discount; 50% discount applied for local resident as per the funeral provision

The new standardised fees and charges have been based on a formula that gives effect to Council's Revenue and Financing Policy, and provides a tool for regulating a collective contribution by centres. Additional factors were considered including market rates, location and room size. These rates were then compared to schedules received from committees and had comparability.

Reminder: information on charges for sporting, recreational and public use of reserves

Last month we asked Reserve Committees for information on what existing fees and charges are in place for reserves. This is to help us gain a better understanding of the fees and charges currently being applied in reserves across the district, including where no charge is made. Historically a variety of different approaches have been taken, based on the needs of each reserve and to generate income to offset expenses. Charging fees, or decisions not to charge, may also have considered the level of voluntary input from clubs or users. This has resulted in a whole range of different fees and charges being made.

We would appreciate committees' assistance in providing information on charges and fees at your respective reserves to help fill in the information gaps. Please respond by the end of January 2020 (note the timeframe for this has been extended to enable committees to get together and compile the information). Hard copy or electronic responses are welcomed. Hard copies can be dropped off at Council offices or posted. Please send electronic responses to mark.rykers@selwyn.govt.nz.

This is solely a data capture exercise and there are no presumptions on any future approach to fees and charges for reserves. The ultimate objective of this project is to develop a fair, equitable, consistent and affordable policy on fees, charges and rentals for use of Council reserves.

Community committee contacts

It is important that all members of a committee are up-to-date with Council information. Normally chairpersons and secretaries advise committee members of information from Council by way of inwards correspondence to regular committee meetings or by committees' email distribution lists.

From time to time the Council may need to send information directly to committee members, particularly as we move in to the Community Committee Review. We can best achieve this by having email addresses and phone contacts for all committee members. Private details are for Council use only and will not be shared.

There is a fillable pdf form on the [Portal for Committees](#). You can also email committees@selwyn.govt.nz to request a form in Word file (.doc) format. Please fill it in and return by email. You can also print and complete in writing and mail back to: Community Services and Facilities, Committees Secretary, Selwyn District Council, PO Box 90, Rolleston, 7643. Please return before 31 January 2020.

Council email addresses

Council officers have received a number of enquiries about email accounts including the passwords that Chairpersons and Secretaries need to access committee information, the frequency they change, how to reset forgotten passwords, the need for Council usernames.

The requirement for Council email accounts relates to Audit New Zealand best practice guideline for local government and states that passwords should change every 30 days. The Council currently change every 42 days, which sits on the periphery of the guidance.

Recently we added the Committees Portal to the website. Financial information, minutes and community committee newsletters (all public information) are available on this page. You do not need a password to access this. Other information on the portal includes financial reports, how to issue invoices, how to access website and email, recording and sending committee minutes. Increased use of the Selwyn District Council website and Portal for Committees online is encouraged.

Note: emails to committees@selwyn.govt.nz

This email address is monitored by Council staff during business hours and emails are forwarded to the officer who can best address your enquiry. An initial acknowledgement is usually provided within 24 hours.

Key contact details

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

General enquiries including finance enquiries:
committees@selwyn.govt.nz

Reserves operations enquiries:
Jonathan Crawford
03 3472877 or 027 5587793
jonathan.crawford@selwyn.govt.nz

Facilities/asset management enquiries:
Kevin Chappell
03 3472744 or 027 4732009
kevin.chappell@selwyn.govt.nz

Purchasing and procurement enquiries:
Tony Morgan
03 3472851 or 027 590 4546
tony.morgan@selwyn.govt.nz

Fees and charges, Bookings, Service Level Agreements enquiries:
Kelsey Waghorn
03 3471866
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
(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

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 or phone 03 347 2800.