

15 February 2021

**Community Committee Chairpersons
Community Committee Secretaries**

**cc: Councillors
Malvern Community Board Members**

Kia ora Committee Chairpersons and Secretaries,

In my Community Committees update last week I advised a Report was to be tabled at the Council meeting on 10 February that summarised relevant actions planned for the next four months.

The actions planned are based on the following assumptions:

- There will be a significant reduction in the number of Community Committees of Council in the future.
- Council does have a direct role in the future operations and performance of Council owned facilities.
- Any Committee of Council is required to act as a Committee of Council.

The following is a summary of key actions planned:

Action 1 – Halls and Centres

Council officers will develop and implement a coordinated operational service delivery model for the 13 halls / centres (and the immediate gardens surrounding), that Council has been given responsibility for operational management of over the past twelve months. This model continues the employment roles and arrangements with Facility Caretakers that were introduced through a change management exercise in 2019/20.

Action 2 – Incorporated Societies Operating Council Owned Hall / Centre

Council officers will prepare and share a draft “Facility Management Agreement” for consideration and discussion with any separate legal entity currently taking responsible for the operational management and service delivery associated with a Council owned community centre / hall.

Action 3 – Pool Committees

Council officers will communicate directly with each Pool Committee¹ to discuss and explore different models of operational management and service delivery that effectively manage health and safety-risk to Council, and encourage suitably trained volunteers.

¹ Some pool committees have informally amalgamated with community/township committees

Action 4 – Reserve Committees

Council officers will liaise with committees in their capacity as User Groups on practical arrangements associated with reserves and continue to support club / volunteer arrangements for input in to operational activities where practical. Officers will commence planning in relation to bookings for reserves online and establish / further develop relationships with regional sports bodies. This model continues the various contract and employment arrangements already in place.

Action 5 – Incorporated Societies

Council officers will communicate directly with those Incorporated Societies being treated as committees of Council outlining issues associated with this arrangement and the rationale behind consideration for separating legal entities from treatment as a committee of Council.

Action 6 / 7 – Communication

Distribute monthly communication via Council committee email addresses with general information; updates on activity regarding above and news of any changes in committees and commence development of an online presence that profiles stories associated with different facilities / activities across the district.

Action 8 – Education

Council officers will arrange for Capacity Building Workshop on the topic of “Why Incorporate and If so How” for any Selwyn resident and interested committee members.

Sometime in the next six (6) months, it is anticipated that some workshops will be arranged for Councillors to talk directly with those committees of Council with primary focus being other than operating / managing Council owned halls, centres, pools and / or reserves. These committees will tend to be Township Committees, Residents Committees, Citizen’s Committees or Community Committees. The topic of these workshops will be to discuss the future role of these community committees of Council.

Finally, in light of Government determining Selwyn (as part of the rest of New Zealand) being in Level 2, I remind those Committees managing a Council owned centre / hall, the following:

Our facilities can remain open during Level 2 with some additional Health and Safety Procedures.

1. In order to ensure that social distancing can take place, the room capacity is required to be reduced down to one-third of its usual capacity. For example, if a room can usually hold 100 guests it can only accommodate 33 during Level 2.
2. All facilities should have a supply of hand sanitiser and disinfectant spray. Please encourage hirers to sanitise regularly and wipe down all surfaces when the hire is finished.
3. All facilities should have a NZ Covid-19 Tracer App QR Code; please encourage hirers to scan using the NZ Covid Tracer App when entering the building. If they cannot scan please encourage them to fill in the paper form that is provided at each facility.

4. Please also encourage hirers to remind their guests;
- If you're sick, stay home. Do not go to work or school. Do not socialise
 - If you have cold, flu or COVID-19 symptoms, call your doctor or Health line and get advice about being tested
 - If you have been told to self-isolate you legally must do so immediately.

If the facility does not have a supply of hand sanitiser and disinfectant spray or a NZ Covid-19 Tracer App QR Code, please let Kelsey Waghorn at Council know and she will arrange for these to be supplied (kelsey.waghorn@sdcc.govt.nz).

If there is a further escalation of levels for Selwyn, a further Update will be issued.

Visit <https://covid19.govt.nz/> for more information on alert levels and the latest cases.

Ngā mihi nui

A handwritten signature in black ink, appearing to read 'DKidd', is placed over a light grey rectangular background.

Denise Kidd
Group Manager – Community Services and Facilities