

Committee Call

Information for community committees in Selwyn



February 2019

News from around the district

Lakeside hall officially opens



Lakeside Soldiers Memorial Hall officially opened on Friday 1 February 2019.

Construction of the \$1.67 million facility began in April 2017 and was completed in November 2018.

The new building has replaced the original earthquake-damaged hall, which was demolished several years ago, with a modern, flexible community space and special events venue.

The new facility will provide locals and the wider community with an attractive venue for weddings and formal events in a beautiful rural setting.

The soldiers' memorial aspect of the hall will remain a principal focus, with a flag pole placed at the entrance to the building and historical documents, pictures and other items are displayed in the building.

Committee chair Dennis Carter says the space offers the flexibility to accommodate community recreation activities and provide a shared home for local community, sports, interest groups.

"The local community has felt the loss of the old hall, and it has also affected the wider Selwyn district because of its historic value. The new facility will help contribute to the ongoing cohesion of the Lakeside community," he says.

The facility has a 'long room' which is the main event space that seats over 100 people and can double as a wedding venue. The new hall is oriented northwest towards the picturesque Harts Creek and the panorama of the Southern Alps across the plains.

Community committees drop-in information sessions

Find out about changes and opportunities

Community centre, hall and (where combined) reserve committee members are invited to a series of drop-in information sessions to be held across the district next month.

The drop-in sessions are an opportunity for committee members to engage with Council staff and elected members to learn more about changes to the operation of community facilities following the implementation of district-wide rates.

The sessions will be held in each ward, at:

- **Springs:** Monday 4 March, 10am-12pm and 4-6pm, Lincoln Events Centre
- **Central:** Tuesday 5 March, 10am-12pm and 4-6pm, West Melton Community Centre
- **Ellesmere:** Monday 11 March, 10am-12pm and 4-6pm, Leeston Library
- **Malvern:** Tuesday 12 March, 10am-12pm and 4-6pm, Darfield Library

There's no set agenda for the sessions, and you can drop in at any stage during the time shown. Staff and councillors will be on hand to provide information and record questions for follow up on a range of topics, such as:

- Employment matters
- Health and safety
- Township and ward discretionary funds
- Bookings, fees and charges
- Service level agreement (SLA) matters
- Volunteerism and capacity building
- Staff contact information
- Committee budgeting
- Contributing to LTP and annual plan process

There will also be an opportunity to see a demonstration of the new online booking system.

In addition, staff will take note of any general issues relating to other areas of Council, for further follow up. Copies of the recent committee questionnaires will also be available for any committees that have yet to complete the survey.

For more information contact: Kelsey Waghorn, kelsey.waghorn@selwyn.govt.nz

Information for local committees

Centralised online booking system –
functions, roles and responsibilities



The new centralised online booking system is to enable the Selwyn community to become more familiar with and utilise all Council-owned facilities within the Selwyn district.

Any member of the community will be able to search and enquire about booking a Council facility online. The online service will provide a consistent booking process, hire rates and terms and conditions for the hirers, and reduce some of the burden of managing bookings for volunteers.

Members of the public will be able to carry out a search based on details of their event, such as expected numbers and type of gathering, ie a meeting for 25 people.

All of the Selwyn community centres/halls that have the capacity for that event will then display. Users can click into any of the centres for more detailed information such as photos, descriptions and key features.

When making bookings users can choose to receive a booking reminder and they can set this for their preferred date and time, a great way to ensure hirers do not confuse their booking time. Reminders are automatically sent via email.

All booking enquiries will come through to the bookings administrator and are tentative until approved by the bookings administrator. The bookings administrator will liaise with committees and centre staff to ensure no conflicting bookings.

For committees that have a service level agreement with the Council, once bookings are approved, the user will be prompted to pay and can do so online either by real-time debit (bank to bank transfer) or credit card. In this case invoices are automatically generated and sent. There is an 'on account' option providing the user has been pre-approved by the bookings administrator.

Users will be able to manage future and past bookings under their account. They will also be able to request changes for existing bookings.

For more information:
Bookings Administrator, Kelsey Waghorn
Ph. 347 1866, bookings@selwyn.govt.nz

Planning or hosting an event in Selwyn?

Some recent developments relating to events that committees should be aware of.

From 1 October 2018, the Public Places Bylaw 2018 and Policy on Commercial Activities and Events in Public Places came into effect. The bylaw and policy require that events taking place in public places need to be notified to, and authorised by, the Council via the completion of an Event Application Form. This is to help the Council better assist event organisers with permits, consents, health and safety, promotions, preparation etc. to ensure their event is a great experience for both the organisers and attendees.

This process pertains to events that are open to the general public and are on public land. However, events on private land, or private events by invite only, may also trigger Council involvement via resource consent, building consent, noise, traffic and other rules as outlined in the District Plan. Please contact the Events Team if you have any question or concerns.

The Council is working with Fire and Emergency NZ (FENZ) because, we are proud to say, events have grown over the last couple of years. This means that both the Council and FENZ aim to ensure events in Selwyn have suitable health and safety plans, in addition to emergency and evacuation procedures.

This process doubles as notification for FENZ so that when attending emergencies (whether at your event or not) they are able to plan for the safest and quickest route to that particular emergency. This is particularly relevant within fire seasons.

Event Application Forms should be completed and emailed to events@selwyn.govt.nz in the very early stages of event planning, and at least 3 months prior to an event.

Our Event Application Form as well as an extremely helpful Event Planning Guide can be found on the Council's Planning An Event webpage. If you have any questions relating to the Event Application process, or to request a copy of the Event Application form, please get in touch.



Senior Events and Recreation Advisor
Dave Tippett, Ph. 347 2719,
Dave.Tippett@selwyn.govt.nz

Township Discretionary Funds

Please ensure that you are planning and spending your township discretionary funds. As previously advised the final date for 2018/19 discretionary fund spending purchase orders is 31 May 2019 this is to ensure all invoices are received to be paid by 30 June 2019.

Any discretionary funds not spent by 30 June 2019 will no longer be available.

Please refer to the spreadsheet in your monthly financial report that details what funds you have available and what has been spent.

If you have any queries please contact Pam Stephens on 347 2814 or email pam.stephens@selwyn.govt.nz

Q&A

Funding capital works – how does it work?

Q: How will capital works be funded in the future?

The costs of new facilities or upgrades of existing facilities will be funded from a combination of available reserves, grants, development contributions and the district-wide rate. Local communities will only be expected to raise funds if they wish to support a project that is of a greater scale than would be supported by the Council's assessment of needs.

What we're consulting on

West Melton Skate Park



Consultation is under way on the location and design ideas for the new skatepark in West Melton. The new facility aims to cater for beginner to intermediate scooter and skateboard riders.

Four possible locations for the skatepark have been identified:

1. West Melton Domain, close to the West Melton Community and Recreation Centre
2. The reserve on West View Crescent joining West Melton Primary
3. Brinsworth Reserve on Brinsworth Avenue
4. Retford Common Reserve, Rotherham Drive, Retford Common and Brampton Drive.

These sites are all on Council recreation reserves and were identified after considering a range of factors. These include whether the sites are visible from public and or private land, free from dense vegetation, clean and free from most hazards, well oriented for sun and shelter and close to other facilities.

Other factors include traffic impacts, suitability for future expansion, and how well the site complements the surrounding area.

The Council is also seeking feedback on what kinds of features users would like to have at the new skatepark.

Feedback is open until Wednesday 13 February. To find out more or to make a submission, visit: www.selwyn.govt.nz/newskatepark

Speed Limit review

Public consultation on the Council's Speed Limit Changes 2018 remains open until 15 February.

Reducing speed around the district schools is a key focus of the proposed changes. The Council is proposing to introduce 40 km/hr School Zone speed limits, as well as changes to all 70 km/hr speed limits and some 100 and 80 km/hr speed limits.

Public consultation on the proposed speed limits runs from Thursday 6 December 2018 until 5pm, 15 February 2019.

The main speed limit changes proposed include:

1. proposed speed limit reduction to 40 km/hr on urban school road frontages.
2. proposed speed limit reduction to a variable 40 km/hr school zone speed limit on Weedons Ross Road fronting Weedons School and Robinsons Road fronting Broadfield School.
3. proposed speed limit reduction to 60 km/hr of the current 70 km/hr speed restrictions.

4. proposed speed limit reduction from 100 km/hr to 60 km/hr on Tramway Road, Dunsandel, south to Irvines Road and on Irvines Road, Dunsandel, west to Tramway Road.
5. proposed speed limit reduction from 100 km/hr to 60 km/hr on Taumutu Road, Southbridge.
6. proposed speed limit reduction from 100 km/hr to 60 km/hr on Pocock Road, Springfield.
7. proposed speed limit reduction from 100 km/hr to 50 km/hr on Devine Drive and Avonie Place.
8. proposed extension to the 80 km/hr speed limit on Shands Road to 100 m south of Robinsons Road.
9. proposed speed limit reduction from 100 km/hr to 80 km/hr on Ivey Road.

An online submission form, along with more information including detailed reports, maps and background to the proposed changes, can be found at www.selwyn.govt.nz/speedlimitchanges. Consultation runs until 5pm, 15 February 2019.



Proposed Earthquake Prone Priority Buildings and Strategic Routes

Consultation is open on the proposed Earthquake Prone Priority Buildings and Strategic Routes.

This is to help the Council identify the most vulnerable buildings on routes where there are high numbers of vehicles and pedestrian traffic, or are of strategic importance. These routes and areas will help the Council to identify and prioritise the repair of earthquake-prone buildings.

The proposal prioritises the following routes:

- Southbridge: High Street from Hastings Street to St James Street

- Leeston: High Street from Market Street to Anderson Square.

No strategic routes have been identified that would be impeded by a building collapse which don't have an alternative access option.

Submissions close at 5pm on Friday 1 March 2019. For more information, and to make a submission on the proposed routes, visit www.selwyn.govt.nz/eqpronebuildings

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

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

Bookings, user enquiries and general:
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.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

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.