



**HURUNUI**  
*District Council*

# Hurunui Community Committee

## AGENDA

FOR THE MEETING TO BE HELD ON:

**WEDNESDAY, 24 APRIL 2024**

**COMMENCING AT 7.30 PM**

IN THE COMMUNITY LIBRARY, TENTERDEN STREET, HAWARDEN

*Resourceful people; resilient infrastructure; treasured environment.*

## **Committee Membership:**

Peter Black (Chairperson)  
(Hawarden Reserve Advisory Group)  
Mayor Marie Black  
Cr Karen Armstrong  
Ben Cassidy (Independent)  
Rod McKay (Hurunui Reserve Advisory Group)  
Alan McKnight (Independent)  
Mel Ruck (Waikari Reserve Advisory Group)  
Rob Topp (Independent)  
Jeff Walker (Independent)  
Brona Youngman (Deputy Chairperson) (Independent)  
Youth Council representatives-  
    Millie Jane McIlraith  
    William Munsey

**Quorum: no less than 5 members not counting the Mayor**

Governance Advisor: Maree Hare

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### **The purpose of local government:**

- (1) The purpose of local government is—
- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

*(Local Government (Community Well-being) Amendment Act 2019 – Section 10)*

**HURUNUI COMMUNITY COMMITTEE**

**WEDNESDAY 24 APRIL 2024 at 7.30 PM**

7.45	Chris Carthy – Quantity Surveyor (Bycroft Group Ltd) will be present for item 2.1
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ITEM	ORDER OF BUSINESS	Significance	Pages
	<ul style="list-style-type: none"> <li>• <b>Health and Safety briefing</b> – in the event of an emergency please vacate the building via the marked exits and gather on the playing field.</li> <li>• <b>Apologies</b></li> <li>• <b>Announced Urgent Business</b></li> <li>• <b>Conflict of Interest Declarations</b></li> </ul>		
<b>1.</b>	<b>Minutes of previous meeting:</b> 1.1 Confirmation of the Minutes from the 28 February 2024 meeting.	Low	1 - 7
<b>2.</b>	<b>Decision Items:</b> 2.1 “We’re Hall in this together”	Low	8 - 31
<b>3</b>	<b>Discussion Items:</b> 3.1 Financial report	Low	32 - 36
<b>4</b>	<b>Information Items:</b> 4.1 Action Sheet 4.2 Reserve Advisory Group updates 4.3 Council updates	Low Low Low	37 – 41 42 – 45 46 - 52
<b>5</b>	<b>Urgent Business</b>		
	<b>Next meeting</b> – 26 June 2024		

# Minutes

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<b>Meeting</b>	Hurunui Community Committee
<b>Time and Date</b>	7.30 Wednesday 28 February 2024
<b>Venue</b>	Community Library, Tenterden Street, Hawarden
<b>Agenda Link</b>	<a href="https://www.hurunui.govt.nz/council/meetings-and-committees/meetings">https://www.hurunui.govt.nz/council/meetings-and-committees/meetings</a> (scroll to the appropriate meeting) Health and Safety procedures were advised.
<b>Members Present</b>	P Black (Chair), Mayor Black, Cr Armstrong, B Youngman, R Topp, B Cassidy, A McKnight, M Ruck, W Munsey and M McIlraith
<b>In Attendance</b>	Hamish Dobbie (CEO), Jason Beck (Chief Financial Officer) and Maree Hare (Governance Advisor) Part meeting: Cameron Ashworth (Property Officer) until 9.08 In attendance: Cr D Hislop and Brian Milne (Xyst) from 8pm until 9.08
<b>Apologies</b>	Apologies were received from R McKay and J Walker  THAT THE APOLOGIES BE ACCEPTED.  Youngman/Munsey <span style="float: right;">CARRIED</span>
<b>Absence</b>	Nil
<b>Conflict of Interests Declarations</b>	Nil
<b>Announced Urgent Business</b>	Nil
<b>1. Minutes</b>	THAT THE MINUTES OF THE HURUNUI COMMUNITY COMMITTEE ORDINARY MEETING HELD ON 22 NOVEMBER 2023 ARE NOW CONFIRMED.  Ruck/Topp <span style="float: right;">CARRIED</span>
<b>2. DECISION ITEMS</b>	
<b>2.1 Fees and Charges 2024 - 2025</b>	The report from the Executive Officer provided the fees and charges for the 2024-2025 financial year for amenity funded halls, facilities and reserves for the Amuri area for the committee's consideration.  The CEO presented the report and the meeting noted the following –  <ul style="list-style-type: none"> <li>• P Black advised of the changes as recommended by the Hawarden Reserve Advisory Groups.</li> </ul>

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THAT THE CAMP FEES FOR THE HAWARDEN DOMAIN BE INCREASED AS FOLLOWS - \$10 PER PERSON PER NIGHT FOR AN UNPOWERED SITE; \$20 PER PERSON PER NIGHT FOR A POWERED SITE AND SHOWER FEES BE \$3.

P Black/R Topp

CARRIED

- M Ruck advised of changes as recommended by the Waikari Reserve Advisory Group. It was noted that the Waikari Camping Ground is now operating under the Kiwi Camp system.

THAT THE FEES FOR THE WAIKARI DOMAIN CAMPGROUND BE AS FOLLOWS – \$10 PER PERSON PER NIGHT FOR A SITE; \$5 PER POWERED SITE (FOR 24 HOURS); SHOWER \$3; COOKTOP \$1; WASHING MACHINE \$4; DRYER \$8 AND DUMP STATION DONATION BOX. THE OPTION FOR STORAGE OF VEHICLES/CAMPERVANS TO BE DELETED AND THE SEPARATE HIRE OF THE HALL SUPPER ROOM AND KITCHEN BE DELETED.

Ruck/McKnight

CARRIED

- P Black advised that some campers in two-wheel drive vehicles are having difficulty in using the dump station at the Waikari Camping Ground and M Ruck agreed that it is difficult and advising that the site has been moved and is quite high however she is not sure what the immediate solution would be.

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### 3. DISCUSSION ITEMS

#### 3.1 “We’re Hall in this together “– next steps

The report from the Property Officer provided the feasibility study done by Xyst on the Halls in the Hurunui area for the committee’s consideration.

Brian Milne from Xyst presented the Feasibility study and the Property Officer spoke to his report.

The meeting noted the following –

- If the preferred option (upgrade the United Rugby rooms) is chosen there will still need to be a facility of some type in Waikari – possibly the Scout Den.
  - The project will take some years to complete.
  - The costs for each option were listed in the Officers report and the Officer advised that if external funding is to be sought the next funding round will open on 26 June and close on 24 July with a decision made by October. Noted there are other funding rounds the committee could apply for.
  - If the committee are to seek external funding a QS report and a firm price would be needed for the application. Noted that the committee need to go to the Community before making a final decision and this takes time.
  - The costings appear to be high and there are contingencies built in however these need to be more precise. Is it possible the plans could be simplified?
  - The Rugby rooms do not get used often enough to justify the expense. Is this too much money for our area?
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- Concern was expressed at the low number of people approached for the study and it was asked if more time was needed to explore more options. B Milne (Xyst) advised that Xyst interviewed all the community groups identified to them and he did not believe there is a lot to gain going beyond this. He also noted that there was no issue for Xyst with the time taken.
  - B Milne (Xyst) agreed that the cost quoted was a surprise to him and noted that if the committee are to work with the Rugby club there needs to be some compromise as the Rugby Club need to be engaged too.
  - The project cannot be funded from rates and therefore external funding has to be sought as well as possible fund raising.
  - The report has provided the decision that we thought would happen eventually and the work has to be done.
  - A new Rifle Range is questionable due to cost.
  - It has been valuable to understand what facility we could have to take us into the future but do we need a facility up to that standard or could the costs be trimmed.
  - There needs to be a conversation with the Rugby and Squash Clubs to see if they would be willing to fundraise too.
  - The project is not in the current LTP and the CEO advised that the committee has until June to do this however if the committee do not intend to spend the money in the next three years it can be added to the LTP in three years time.
  - The CEO noted that the committee need to consider community affordability noting that who benefits and who pays are really important questions.
  - It was suggested that the work on the Rugby rooms could be done in stages e.g. do the kitchen and the verandas to the south and east first. This could be a starting point but there would still be the long-term vision of completing the building.
  - Suggested that the Feasibility Study report be put on the Council website so that the community have access to it, and they may come up with other ideas.
  - This is not a good time economically to be doing such a big project but there are different ways of attracting funding – don't lose the dream.
  - Think outside the square about the use of the Rugby rooms.
  - A report on staging the work and how it might look would be useful.
  - The Waikari Hall needs Earthquake repairs which must be done by 2037.
  - There is a need to find out how many people actually use the Waikari Hall.
  - The proposed meeting room in the preferred option would hold 150 people which may be on the small side when compared with the current halls but the verandas could also be used. Noted that being too big could be a disadvantage and a balance is needed. Suggested that the community needs to change its thinking – we cannot utilise the two existing halls so if we downsize we have to work around it.
  - The Waikari community will need some reassurance so go to the community with the whole package.
  - The A&P Assn. use the hall every year for the Show so they may put in some funds too.
  - Agreed that there is a need for something in Waikari and it was suggested that a meeting be held in Waikari to discuss this.
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- Noted that the Hawarden Waikari Community Trust are holding the proceeds from the sale of the Plunket rooms which is tagged to be used for young families and maybe this could be used at this time.
  - Some actions are needed and it was suggested that the Feasibility Study be put on the Council website and the community advised of this on Social media etc; and also make paper copies available in the Library – with some details deleted to make it more manageable.
  - The sale of the RSA building will generate funding however it will be a long process.
  - Suggested that if a staging process is used the Divider in the main meeting room could be included in the first stage.

Thanks were expressed to Brian Milne (Xyst) for the report noting that it has given the committee some direction which was needed.

*Brian Milne (Xyst) left the meeting at 9.08*

THAT THE HURUNUI COMMUNITY COMMITTEE RECEIVE THE INFORMATION.

Armstrong/Munsey

CARRIED

- The meeting discussed the next steps, and it was agreed that Cr Armstrong will put an article on this in the Hurunui College Newsletter with a link to the Feasibility study on the Council website.
- It was suggested that references to the Waikari Bowling Club should be removed from the report as it is not an option.
- It was agreed that Drop-In sessions be held for the community in both halls which would give people a chance to have a good look at the halls and to make their suggestions on an individual basis. The Committee would be encouraged to attend. It was agreed that this be held during weekends in May with the date to be set at the next Community Committee meeting in April.
- Cr Armstrong advised that she knows a Quantity Surveyor who could do the work if needed.
- It was agreed that an option for Waikari can be explored now and Cr Armstrong agreed to facilitate this.
- It was suggested that the Quantity Surveyor needs to visit the Rugby rooms and that some of the committee should be present. Agreed that Cr Armstrong contacts the QS, arranges a site visit to the Rugby Rooms and advises the committee of when this is to occur.

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### **3.2 Financial Report**

The financial report up to 31 January 2024 was considered and the following points noted –

- \$10,000 has been transferred from the contestable fund to help fund the Halls project.
  - Wages are over budget which reflects the staff time spent on the Halls project.
  - Part of the Feasibility study costs were paid in January and some in February and these do not show on this report.
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- The balance of the Roadside Construction account has increased due to increased interest.
  - The Medical Centre account is currently in debt, but rates and insurance are paid at the beginning of the year.
  - Stormwater – to be discussed later in the meeting.

THAT THE INFORMATION BE RECEIVED.

Ruck/ Armstrong

CARRIED

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### 3.3 2023-34 Long Term Plan

The 2023- 34 Long Term Plan discussion document was considered by the committee and the following points noted –

- A major increase of 14.35% in rates is proposed.
  - Water - the Waikari basin work was done using debt but the cost of this has to be met by operating revenue. Water rates will increase by 23.57% in the coming year which accounts for 6.22% of the 14.35% rate increase.
  - Stormwater – the rate will increase by 31% and Council is proposing that 90% of the overall cost is funded as a fixed charge to each urban ratepayer and 10% funded as a fixed charge to each rural ratepayer. To be discussed later in the meeting.
  - Roothing is a big issue and Council propose to increase the Subsidised Roothing Program which is the key driver for a 16% increase in overall rates for the 25/26 year however this is dependent on the amount funded by NZTA.
  - \$8000 has been allowed for Legal fees in the Amenities budget and this relates to Leases mainly. The committee can remove this from the budget or use it for something else but if this is removed and there is a need for legal services the committee will have to find the funds. Agreed that this be reduced to \$2000 and noted there would still be a debt at the end of the ten years. Noted this would include the revocation of the status of Reserves.
  - The Wage allocation in the Amenity Budget has been reduced.
  - There has been an allowance for a 5.35% rate increase in the Amenities rate.
  - Reducing the contribution to the 3 Reserves in the community would lessen the debt at the end of the LTP.
  - The proposed maintenance to the Halls needs to be done as it is possible they will be used for at least a further 5 years.
  - The committee will have an opportunity to consider the budget again in three years time as well as during the Annual Plan review.
  - The Roadside construction account of \$72,000 is for new footpaths in either township.
  - \$10,000 has been used from the Contestable Fund for the Halls Feasibility study costs as agreed by the Committee.
  - Medical Centre Rate – the Waikari Health Care Board have agreed to fund \$90,000 to repay the loan for the medical centre which will reduce the debt to almost break even and save \$5000 - \$6000 IN interest but there are major capital works planned which will put the account back into debt. Cr Armstrong noted that she is uncomfortable with the proposed debt at the end of year 10 and suggested that some timings in the proposed
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maintenance schedule could be changed particularly the painting which is on an 8-year cycle.

It was suggested that the rate be increased to \$30 and that the Lease be looked at when it is up for renewal as there will be increased Insurance costs etc to cover.

THAT THE HURUNUI COMMUNITY COMMITTEE RECOMMENDS THAT COUNCIL INCREASES THE WAIKARI MEDICAL CENTRE RATE TO \$30 PER YEAR.

Ruck/McKnight

CARRIED

- The budget will go out for public consultation in March and the committee can make submissions at this time.

THAT THE INFORMATION BE RECEIVED.

Ruck/ McKnight

CARRIED

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#### 4. INFORMATION ITEMS

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##### 4.1 Proposed Long Term Plan changes to Stormwater management

The report from the Chief Executive Officer advised that Council proposes to change the way Stormwater is governed and funded in the Long-Term Plan by introducing a district wide rating for the service.

The meeting considered the report and noted the following –

- The delegation for stormwater currently sits with the committee but this will be removed when the district wide rate is introduced.
- Consents are a huge cost and would be too high for each little area to support.
- The LTP proposal is that Urban properties would pay 90% of the rating requirement and rural properties would pay 10%.
- This proposal will be included in the LTP consultation process and feedback can be provided at that time.
- Currently Waikari pay a stormwater rate of \$144, and Hawarden pay \$235 but under the new structure Urban ratepayers will pay \$195 so the proposed rate will be a little cheaper for Hawarden Ratepayers.

THAT THE INFORMATION BE RECEIVED.

Ruck/ Topp

CARRIED

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##### 4.2 Correspondence

The report from the Governance Advisor provided inwards correspondence for the committee.

- Hawarden Waikari Lions seeking permission to site a covered table on Stocks Reserve Waikari

Cr Hislop spoke to the request advising that the shelter will be the same as the ones in Culverden and will provide shade for those using the facility.

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It was noted that Stocks Reserve is a District Reserve and the committee can only make a recommendation to Council that the covered table be installed.

THAT THE HURUNUI COMMUNITY COMMITTEE RECEIVES THE REQUEST AND RECOMMENDS TO COUNCIL THAT THE COVERED TABLE BE INSTALLED ON STOCKS RESERVE WAIKARI.

Youngman/Ruck

CARRIED

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#### **4.3 Action Sheet**

The Action sheet was provided for the information of the committee. The following points were noted –

- Story Boards – Cr Armstrong advised that the story boards are almost ready for printing and now the committee need to explore funding for this project. To be considered at the April meeting.
- Community Garden – Cr Armstrong advised that the Community Garden group have managed to get soil tests done and have forwarded the results to Council Officers. She noted that the results have indicated that the preferred site for the garden can be used, and Officers have revised the License to Occupy which will come back to this committee and then to Council for sign off.
- Tables and Chairs on the Village Green – P Black advised that the tables and chairs are due to be put in place.
- Karaka Road property – Cr Armstrong advised that Council has no power to control how materials are stored on a property in terms of security however if debris gets loose and causes damage or injury the property owner would have the normal civil or criminal liability. Items on the road reserve should be reported when they are noticed.

The Environmental Officer has visited the property and determined it did not meet the threshold of a public health nuisance under the Health Act however Officers will prepare a report for Council using powers under the Litter Act to require the property to be screened but this will need to be a Council decision.

The issue of the hedge encroaching on the Kellock Rd/SH7 intersection has been referred to the Roading team for assessment as there is a process in place for roadside vegetation that encroaches on sightlines.

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#### **4.4 Advisory Group minutes**

The Report from the Governance Advisor provided minutes from the Hawarden Reserve Advisory Group for the committee's information.

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#### **4.5 Council Updates**

The Report from the Governance Advisor provided updates from the 28 November 2023 and 19 December 2023 Council meetings for the information of the Committee.

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#### **5 URGENT BUSINESS**

There were no matters of urgent business.

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#### **Meeting Ended**

The meeting ended at 10.35.

The next meeting is scheduled for 24 April 2024.

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## GOVERNANCE COVER REPORT

# We're Hall in this together.

Cover prepared by: Maree Hare, Governance Advisor

### Purpose

At the February meeting of the Hurunui Community Committee, it was agreed that Cr Karen Armstrong contacts a Quantity Surveyor and arranges a meeting with the QS and members of the Committee on the site of the United Rugby Club rooms in Hawarden to discuss the possible upgrade of the Rugby rooms.

Cr Armstrong was also asked to consult with the Waikari community on possible community venues in Waikari.

The report from Cr Armstrong on the site meeting on 10 February and the consultation with the Waikari Community is attached for the committee's consideration.

Chris Carthy (Quantity Surveyor) will be attending the meeting.

### Officer recommendation

That the information be considered.

### Appendices

Appendix 1 – Report from Cr Karen Armstrong

Report for: Hurunui Community Committee Meeting 24 April 2024

Prepared by: Cr Karen Armstrong

Subject: United Rugby Clubrooms Upgrade and 'Something for Waikari'

Date: 17 March 2024

### Officer Time and Reports:

You may recall that Council Officers, Cameron Ashworth and Liz Atkins, provided invaluable assistance with the community consultation / public meeting phase of this Halls project. This resulted in our Amenity Rates budget being reduced, as we were appropriately charged for their time. I am committed to using every cent we have for the direct benefit of our community and ratepayers, so I have taken the liberty of progressing this project in my time, thus saving some money. I have recently provided a full update to Cameron, along with associated documents, and will continue to keep him informed, as he is the Officer responsible for the Council-related matters on this 'Halls' project.

### **United Rugby Clubrooms Upgrade:**

Following the 28 February Hurunui Community Committee (HCC) meeting, I met with Chris Carthy of Bycroft Group Ltd, a Quantity Surveyor (QS) who lives locally and plays squash in Hawarden. Chris indicated that he would like to be involved in this project and formalised this in an Offer of Service, circulated to the HCC on 2 April.

A site meeting was set up for Chris to meet with members of the HCC who could make it on Wednesday 10 April. Chris believes that significant savings can be found, based on the budget provided in the Feasibility Study, particularly if the Committee agrees with his suggestion to operate within the existing footprint of the building. A plan prepared by an architectural draftsman is required for Chris to effectively carry out his QS role. Notes from this 10 April meeting are included as Appendix 1.

Chris has agreed to attend the 24 April meeting to meet with the Committee, explain his role and respond to any questions members may have.

Chris has provided a scope of works, including an estimate of his QS costs (Appendix 2) and also an estimate from a draftsman, Boyd Chamberlain (Appendix 3).

Recommendations:

1. Agree to fund a revised plan developed by a draftsman, in consultation with Hurunui Community Committee members and relevant stakeholders.

2. Agree to fund a quantity surveyor to conduct appropriate QS services to cost the plan to suit requirements of external funders.

### **'Something' for Waikari:**

Following the 28 February Hurunui Community Committee (HCC), I met informally with Hamish Dobbie, HDC Chief Executive, about what he considered it is reasonable to aspire to, in terms of a community space for Waikari, given that a suitable space is required for both the Toy Library and the Hawarden-Waikari Play Group in order to draw on the \$75,000 proceeds from the sale of the Plunket Rooms in Waikari. We discussed the Waikari Scout Hall and Hamish agreed the current footprint may be inadequate, even with an upgrade. Hamish felt it was appropriate to consider a 'modest' new build that would be warm and fit-for-purpose, now and for the future, given that Waikari is being asked to give up its Hall.

As suggested by Hamish, I next met with the Waikari Reserve Advisory Group (RAG) on 13 March. Members are very disappointed to be losing their Hall and asked several questions about whether it could be sold 'as is'. I put these to Hamish (see below for responses). I also acknowledged to the Waikari RAG that most of the people on the HCC are from Hawarden and that, while I'm a resident of Waikari, I have to act in the best interests of the wider Hurunui area and District. While making no promises, I asked permission to look into the potential for a purpose-built facility for Waikari that would replace the Scout Den, in the same area. Note: there is a tree on the east side of the Scout Den with a Scouts anniversary plaque on it, so it is assumed this tree needs to remain.

The Waikari RAG supported my exploration of a new build and provided the contact details of all users of the Scout Den and the smaller meeting room in the Hall. I measured these two spaces, so I would be able to contrast what people were using, with what they would ideally need. I liaised with current and potential users and put together a table outlining the requirements of various groups (Appendix 4).

With the modest new build and the space requirements in mind, I looked over the rear Show Home at Heartland Homes in Amberley – this is a flexible design and has been utilised and adapted for other community buildings such as ours. Vicki Foster from Heartland explained that they can do the build, either off-site and deliver it, on-site and project manage, or deliver as a kit set, enabling us to use a local builder and local tradespeople, who may be willing to support the project in various ways.

The preliminary table of space requirements was provided to Vicki at Heartland Homes and an initial concept plan has been developed and costed (Appendix 5 and 6). The costings relate to the construction to residential standards, whereas additional costs will be incurred due to the need for decks, ramps, wheelchair accessible toilets, parking, fire safety, etc.

Please note: There was a delay in receiving the space requirements from the Toy Library and Play Group, as they wanted to consult all of their respective members – this information was not available in time to include with the initial brief given to Heartland Homes – they received what is shown in black text; the update is shown in blue text. Clearly a revised concept plan will be required. Geoff and Vicki from Heartland Homes would welcome the opportunity to be involved in this community project. If the Committee approve a new build, they are keen to meet look at the current spaces being used and to meet with Toy Library and Playgroup members to get a fuller understanding of their needs, as a next step.

The intention here was not to nail a new build plan at the first attempt, but to show what might be possible, as I believe we need to be bold and plan for a community facility that is fit-for-purpose for current and future generations.

Does the Committee want me to explore a design and costings for upgrading the Scout Den in Waikari to sit alongside that of a new build, for comparative purposes?

Recommendation:

That the Hurunui Community Committee decide whether they want an upgrade to the Waikari Scout Den, or a new build on or near that site.

### **Initial Funding Considerations:**

Applications for Facilities Funding:

Council staff have a good knowledge of funds we could potentially apply to for funding. We need to be mindful re the timing and nature of applications to individual funders e.g. are new builds or upgrades to existing buildings equally supported? Would we be able to get support for two different projects, meeting different needs, in the same geographical area, or are we better to pitch this as a single project?

*Debt funding via Council:*

If any project requires unbudgeted expenditure in the 2024/25 financial year, formal approval by the Council is required. Ideally this would be by the June 2024 meeting, as it was not included in the LTP for consultation, however Council will consider funding at other times as required.

*Potential Costs to Ratepayers:*

Amenity Rates continue to be collected each year to cover Repairs and Maintenance (R&M) for the Hawarden and Waikari Halls and the RSA Building, as they are still being used so still need to be maintained in the meantime. Equally, these Rates would

continue to be collected to ensure the upgraded / new buildings are kept well-maintained and fit-for-purpose.

You may recall that, as part of our initial public consultation meetings, Officers produced a table showing the estimated cost of carrying out upgrades and ongoing maintenance to both halls and the RSA building, to ensure they would be fit for purpose in future. These costs were in addition to the usual Amenity Rates for R&M, as the buildings are ageing and a planned programme of proactive maintenance had not previously been in place – the approach had been for reactive maintenance only. The earthquake strengthening costs were separate as rates were being collected separately and set aside for these repairs.

According to the October 2022 table outlining the estimated cost over 10 years of carrying out upgrades and ongoing maintenance to the Hawarden Hall \$41.35 the Waikari Hall \$38.28; and the RSA building \$16.59. The overall total being \$96.22 per ratepayer over 10 years. Given the rate of inflation and interest rate rises, these costs are likely to have gone up substantially in the interim.

In contrast, as an initial rough estimate, repayments for the above new projects would be required.

\$400k loan over 10 years

<b>Cost of Debt to Hurunui Rating Area Ratepayers</b>	
Total Loan	400,000
Interest Rate	6.40%
Loan Period (Years)	10
Number of Repayments	40
Number of Ratepayers	845
Quarterly Repayments	13,616.17
Annual Repayments	54,464.68
Plus GST	8,169.70
Total Rate Requirement	62,634.38
Number of Ratepayers	845
<b>Rate per Ratepayer</b>	<b>\$ 74.12</b>

## \$1million loan over 10 years

<b>Cost of Debt to Hurunui Rating Area Ratepayers</b>	
Total Loan	1,000,000
Interest Rate	6.40%
Loan Period (Years)	10
Number of Repayments	40
Number of Ratepayers	845
Quarterly Repayments	34,040.42
Annual Repayments	136,161.68
Plus GST	20,424.25
Total Rate Requirement	156,585.93
Number of Ratepayers	845
<b>Rate per Ratepayer</b>	<b>\$ 185.31</b>

## \$1million loan over 20 years

<b>Cost of Debt to Hurunui Rating Area Ratepayers</b>	
Total Loan	1,000,000
Interest Rate	6.40%
Loan Period (Years)	20
Number of Repayments	80
Number of Ratepayers	845
Quarterly Repayments	22,249.07
Annual Repayments	88,996.28
Plus GST	13,349.44
Total Rate Requirement	102,345.72
Number of Ratepayers	845
<b>Rate per Ratepayer</b>	<b>\$ 121.12</b>

However, the intention is to reduce the debt required to carry out these projects in several ways.

*Proceeds from the sale of the Waikari Hall and RSA / Building:*

Through the Future of the Halls community consultation process, it has been made known that the Waikari Hall sits on freehold land. Several people have indicated an interest in purchasing the Waikari Hall, as is. Given the process we have been through, it appears to meet the Disposal of Property Policy criteria for sale: the property is no longer fit for purpose; the costs of upgrading the building are cost prohibitive; and there has been interest expressed from the public in purchasing the property (section 6.1).



The Chief Executive has confirmed that it could be sold 'as is', saving the cost of demolition.

Any proceeds from the sale of the of any Council property will first meet any legislative costs; any remaining proceeds will be assigned to the relevant amenity fund, where the property has been funded on an amenity basis (section 7.4.2). It seems likely that the proceeds could offset both building projects, as could the proceeds of the sale of the Hawarden RSA building, once the Reserve status is revoked. My thanks to Cameron for providing a copy of this policy.

*Potential to Repurpose Funding set aside for Earthquake Strengthening:*

A formal request to Council could also be made for the money set aside for the earthquake strengthening of each hall to be repurposed to help offset the cost of the building project in each respective community (Waikari \$159,131 and Hawarden \$70,968). Note: these figures are from documents produced in 2022 for the community consultation process.

Recommendations:

That draft plans be finalised for both projects.

That the Committee decide how to engage with the community about these plans.

That funding sources be explored more fully, once more appropriate plans have been agreed and costed.

## Appendix 1

Notes from Site Meeting re United Rugby Club Upgrade – 10 April 2024

Meeting with Chris Carthy, local Quantity Surveyor, Bycroft Group met with members of Hurunui Community Committee (HCC) present: Alan McKnight, Peter Black, Jeff Walker, William Munster and Cr Karen Armstrong. (Apology from Brona Youngman).

Chris explained what a QS does – ensures an appropriate plan to suit needs and budget is agreed, scrutinises costings; can manage all stages of the project – negotiating contracts / labour rates / product costs; checking work at each step; authorising payments / controlling expenditure – a ‘hustle’ job.

Chris is very keen to see the funding for this project spilling out into the community i.e. Through using local tradespeople, suppliers and volunteers / resources. It was noted that the clubrooms was a community build and this upgrade can be as well.

Alan mentioned he was very disappointed that the Feasibility Study didn’t put ‘affordability’ at the centre of its plan. What they came up with is clearly unaffordable – he feels \$1million is the most our community is likely to be able to afford, particularly as we need to get this paid off within 10 years, so as not to overburden subsequent generations. How do we calculate affordability?

Karen mentioned that HDC now has a better system of building Repairs and Maintenance (R&M) into the budgets that the HCC oversees on behalf of its community. Thus, we need to ensure we allow for R&M as well as the repayment of debt required to achieve this upgrade.

Alan presented Chris with the original plans and much associated detail relating to the United Rugby Club. Chris mentioned that this is invaluable; quick analysis shows the building was built to robust engineering specs e.g. 16mm steel reinforcing in places.

Chris mentioned that priorities need to be set as to which elements are considered essential – this should relate to anticipated usage as well. Much can be achieved within the existing footprint/work with existing ‘bones’; as a rule of thumb, ideally avoid ‘civils’ i.e. keep plumbing / electricity etc where it is (shifting the kitchen to the south side is impractical). The community may need to accept that our big meeting space is only two-thirds the size of our current halls.

Alan asked that storage be considered e.g. in Seddon, they had rollers / spaces to roll out / put away chairs, tables, mats, etc – it was easy.

Pete said we need to lead this thing - go to the community with a plan and ask for feedback.

Karen explained what is needed, from a Council perspective, for our next steps:

- Quotes from draftsman and QS to get a fully costed, modified plan that is affordable for our community by 17 April, so they can go to HCC meeting on 24 April, for HCC consideration
- HCC approval / funding approved to get the draftsman plans and costings done, breaking down costs for each aspect of the building upgrade, and breaking down costings for the Squash and Rugby club aspects of the plan
- Plans presented back to HCC for approval or modification
- HCC will likely want to take these plans to the community, for feedback
- Further modification of the plans may be required
- It is anticipated that all of the above is required to best position us to apply for Facilities funding, to assist with the cost of this building upgrade
- Annual or Long Term Plan processes may need to be triggered to enable the Council to fund this project out of debt, in the short term (depending upon the results of our funding applications)

Agreed actions:

1. Chris will contact Boyd Chamberlain, North Canterbury architectural draftsman, and get a quote / scope of works from him, including his costs to attend a couple of site meetings with HCC members and Chris i.e. to walk through the building and discuss what is essential / priority work.
2. Chris will also provide a scope of works for his QS role, including attending site and HCC meetings (as above). Also include costings for undertaking the project management – as an option.
3. William offered to get Maree Hare to scan (at HDC) and save the original Rugby building plans to the cloud, and to save a copy onto a USB stick. The plans will then be given to Chris for his use during this project.
4. Karen will pull together the information from Chris, write a covering report by 17 April, ready for inclusion in the HCC agenda.
5. Chris will attend the HCC meeting on 24 April (e.g. at 8pm, for 20-30 minutes), to meet the rest of the Committee, explain his role and answer any questions they have.



**BYCROFT GROUP LIMITED**  
CONSTRUCTION COST CONSULTANTS

The Hurunui Community Hub.  
United Rugby Club Rooms Re-Development:



**Attention: K Armstrong, Hurunui District Council.**

**OFFER OF SERVICE:**

Bycroft Group Limited (BGL) makes this offer of service after discussions with the committee, and West Ward elected Karen Armstrong of the Hurunui District Council on the 10th of April for Quantity Surveying services for the project,

**Hurunui Community Hub (United Rugby Club Rooms) Hawarden.****Brief Note:**

Bycroft Group Limited is a Quantity Surveying and Project Management company based in Hawarden Waikari, North Canterbury, operating throughout New Zealand.

As the principal of this company and living in the district, I offer my services to the community and future generations so we have a working community hub.



**Overview points:****Quantity Surveying;****Stage one.**

- Take instruction from the Committee:
- Work with Architecture finalising redevelopment and manage material selections for the budget. Attend site visits and communications.
- Attend committee meetings as required.
- Produce estimated cost for the project in stages.
- Staged upgrade schedules.
- Prepare costings in a format for funding.



To complete the Quantity Surveying work for stage one = \$6000.00 excl GST

**Project Management:**

CONSTRUCTION COST CONSULTANTS

0274 887 401

As this project will be constructed in stages for funding, Project Management will be costed on work done for each stage at the reduced offered rate of 50% of fees.

This will see several invoicing time frames with a total of \$12000 excl gst for project management over the process for items noted below.

Upon completion of architecture and quantity surveying and funding approval,

- Go to the local trades market to establish quotes.
- Advise on material supply and select and negotiate terms (as required)
- Award work in liaison with the Committee and Council.
- Check on trade registrations and competence test.
- Set schedule of work and time frames
- Oversee works.
- Present payment schedule to the committee.
- Manage council inspection if required.
- Be available for public consultation if required.



There is no allowance for Health and Safety in this offer of service. Any Health and Safety requirements are to be covered outside of this document.

Waiver of all charges on Committee meetings with the exclusion of council meetings.

Any Council meetings will be charged at the agreed rate, charged to the council directly.

No allowance for Hurunui District Council charges has been made, which will remain outside this agreement and its terms and conditions.

All payments are on the 20<sup>th</sup> of the month following the invoicing month.



Christopher Carthy ANZIQS.



Hawarden Club Rooms  
Hurunui

16 April 2024

## Email Fee Estimate

Hi Chris,

Thank you for the opportunity we would love the opportunity to work with you, help upgrade and enhance this community building.

In brief we will provide you with:

- Collecting and understanding client Brief
- District Plan Rules
- Design and explore options for client and budget consideration.
- Client meetings x3
- Fire Engineer consultation.
- Existing Floor Plan
- Roof & Floor slabs
- Some 3D Modelling.
- Building Elevations
- Basic internal 3D image

Fee Estimate \$8,000 – \$12,000 + GST

NOTE: preliminary time estimate which **excludes**:

- Site measure this will be at time and cost estimate \$1300 +GST + Km
- Developed or detailed drawings
- Any landscaping other than new access stair/ramps
- Any council planning issues – RC or PIM
- Exterior cladding design. this wasn't clear from the brief provided.

Give me a call with any questions. Otherwise, ill touch base with you when I return on the 22<sup>nd</sup> of April.

Kind Regards,  
Boyd Chamberlain

Managing Director  
Boyd Chamberlain Architecture Ltd.

## Requirements for a Meeting Space in Waikari April 2024

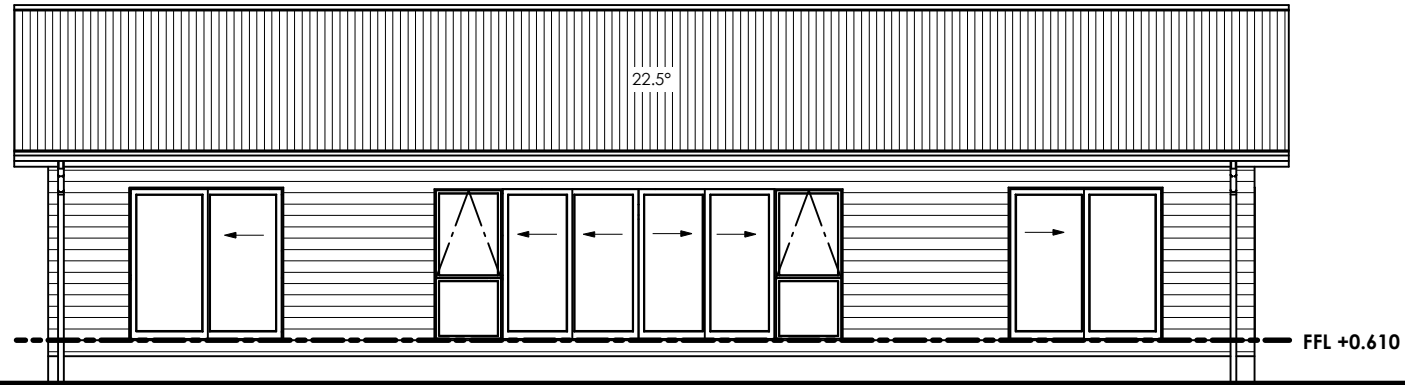
Waikari Hall meeting room: 6.57m x 5.97m = 39.22 sqm  
 Scout Den main room: 7.08m x 8.37m = 59.26 sqm  
 Scout Den external: 12.6m x 7.40m = 93.24 sqm

Note: The text in blue has been added after brief was sent to Heartland Homes

Group / Use	Contact person	Requirements
Hawarden-Waikari Toy Library	Emma Gunn 027 424 6685	<p>Initial discussion with Emma: Separate space about double bedroom size, lockable; need to both display and store collection / change displays around; lots of outside ride-on toys, need space for them too; bouncy castle for hire – packs down into approx car boot size. Please consider smaller toilet seat on 1 toilet; and kitchen behind locked door (e.g. in a pantry cupboard?) due to safety aspect for toddlers; area needs to be well-fenced.</p> <p>16.04.24 From Toy Library AGM: minimum 50sqm -room to leave out toys on display (not pack away each week); warm; TL space able to be locked and secure when rest of centre still being used; storage for sandy / muddy outdoor toys. Extras: separate access; kitchen access; family sized toilet and sink</p>
Hawarden-Waikari Play Group	Nicola Bamford 027 686 9743	<p>Initial chat with Nicola: Sunny, with outside space, next to toddler playground; ideally own space, so don't have to pack up each time</p> <p>11.04.24 mtg with group members: current space: 7.08m x 8.37m =59.26sqm + storage space approx.17sqm + garden shed approx 2.5m x 1.5m MoE requirements incl. kitchen needs to be separate or able to be shut off; fenced area and baby change room (not small toilet, but need steps for adult one, seat insert); push chair accessible; covered deck / outdoor area that can be contained,</p>

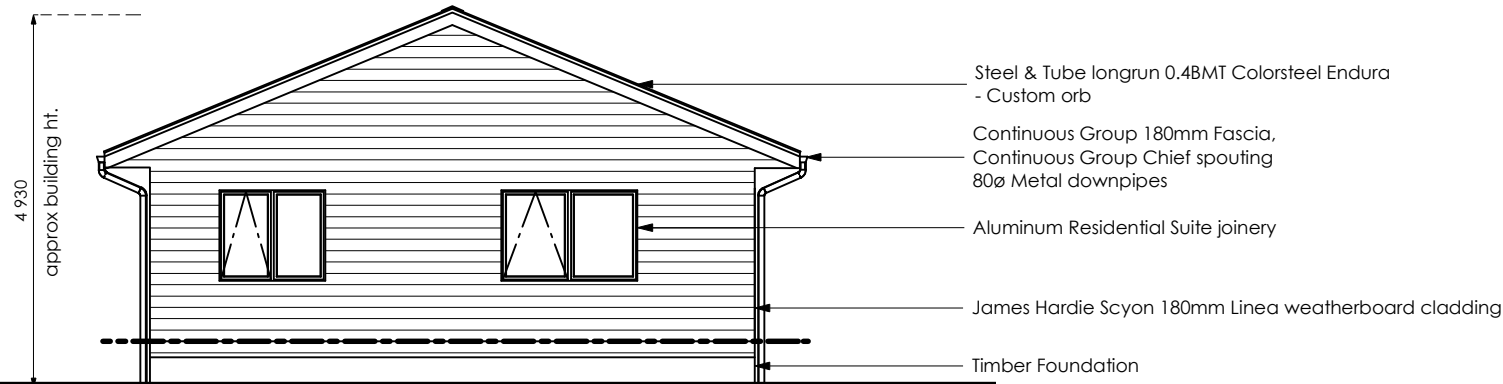
		<p>flow out to playground would be great; at present people don't come if its wet as not enough spaces for all ages to play safely; kitchen: boiling water; microwave, oven optional. If upgrading Scout Den, insulation essential; kitchen could be much smaller; storage area not well designed – they also have a garden shed filled with outside toys. Roller drawers for storage are ideal – push them back into cupboards.</p> <p>Nicola to send MoE info; members being surveyed, she will collate results and send to me</p> <p>16.04.24 collated results – compared to current Scout Den (7m x 8.4m): slightly more storage; or better storage e.g. rolling bins that slide into cupboards; bigger, more secure outdoor shed for outside toys. At least this size; need more space – to allow different areas for different aged children; better lighting; warm.</p> <p>Toilets: need a toilet in the same building; a new change table, permanently set up. Kitchen: a small fridge for storing milk and cooling water for kids in summer; a smaller kitchenette (hot water, sink, microwave; a small over would be useful, but not essential; need barriers to prevent children having access to it, for safety</p>
Cranio-sacral therapy	Dorte Duckworth 027 208 6968	5m x 4m space with lockable storage for treatment bed (folds up) and other items; access to toilets. Room needs to be lockable, to stop people intruding during treatments, if there are other users in the building
Buffaloes	Ian 027 273 1022	2 <sup>nd</sup> Sunday in month; need storage space; Max. 14 people. Need access to kitchen and toilet
Yoga	Simone Bonny 021 776 119	Min 6m x 6.5m; access to toilet required; storage locker would be a bonus – for spare yoga mats
Woolcraft Group	Brenda Twose 03 314 4483	Could pay a little more; min. 6m x 6.5m, when dying, need bigger space; need toilet and kitchen; need fold up trestle sized tables and standard halls chairs; easy to heat / warm space

Wellbeing North Canterbury	Deirdre Ryan 022 064 3571	(11/4 Suggest: room 3m x 3m with 2 x egress; seek clinical input
Hurunui Community Cte	Maree Hare 027 808 6157	Big enough to seat 12 - 15 people comfortably at tables with room for chairs for observers around the outside. It would have tables that are moveable and good quality chairs. We would need WiFi and a big monitor (screen) as well as a Device of some description to run Zoom. It would need cameras for Zoom and speakers around the room. Also plenty of power points around the room.
Youth activities	Will Munsey & Millie-Jane McIlraith	(TBA)
MSD income support	Tina Robinson 029 280 5387	Ideal is combined with other agencies, an outreach day where workers carpool and keep each other safe; wifi / fibre; interview room size with double egress i.e. staff can get out without going past client
Waikari RAG		HCC above would be more than this group needs – only 5 people
Friends of Waikari Hospital		Meeting space for max. 20 people; need toilets and kitchen area
Performance / gallery Space	Richard McCubbin & Will Munsey	<i>(Probably needs to be in Rugby Club / better size space)</i> Good acoustics; heaps of power points; pop up/removable staging (or use Hurunui College one); blackout curtains; ideally an actors changing area next to stage space; IT – fibre;
Plunket	Claire 0272065879	Min. Space 3m x 3m, bench along wall 2.5-3m long x 1m wide – need baby change mat (could be used by play group) and scales permanently set up, plus measuring board; only needs 1 cupboard to store toys; small desk suitable for laptop, etc; 2-3 chairs and clear floor space. Basin with taps. <b>Not practical to share with a treatment bed – H&amp;S issues!</b>
General	For all users	Need storage space for vacuum cleaner, mop & cleaning products Need storage for trestle tables (and maybe for spare chairs) Put treatment / counselling rooms on east side, away from playground



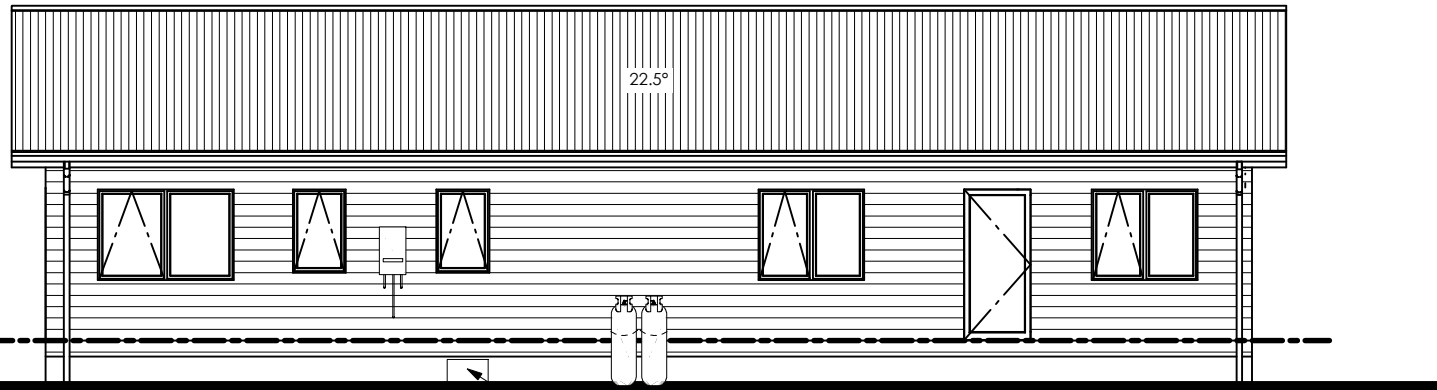
**Elevation one**

FGL 0.000



**Elevation two**

- Steel & Tube longrun 0.4BMT Colorsteel Endura - Custom orb
- Continuous Group 180mm Fascia, Continuous Group Chief spouting 80ø Metal downpipes
- Aluminum Residential Suite joinery
- James Hardie Scyon 180mm Linea weatherboard cladding
- Timber Foundation



**Elevation three**

- Gas bottles to be restrained as per AS/NZS 5601.1:2020
- Subfloor access door



**Elevation four**

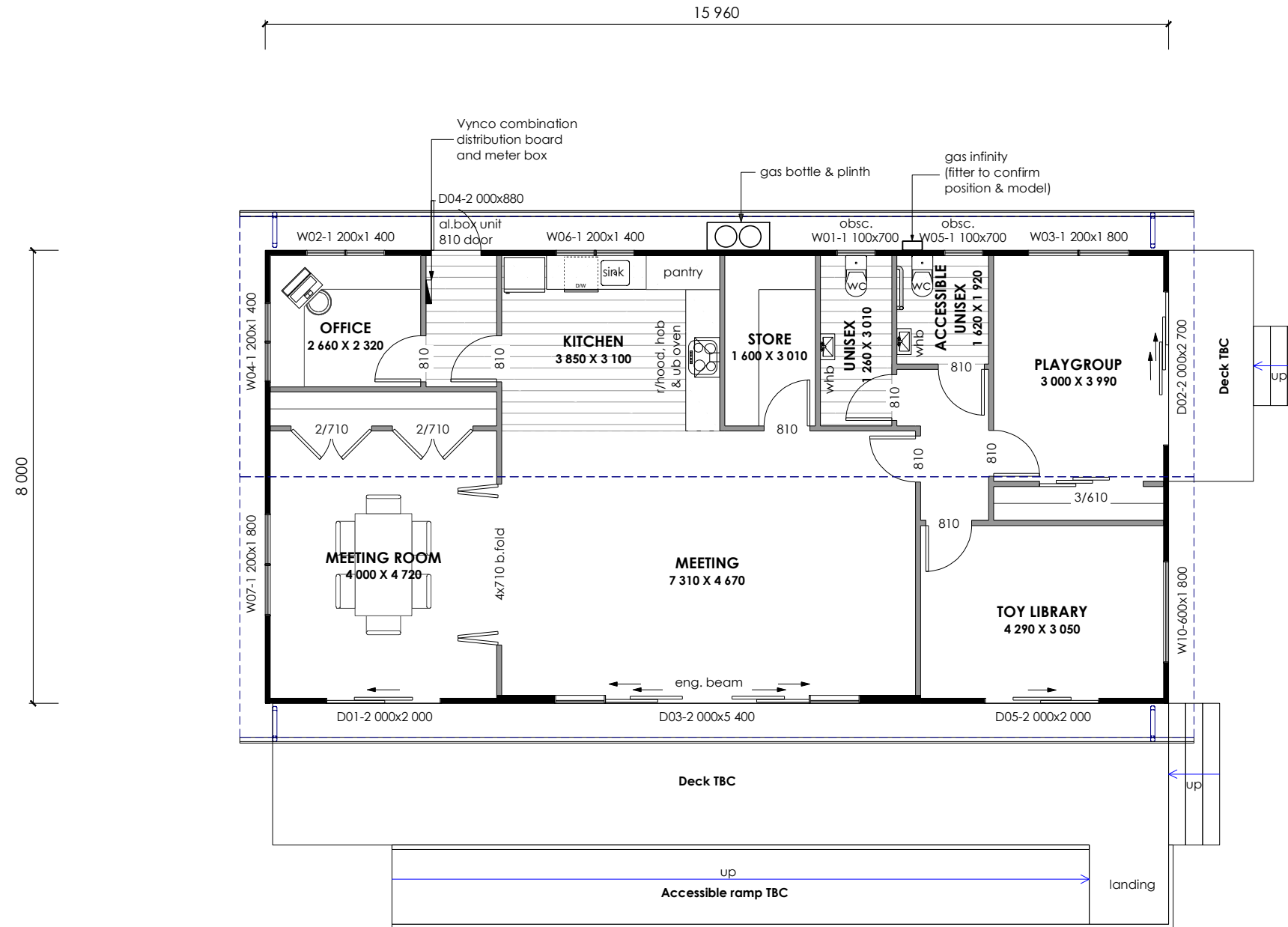
DO NOT scale off drawings. Cross reference all drawings, confirm site levels, floor heights & restrictions prior to earthworks. Any discrepancies MUST be clarified with the designer or contractor immediately before commencing works or ordering. All contractors/Authorised parties of the Owner/Builder shall ensure that all works comply with the requirements of the Territorial Authority, NZBC & NZS 3604: 2011. Contractor to have a firm understanding of the NZBC & NZS 3604: 2011. Any work undertaken outside these requirements without the prior written approval of the Designer, Engineer and/or Territorial Authority hereby indemnifies the designer against any claims in respect of the said work. NO construction or site works are to commence until Building Consent becomes unconditional. **COPYRIGHT: Any and all drawings commissioned remain the property of Heartland Homes Limited, including all copyright and similar rights subsisting in those drawings, and are solely for use as described on the drawings, and may not be used for any other purpose or reproduced in whole or in part without written permission obtained from Heartland Homes Limited**



**Waikari Community Space**

**ELEVATIONS**

EQ:	Wind:	Design:	Date:
Exposure:	Snow:	Build type:	11/04/2024
Climate:	Drawn by:	Job number:	Scale:
	<b>Amy</b>		<b>1:100</b>
			Sheet:
			<b>1 of -</b>



**Total Floor Area = 127.7m<sup>2</sup> o/frame**  
**Stud height = 2420 throughout**  
**Flat ceilings throughout**  
 • Engineering required  
 • 6mm JH RAB  
 • Metal ceiling battens  
 • 20 people occupancy load

Carpet   
  Vinyl   
  Tile

DO NOT scale off drawings. Cross reference all drawings, confirm site levels, floor heights & restrictions prior to earthworks. Any discrepancies MUST be clarified with the designer or contractor immediately before commencing works or ordering. All contractors/Authorised parties of the Owner/Builder shall ensure that all works comply with the requirements of the Territorial Authority, NZBC & NZS 3604: 2011. Contractor to have a firm understanding of the NZBC & NZS 3604: 2011. Any work undertaken outside these requirements without the prior written approval of the Designer, Engineer and/or Territorial Authority hereby indemnifies the designer against any claims in respect of the said work. NO construction or site works are to commence until Building Consent becomes unconditional.  
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 SOUTH ISLAND geoff.foster@hlh.co.nz	<b>Waikari Community Space</b>		<b>FLOOR PLAN text only</b>		EQ:	Wind:	Design:	Date:
					Exposure:	Snow:	Build type:	Scale:
					Climate:	Drawn by:	Job number:	Sheet:
						<b>Amy</b>		<b>2 of -</b>



Heartland Homes (SI)  
PO Box 14,  
Amberley  
Geoff Foster 027 522 4061  
Vicki Foster 027 696 6391

15<sup>th</sup> April 2024

Waikari Community Centre  
Waikari

Hi Karen,

Thank you for the opportunity to provide a comprehensive **estimate** on a Matipo modified plan for the Community Centre. **of 127.7 sqm** to be constructed in Waikari (site address to be confirmed).

Please find our detailed specifications list and Estimate below for your review and feedback:

## SPECIFICATION IN DETAIL

<b>Engineers Report</b>	Standard soil test to be completed prior to working drawings.
<b>Draughting Plans</b>	Ready to submit to local council for building consent (deposit for plans required, building consent fees are not included in our estimate)
<b>Insurance</b>	Full Builders All Risk including Public Liability while under construction
<b>Foundations</b>	BaseRaft insulated concrete floor foundations or Timber subfloor and timber piles to a NZBC3604 standard (based on good ground conditions) <b>Floor type to be confirmed for consent drawings.</b>
<b>Wall Frames</b>	90x45 SG8 H1.2 KD; 2.4 stud height, some 140mm walls may be required for large sliders.
<b>Roof</b>	Longrun NZ Colorsteel Custom Orb profile
<b>Fascia &amp; Spouting</b>	Metal fascia and continuous metal spouting with metal or PVC downpipes
<b>Soffits</b>	James Hardie Hardisoffit
<b>Cladding</b>	James Hardie 180 Linea weatherboard as per plan. Corner Soakers, scribes and window sills
<b>Ceiling battens</b>	Metal ceiling battens
<b>Windows</b>	Double glazed aluminium joinery with clear glass; obscure glass for toilet and bathrooms. Designed to meet new H1 Regulations – Argon gas and low E
<b>Front Door</b>	Not applicable

<b>Insulation</b>	Pink Batts to external walls R2.8 and R7.0 to house ceiling, Floor insulation will depend on type of floor.
<b>Interior linings</b>	Gib plasterboard 10mm walls & 13mm for ceilings, Aqualine to bathroom/ensuite walls & ceilings
<b>Gib stopping</b>	To a level 4 paint quality finish throughout
<b>Scotia</b>	Square stopping throughout the house (including the walk-in-wardrobe)
<b>Skirting</b>	60mm pine skirting and 40mm pine architraves
<b>Shelving</b>	Shelving to be discussed due to type and loads in each area.
<b>Interior doors</b>	Pre-hung Grooved Doors 1980mm, with Windsor Futura range door hardware
<b>Painting</b>	<b>Interior:</b> 1 colour to walls and skirtings; 1 colour to door & window frames, architraves and doors; flat white to cove and ceilings (1 undercoat and 2 topcoats of paint) <b>Exterior:</b> 1 colour to soffits; 1 colour to walls (if applicable)
<b>Kitchen</b>	Melteca carcass with laminate square edge bench tops and single bowl stainless steel sink (As per plan, provisional sum to be confirmed)
<b>Splashback</b>	Glass 750mm x 900mm Clear Float glass (7 different colour options available) (Included in the Kitchen provisional sum)
<b>Appliances</b>	Fisher & Paykel Ceramic Cook-top: Fisher & Paykel Single Oven: Model Fisher & Paykel Dishwasher: Model Rangehood: Model Vissari Vogue 900mm To be confirmed with Client
<b>Plumbingware</b>	Englefield vanities (900mm) Englefield Evora toilet suites Methven Waipori tapware & Methven Waipori kitchen mixer Rinnai VT26 Gas Infinity To be confirmed with Client
<b>Bathroom</b>	Wall tiling 300 x 100mm white tiles, 1 row above the vanities. Bathroom mirrors above vanities, toilet roll holders and towel stirrups.
<b>Electrical</b>	Recess LED lighting in all living areas, power points, vented fan units in bathrooms Wifi – type to be discussed. (As per plan, provisional sum of to be confirmed )





**Guarantee** Master Builders 10 Year Guarantee available (not included)  
(Details of guarantee can be view at [www.masterbuild.co.nz](http://www.masterbuild.co.nz))

**Exclusions:** Council building consent fees  
Any engineer's reports required.  
Any surveying including peg location.  
Site preparation costs  
Floor and window coverings  
Heating/cooling options  
Decking, steps, porticos, balustrades  
Driveways & paths  
Landscaping  
Connection to services (mains/power/phone/water/sewer /stormwater) and any septic/water tanks required.  
Temporary power/water supply is also owners' care.

Dark paint with an LRV of 46 or less will not be guaranteed by Heartland Homes.

**Please note:** As this is a Commercial project this estimate is subject to meeting Council requirements, these are to be confirmed during the design phase.

**Heartland Homes estimate price:**

Kitset Building – Materials only, not including Foundation	\$235,000.00
Full build – onsite full build	\$445,000.00

All prices Includes GST  
(Estimate Valid for 30 Days)

**Karen** , we are confident that we can provide you with a high-quality Building that meets your needs. I look forward to meeting with you soon to go over your specifications in detail. If you have any questions, please do not hesitate to contact me at our office to arrange a suitable date and time to discuss.

Yours faithfully,

Geoff & Vicki Foster

**Heartland Homes**





## Financial Report to 31 March 2024

Author	Jason Beck, Chief Financial Officer (Will be in attendance)
Significance	Low

### Purpose

The purpose of this report is to update members of the Community Committee on the financial position for the areas that it has control over.

### Summary

The report is broken down based on funding sources:

- Hurunui Amenities:
  - Amenities Cost Centre
  - Hawarden and Waikari Township Cost Centres
- Separate Reserves for Hawarden, Waikari and Hurunui.
- Hawarden and Waikari Stormwater Accounts
- Waikari Medical Centre
- Hurunui Land Subdivision Reserve
- Hurunui Reserves Contestable Fund

### Officer recommendation

That the information be accepted

### Appendices

Appendix 1 Financial Report to 31 March 2024

Appendix 2 Contestable Fund to 31 March 2024

Financial Report for the Nine Months to March 2024	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
<b>HURUNUI AMENITIES RATES</b>					
<b>OPENING BALANCE</b>	<b>26,212</b>	<b>26,212</b>	<b>0</b>	<b>26,212</b>	
<b>REVENUE</b>					
<b>Rates</b>					
Targeted Rates - Hurunui Amenities Rates	53,472	53,385	87	71,180	
Total Rates	53,472	53,385	87	71,180	
<b>Other Income</b>					
Recoveries	341	0	341	0	
Transfer from Contestable Fund	10,000	0	10,000	10,000	
Internal Interest Received	306	328	(22)	437	
Total Other Income	10,647	328	10,319	10,437	
<b>Total Revenue</b>	<b>64,119</b>	<b>53,713</b>	<b>10,406</b>	<b>81,617</b>	
<b>EXPENDITURE</b>					
<b>General Amenities Expenses</b>					
Salaries & Wages	23,131	16,514	6,617	22,019	Additional staff time involved with the Halls Project
Rates	538	527	11	527	
Purchases	0	0	0	0	
Ward Committee Costs	18,340	0	18,340	0	Cost of the Halls Feasibility Study less the portion funded by the Contestable Fund
Hawarden Community Library	1,000	1,054	(54)	1,054	
Hawarden R.S.A.	705	1,582	(877)	2,109	
Vehicles and Plant	790	791	(0)	1,054	
Overhead Allocation Expenses	5,994	5,998	(4)	7,997	
Feasibility Study	0	0	0	28,340	Agreed cost - First Instalment paid in November
Total General Amenities Expenses	50,499	26,466	24,033	63,101	
<b>Hawarden Township Expenses</b>					
Contractors	0	1,582	(1,582)	2,109	
Grass Mowing	0	1,780	(1,780)	2,373	
Street Cleaning	2,961	3,321	(360)	4,428	
Total Hawarden Township Expenses	2,961	6,683	(3,721)	8,910	
<b>Waikari Township Expenses</b>					
Contractors	0	1,977	(1,977)	2,636	
Grass Mowing	2,033	2,669	(636)	3,558	
Rates	71	0	71	0	
Street Cleaning	5,700	5,219	481	6,959	
Total Waikari Township Expenses	7,804	9,865	(2,061)	13,153	
<b>Other Expenses</b>					
Transfer of Amenities Rates to Hawarden Reserve	9,000	9,000	0	12,000	
Transfer of Amenities Rates to Waikari Reserve	9,000	9,000	0	12,000	
Total Other Expenses	18,000	18,000	0	24,000	
<b>Total Expenditure</b>	<b>79,264</b>	<b>61,013</b>	<b>18,250</b>	<b>109,164</b>	
<b>CLOSING BALANCE</b>	<b>11,067</b>	<b>18,911</b>	<b>(7,844)</b>	<b>(1,335)</b>	
<b>HURUNUI ROADSIDE CONSTRUCTION RATES</b>					
<b>OPENING BALANCE</b>	<b>69,892</b>	<b>69,892</b>	<b>0</b>	<b>69,892</b>	
<b>REVENUE</b>					
Internal Interest Received	1,738	0	1,738	0	
<b>Total Revenue</b>	<b>1,738</b>	<b>0</b>	<b>1,738</b>	<b>0</b>	
<b>EXPENDITURE</b>					
Footpath Renewal - Hawarden	0	0	0	35,553	Projects (if any) have been deferred to 2023/24
Footpath Renewal - Waikari	0	0	0	35,553	Projects (if any) have been deferred to 2023/24
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71,106</b>	
<b>CLOSING BALANCE</b>	<b>71,630</b>	<b>69,892</b>	<b>1,738</b>	<b>(1,214)</b>	
<b>HAWARDEN RESERVE</b>					
<b>OPENING BALANCE</b>	<b>73,877</b>	<b>73,877</b>	<b>0</b>	<b>73,877</b>	
<b>REVENUE</b>					
Transfer from Amenities	9,000	9,000	0	12,000	
Contestable Fund	0	0	0	0	
Recoveries	143	0	143	0	
Hall Hire	2,722	1,977	745	2,636	
Camp Fees	12,788	1,582	11,207	2,109	
Equipment Hire	35	198	(163)	264	
Annual Fees	1,140	1,845	(705)	1,845	
Internal Interest Received	1,772	2,102	(330)	2,802	
<b>Total Revenue</b>	<b>27,600</b>	<b>16,703</b>	<b>10,897</b>	<b>21,656</b>	
<b>EXPENDITURE</b>					
Salaries & wages	5,134	1,500	3,634	2,000	
Contractors	8,303	1,423	6,880	1,898	
Grass Mowing	2,405	0	2,405	0	
Purchases	306	1,186	(880)	1,582	
Rates	1,090	1,792	(702)	1,792	
Insurance	5,291	4,745	546	4,745	
Repairs & Maintenance	574	3,559	(2,985)	4,745	
Electricity	5,774	1,582	4,192	2,109	
<b>Total Expenditure</b>	<b>28,877</b>	<b>15,787</b>	<b>13,090</b>	<b>18,870</b>	
<b>CLOSING BALANCE</b>	<b>72,600</b>	<b>74,793</b>	<b>(2,193)</b>	<b>76,663</b>	

Financial Report for the Nine Months to March 2024	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
<b>WAIKARI RESERVE</b>					
<b>OPENING BALANCE</b>	<b>30,153</b>	<b>30,153</b>	<b>0</b>	<b>30,153</b>	
<b>REVENUE</b>					
Transfer from Amenities	9,000	9,000	0	12,000	
Contestable Fund	0	0	0	0	
Hall Income	835	791	44	1,054	
Land Income	913	1,977	(1,064)	2,636	
Domain Income	5	14,234	(14,229)	18,979	
Internal Interest Received	272	2,018	(1,746)	2,690	
<b>Total Revenue</b>	<b>11,025</b>	<b>28,020</b>	<b>(16,995)</b>	<b>37,360</b>	
<b>EXPENDITURE</b>					
Hall Expenses	356	1,582	(1,226)	2,109	
Land Expenses	190	3,163	(2,973)	4,218	
Domain Expenses	3,396	12,653	(9,257)	16,870	
Contractors	0	0	0	0	
Rates	4,735	4,745	(10)	4,745	
Electricity	4,418	7,908	(3,490)	10,544	
Insurance	3,236	2,636	600	2,636	
Capital Projects - New kitchen & ablution block	25,270	45,000	(19,730)	45,000	
<b>Total Expenditure</b>	<b>41,601</b>	<b>77,686</b>	<b>(36,085)</b>	<b>86,122</b>	
<b>CLOSING BALANCE</b>	<b>(423)</b>	<b>(19,513)</b>	<b>19,090</b>	<b>(18,609)</b>	
<b>HURUNUI RESERVE</b>					
<b>OPENING BALANCE</b>	<b>45,420</b>	<b>45,420</b>	<b>0</b>	<b>45,420</b>	
<b>REVENUE</b>					
Lease	4,000	3,163	837	4,218	
Internal Interest Received	1,023	1,666	(644)	2,222	
<b>Total Revenue</b>	<b>5,023</b>	<b>4,830</b>	<b>193</b>	<b>6,440</b>	
<b>EXPENDITURE</b>					
Contractors	1,329	3,163	(1,835)	4,218	
Purchases	13,658	0	13,658	0	
<b>Total Expenditure</b>	<b>14,987</b>	<b>3,163</b>	<b>11,824</b>	<b>4,218</b>	
<b>CLOSING BALANCE</b>	<b>35,456</b>	<b>47,086</b>	<b>(11,630)</b>	<b>47,641</b>	
<b>WAIKARI MEDICAL CENTRE</b>					
<b>OPENING BALANCE</b>	<b>(97,489)</b>	<b>(97,489)</b>	<b>0</b>	<b>(97,489)</b>	
<b>REVENUE</b>					
Targeted Rates - Hurunui Medical Centre	12,163	12,122	42	16,162	
Medical Centre Rental	13,941	9,622	4,318	12,830	
Community Trust Donation	90,000	0	90,000	0	
<b>Total Revenue</b>	<b>116,104</b>	<b>21,744</b>	<b>94,360</b>	<b>28,992</b>	
<b>EXPENDITURE</b>					
Salaries & wages	850	952	(102)	1,269	
Contractors	3,677	3,834	(157)	5,112	
Grass Mowing	664	1,154	(490)	1,538	
Rates	3,706	3,282	424	3,282	
Repairs & Maintenance	0	1,976	(1,976)	2,635	
Insurance	6,046	5,272	774	5,272	
Internal Interest Paid	4,185	4,243	(58)	5,657	
Exterior Repaint	0	0	0	0	
<b>Total Expenditure</b>	<b>19,128</b>	<b>20,713</b>	<b>(1,585)</b>	<b>24,765</b>	
<b>CLOSING BALANCE</b>	<b>(512)</b>	<b>(96,457)</b>	<b>95,945</b>	<b>(93,262)</b>	
<b>HAWARDEN STORMWATER RATES</b>					
<b>OPENING BALANCE</b>	<b>(3,365)</b>	<b>(3,365)</b>	<b>0</b>	<b>(3,365)</b>	
<b>Rates</b>					
Targeted Rates - Hawarden Stormwater Rates	19,797	19,688	109	26,251	
Internal Interest Received	99	0	99	0	
<b>Total Rates</b>	<b>19,896</b>	<b>19,688</b>	<b>208</b>	<b>26,251</b>	
<b>Total Revenue</b>	<b>19,896</b>	<b>19,688</b>	<b>208</b>	<b>26,251</b>	
<b>EXPENDITURE</b>					
Maintenance Labour	2,285	3,599	(1,314)	4,799	
Contractors/Plant	0	2,372	(2,372)	3,163	
Spraying	0	2,873	(2,873)	3,831	
Vehicles & Plant	1,086	1,086	0	1,448	
Overhead Allocation Expenses	1,736	1,736	0	2,315	
Internal Interest Paid	18	2,482	(2,464)	3,309	
<b>Total Expenditure</b>	<b>5,125</b>	<b>14,148</b>	<b>(9,023)</b>	<b>18,864</b>	
<b>CLOSING BALANCE</b>	<b>11,405</b>	<b>2,175</b>	<b>9,231</b>	<b>4,021</b>	

Financial Report for the Nine Months to March 2024	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
<b>WAIKARI STORMWATER RATES</b>					
<b>OPENING BALANCE</b>	<b>34,596</b>	<b>34,596</b>	<b>0</b>	<b>34,596</b>	
<b>REVENUE</b>					
Targeted Rates - Waikari Stormwater Rates	15,268	15,275	(7)	20,367	
Internal Interest Received	1,063	502	561	669	
<b>Total Revenue</b>	<b>16,331</b>	<b>15,778</b>	<b>554</b>	<b>21,037</b>	
<b>EXPENDITURE</b>					
Maintenance Labour	650	3,709	(3,059)	4,946	
Contractors/Plant	0	2,372	(2,372)	3,163	
Spraying	0	3,014	(3,014)	4,019	
Vehicles & Plant	1,139	1,139	(0)	1,518	
Overhead Allocation Expenses	1,729	1,729	(0)	2,305	
Capital - Kerb and Channel Princes Street Waikari	0	0	0	0	
<b>Total Expenditure</b>	<b>3,517</b>	<b>11,964</b>	<b>(8,447)</b>	<b>15,952</b>	
<b>CLOSING BALANCE</b>	<b>47,410</b>	<b>38,409</b>	<b>9,000</b>	<b>39,681</b>	
<b>HURUNUI LAND SUBDIVISION FUND</b>					
<b>OPENING BALANCE</b>	<b>6,964</b>	<b>6,964</b>	<b>0</b>	<b>6,964</b>	
<b>REVENUE</b>					
Internal Interest Received	173	197	(24)	263	
<b>Total Revenue</b>	<b>173</b>	<b>197</b>	<b>(24)</b>	<b>263</b>	
<b>EXPENDITURE</b>					
Contractors	0	0	0	0	
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CLOSING BALANCE</b>	<b>7,137</b>	<b>7,161</b>	<b>(24)</b>	<b>7,226</b>	
<b>A.D.F. NEILL FUND (Hawarden Memorial Park)</b>					
<b>OPENING BALANCE</b>	<b>8,159</b>	<b>8,159</b>	<b>0</b>	<b>8,159</b>	
<b>REVENUE</b>					
Internal Interest Received					
Internal Interest Received	89	237	(148)	316	
<b>Total Revenue</b>	<b>89</b>	<b>237</b>	<b>(148)</b>	<b>316</b>	
<b>EXPENDITURE</b>					
Contractors	0	0	0	0	
Repairs - Maintenance	1,144	0	1,144	0	Plants supplied for Hawarden War Memorial and Reserve Advisory Group
<b>Total Expenditure</b>	<b>1,144</b>	<b>0</b>	<b>1,144</b>	<b>0</b>	
<b>CLOSING BALANCE</b>	<b>7,105</b>	<b>8,396</b>	<b>(1,291)</b>	<b>8,475</b>	
<b>HURUNUI RESERVES CONTESTABLE FUND</b>					
<b>OPENING BALANCE</b>	<b>7,113</b>	<b>7,113</b>	<b>0</b>	<b>7,113</b>	
<b>REVENUE</b>					
Allocation from District Reserves	10,000	10,000	0	10,000	
<b>Total Revenue</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	
<b>OPERATING EXPENDITURE</b>					
Transfer to Amenities (Feasibility Study)	10,000	0	10,000	10,000	Forecast that \$10,000 will be used to assist in funding the Feasibility Study
Other Reserve Projects	0	0	0	0	
Transfer to Hawarden Reserve	0	0	0	0	
Transfer to Waikari Reserve	0	0	0	0	
<b>Total Expenditure</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	
<b>CLOSING BALANCE</b>	<b>7,113</b>	<b>17,113</b>	<b>(10,000)</b>	<b>7,113</b>	Refer to reconciliation

**HURUNUI COMMUNITY COMMITTEE  
RESERVES CONTESTABLE FUND  
AS AT 31 MARCH 2024**

Organisation/Project	Total Amount Granted	Spent to date - Payee	Date	Amount	Balance Remaining
<b>Completed Projects:</b>					
Waikari Bowling Club - 2008/09	4,429.60				
Hawarden Bowling Club - 2010/11	2,083.33				
Hawarden Bowling Club - 2011/12	1,226.93				
Hawarden Tennis Club - 2008/09	4,616.00				
Hurunui Gateway Promotions Assn - 2008/09	9,000.00				
Hurunui Gateway Promotions Assn - 2010/11	1,935.08				
Hurunui Gateway Promotions Assn - Donation	1,000.00				
Cr Marie Black - Narrative Boards - 2011/12	5,680.40				
United Rugby Football Club - 2011/12	4,800.00				
Hurunui Reserve Committee - 2015/16	6,229.00				
Hawarden Reserve Committee - Soft Fall Bark	4,500.00				
Hawarden Squash Club	1,000.00				
Filtered Tap at Hawarden Toilets	1,190.59				
	<u>47,690.93</u>				
Hawarden Memorial Reserve Comm - 2008/09	10,000.00	Spotlight - Curtains	20/08/2008	1,422.66	
Hawarden Memorial Reserve Comm - 2010/11	2,083.33	Ewart - Reimburse Playhouse	3/12/2008	1,333.33	
Hawarden Memorial Reserve Comm - 2011/12	10,000.00	Ewart - Reimburse Chairs	27/09/2009	2,088.44	
Hawarden Memorial Reserve Comm - 2011/12	1,100.00	Noel Leeming - Oven	16/11/2009	1,155.56	
Hawarden Memorial Reserve Comm - 2011/12	900.00	Simon Patterson - Painting	15/01/2010	3,998.16	
Hawarden Memorial Reserve Comm - 2012/13	11,000.00	T Jackson - Painting	9/11/2011	249.00	
Hawarden Memorial Reserve Comm - 2014/15	3,000.00	RH Miller - Paint	9/11/2011	69.57	
Hawarden Memorial Reserve Comm - 2015/16	3,000.00	Hurunui Drainage & Plumbing	17/04/2012	1,027.29	
Hawarden Memorial Reserve Comm - 2016/17	3,000.00	Aerotech - Ground Slide Repair	9/01/2013	600.00	
Hawarden Memorial Reserve Comm - 2017/18	3,000.00	Downers - Sealing Driveway	18/06/2013	2,696.12	
Hawarden Memorial Reserve Comm - 2018/19	3,000.00	JR O'Donnell - Scout Den	2/09/2013	916.47	
Hawarden Memorial Reserve Comm - 2019/20	3,000.00	Smith City - Refrigerator	20/12/2012	1,020.87	
Hawarden Memorial Reserve Comm - 2020/21	3,000.00	Topp Earthmoving - Sealing Work	28/03/2014	16,500.00	
Hawarden Memorial Reserve Comm - 2021/22	3,000.00	Downers - Domain Sweeping	31/03/2014	1,907.06	
Hawarden Memorial Reserve Comm - 2022/23	3,000.00	Transferred to Hawarden Reserve Account	1/07/2014	3,000.00	
	<u>62,083.33</u>	Transferred to Hawarden Reserve Account	1/07/2015	3,000.00	
		Transferred to Hawarden Reserve Account	28/04/2016	98.80	
		Transferred to Hawarden Reserve Account (2016-2022)	1/07/2016	18,000.00	
		Transferred to Hawarden Reserve Account	1/07/2022	3,000.00	
				<u>62,083.33</u>	0.00
Waikari Hall & Reserve Committee - 2008/09	4,000.00				
Waikari Hall & Reserve Committee - 2009/10	12,500.00	Choreboy - Supper Room	5/05/2011	3,714.02	
Waikari Hall & Reserve Committee - 2010/11	2,083.34	Hubbers - Curtains	7/04/2011	2,604.35	
Waikari Hall & Reserve Committee - 2013/14	10,000.00	Laser Electrical - New Caravan Boxes	18/01/2011	1,956.00	
Waikari Hall & Reserve Committee - 2014/15	3,000.00	Hurunui Drainage & Plumbing	19/03/2012	2,345.00	
Waikari Hall & Reserve Committee - 2015/16	3,000.00	Choreboy - Kitchen	19/05/2012	3,093.36	
Waikari Hall & Reserve Committee - 2016/17	3,000.00	Dwyer Lewis	3/08/2013	2,960.00	
Waikari Hall & Reserve Committee - 2017/18	3,000.00	Plantinum Gas	21/08/2014	10,000.00	
Waikari Hall & Reserve Committee - 2018/19	3,000.00	Transferred to Waikari Reserve Account	1/07/2014	3,000.00	
Waikari Hall & Reserve Committee - 2019/20	3,000.00	Transferred to Waikari Reserve Account	1/07/2015	3,000.00	
Waikari Hall & Reserve Committee - 2020/21	3,000.00	Transferred to Waikari Reserve Account	28/04/2016	1,910.61	
Waikari Hall & Reserve Committee - 2021/22	3,000.00	Transferred to Waikari Reserve Account (2016-2022)	1/07/2016	18,000.00	
Waikari Hall & Reserve Committee - 2022/23	3,000.00	Transferred to Waikari Reserve Account	1/07/2022	3,000.00	
	<u>55,583.34</u>			<u>55,583.34</u>	0.00
John Harper & Penny Zino	5,000.00	J Harper - Fit Stone & Concrete	24/06/2008	1,530.00	
		Southern Woods - Plants	20/09/2013	624.00	
		J Harper - Potting Mix	5/11/2013	86.96	
		Amberley Seeds - Plants	30/09/2013	271.30	
		R M Honeybone Limited - Bridges	15/09/2016	853.73	
		Elliotts Wholesale Nursery Limited - Trees	8/03/2021	374.25	
		Flaxmere Garden	27/10/2021	607.28	
		John Harper	27/10/2021	303.20	
		Flaxmere Garden	15/06/2022	220.00	
		Contribution from ADF Neill Fund	23/11/2022	(175.00)	
				<u>4,695.72</u>	304.28
Railway Walkway Signage	984.00			0.00	984.00
Halls Fesibility Study	10,000.00	Xyst - portion of overall cost of \$28,340	7/11/2022	10,000.00	0.00
<b>Unallocated Funds</b>					
2022-2023 Contestable Fund	5,825.05				
	<u>5,825.05</u>				5,825.05
<b>TOTALS</b>	<b>187,166.65</b>			<b>180,053.32</b>	<b>7,113.33</b>

**Funded by:**

2007-2008-2009 Contestable Fund	30,000.00
Transfer from Land Subdivision Fund	7,000.00
Hurunui Gateways Promotions Donation (9/9/11)	1,000.00
2009-2010 Contestable Fund	12,500.00
2010-2011 Contestable Fund	8,333.33
2011-2012 Contestable Fund	16,666.67
2012-2013 Contestable Fund	16,666.67
2013-2014 Contestable Fund	16,666.67
2014-2015 Contestable Fund	10,000.00
2015-2016 Contestable Fund	8,333.33
2016-2017 Contestable Fund	8,333.33
2017-2018 Contestable Fund	8,333.33
2018-2019 Contestable Fund	8,333.33
2019-2020 Contestable Fund	8,333.33
2020-2021 Contestable Fund	0.00
2021-2022 Contestable Fund	8,333.33
2022-2023 Contestable Fund	8,333.33
2023-2024 Contestable Fund	10,000.00
	<u><u>187,166.65</u></u>

## Hurunui Community Committee Action Sheet

Item	Meeting date	Name of Item	Action Required	Actioned By/ Manager	Status of Action
1	April 2021	Signage	Speak to Officers further regarding the format of the sign in Hawarden	P Black	See attachments
2	June 22	Waikari story board	Research details for a new story board in the vicinity of the old Council building on Princes Street and report back to the committee.	Cr Armstrong	<i>February meeting update:</i> Committee need to explore funding for this project – to be considered at the April meeting.
3	August 23	Community Garden	Report on the Licence to Occupy	Officers	<i>February meeting update:</i> Licence to Occupy Report to come to committee meeting when available.
4	October 23	Property on Kellock Rd/Karaka Rd intersection.	Contact Compliance Officer regarding the concerns about the property in terms of fencing, removal of container from the Road Reserve, vermin and tree trimming along the boundary.	Cr Armstrong	<i>February meeting update:</i> Officers will prepare a report for Council using powers under the Litter Act to require the property to be screened but this will need to be a Council decision.
5	February 24	Siting of table on Stocks Reserve	Put request to Council for approval of the siting of a covered table on Stocks Reserve by the Hawarden Waikari Lions group	Team Leader Property and Amenity	<i>GA update:</i> Emailed Officer on 29 February
6	February 24	We're Hall in this together	Meet with Waikari reps re facility in Waikari. Contact a QS and advise committee of date of visit.	Cr Armstrong  Cr Armstrong	Report in the Agenda for both items.



**Subject:** FW: hawarden signs  
**From:** Charlie Hutt <Charlie.Hutt@hurunui.govt.nz>  
**Date:** 4/15/2024, 1:24 PM  
**To:** Pete Black <pvblack@amuri.net>

Hi Peter,

Please see below. If I can have an answer on this after your next meeting so we can have an outcome and achieve a resolution for you.

Cheers  
Charlie

**Charlie Hutt** | Operations Manager - Roading

**Phone** : 027 808 9113



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---

**From:** Rhonda Harvey  
**Sent:** Thursday, August 31, 2023 1:08 PM  
**To:** Pete Black <pvblack@amuri.net>  
**Subject:** FW: hawarden signs

Hi Peter

We now have all the prices needed to make a decision.

\$ 150.00 for the Standard Yellow finger board signs  
\$320.00 for the Large Yellow sign as depicted below for Community and Sports Facilities, this price will also apply for the new sign for the Flaxmere garden sign  
\$250 apx for the Hawarden Domain Sign  
\$70.00 for each and any new posts

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**From:** Rhonda Harvey  
**Sent:** Monday, July 31, 2023 7:27 AM  
**To:** Pete Black <pvblack@amuri.net>  
**Subject:** FW: hawarden signs

Sorry in the delay getting back to you I have had to chase the pricing a couple of times now and just received it back late last week prices below include signs, post (where needed) and installation.

\$ 150.00 The Standard Yellow finger board signs , if a new post is needed these are  
\$320.00 for the Large Yellow sign as depicted below for Community and Sports Facilities, this price will also apply for the new sign for the Flaxmere garden sign

The sign they priced for the entrance to the Domain was not what we are after it was just a standard size yellow finger board so I'm trying to get a price from somewhere else for this at the moment.

**From:** Rhonda Harvey  
**Sent:** Wednesday, June 21, 2023 8:08 AM  
**To:** Pete Black <[pvblack@amuri.net](mailto:pvblack@amuri.net)>  
**Subject:** hawarden signs

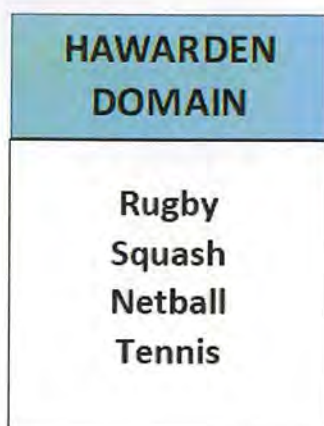
Hi

Just keeping you in the loop, this is what I'm getting prices for

The yellow sign is intended to be the same size or similar to the flaxmere garden sign and they will both sit at the bottom of the new post



Colour is not a definite it was just an idea (any preferences here) I wanted to be able to leave maybe a space at the top and the bottom so if need be in the future there would be space for 2 more activities



**Subject:** RE: hawarden signs

**From:** Rhonda Harvey <Rhonda.Harvey@hurunui.govt.nz>

**Date:** 10/13/2023, 1:52 PM

**To:** Pete Black <pvblack@amuri.net>

Was it this one? It will be similar to this

The yellow fingers boards at the bottom will be swapped out for the one larger yellow finger board below and balanced on the other side with the brown Flaxmere garden sign



---

**From:** Vicky and Pete Black <pvblack@amuri.net>

**Sent:** Friday, October 13, 2023 1:41 PM

**To:** Rhonda Harvey <Rhonda.Harvey@hurunui.govt.nz>

**Subject:** Re: hawarden signs

Hi Rhonda, just looking ahead to our meeting at the end of October, you sent me some time ago a photo with what the new sign would look like at the crossroads, I can't find it now, I'm asking do you still have it and if so, could it be included with the rest of the material, cheers Peter

Sent from my iPad





Many Thanks

Rhonda Harvey | *Contracts, Roading & Projects*



Phone: 027 808 4819



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## Advisory Group Minutes Cover

Cover prepared by: Maree Hare, Governance Advisor

### Purpose

Minutes from recent meetings of the Advisory Groups within the Hurunui Community Committee area are provided for information of the Committee.

### Officer recommendation

That the information be received.

### Appendices

Appendix 1 Minutes from the Hawarden Reserve Advisory Group 121 February 2024 meeting

# Meeting of Hawarden Memorial Hall and Reserve Advisory Group

held Wednesday 21<sup>st</sup> February 2024

## at Hawarden Memorial Hall

*Prior to opening of meeting, the group viewed best sites for the two new Reserve Camping Rules signs. Agreed one site outside the main toilets on wall beside the tap. Second site on the A & P Shed beside meter box. Because of the of the metal cladding, a frame would have to be made before attaching. P Black to contact M Wilson for approval to hang it at this site.*

*Discussion of the gum stumps alongside the saleyards that continue to sprout. Advice to rip off the stems and paint neat Woody Weed Killer straight onto the wound.*

**ACTION – P Black to get approval from M Wilson to display Reserve Camping sign on A & P shed.**

**Meeting opened at 7.40pm**

**Present** – P Black (Chair), Cr K Armstrong, J Savage, D Berry, R Todd, H Hartnell, M Hartnell, M Wright, A Todd.

**Welcome** – The group was welcomed, and the meeting declared open.

**Apologies** – J Kirkland, M Rutherford, K Clyma, R McKinlay, M Black, T Douglas, A Durand.

**Motion – That the apologies be accepted**

**H Hartnell / R Todd Carried**

### Minutes from the previous meetings, 28<sup>th</sup> November 2023

Minutes from the previous meetings had been circulated prior to the meeting and taken as read.

**Motions – That the minutes from meeting held 28<sup>th</sup> November 2023 be accepted as a true and accurate record.**

**M Wright/ R Todd Carried**

### *Matters arising*

- H Hartnell queried if payment has been made for installation of the caravan plugs. A Todd will follow this up with T Douglas.
- Query if the outstanding camping fees of \$640 has been paid. P Black reported that the financial report will confirm this. This amount has been covered by Council and paid into Camp Fees. Council to take action on these payments from the camper.
- H Hartnell reported that access to the Waikari dump station is too difficult for caravan owners to use. P Black will report this issue to M Ruck at next week's Hurunui Community Committee meeting.
- Cr Armstrong noted that she was to report to Council about the cracked skylight at the Hawarden Gym. She will follow this up.
- A second pest control quotation was sourced from combined Pest Control and actioned.
- Cr Armstrong noted that she would help support formalizing agreement for camp custodian at a time when this is required.

### **Correspondence**

#### *Inward*

- Playground inspections (J Hemmings HDC) & replacement of swing.
- Cr Armstrong – D Harris HDC re engagement of a camp custodian, D Harris HDC re decision of agreed method of pest control.
- P Black to R.A.G quotation from Combined Pest Control & request for feedback about the final template for camping sign.
- Horton Signs – PDF of the Reserve Camping Rules sign.
- Reports from T Douglas & M Hartnell.

#### *Outward - none*

**Motion – That the Correspondence Report be accepted.**

**A Todd / H Hartnell Carried**

**1. Finance – T Douglas read by P Black**

For 7 months to January 2024

Operating Revenue	\$ 23,603
Expenditure	\$ 22,136
Surplus	\$ 1,467

Opening Balance	\$ 73,877
Surplus	\$ 1,467
Closing Balance	\$ 75,344

Alistair Neill Fund	\$ 7,078
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- Good income continues to come from camping. NZMCA event resulted in income of \$1,965. Queried if \$1,600 in Camp Fees & \$1,365 Hall Hire has been correctly assigned. H & M Hartnell confirmed this as correct.
- Outstanding fees from a camper, covered by Council and is now showing in Camp Fees.
- T Douglas to work with Council to investigate some accruals posted under this code. Will report back to A Todd when this has been sorted.
- Contractors; Longreach tree felling \$2,284.12, Pest Control in Hall and Rugby Rooms \$940, Waipara Mowing \$2,405.
- Purchases; Hand Towles \$59.74, Toilet tissue \$37.40, Diary \$3.90, Herbicide \$121.74.
- Repairs & Maintenance; AGS Earthmoving \$324.00, Signage \$250.00.
- Electricity – organizing to meet with Genesis technician to discuss each power board.
- A very good financial position.

**Motion – That the financial report for accounts to January 2024 be accepted.**

**T Douglas / P Black Carried**

**2. Caretaker – M Hartnell**

- Hall activities; Monday Hot Choc for Teens, Karate. Tuesday Exercises for over 60's. Thursday Yoga. Friday Exercises for over 60's. November & December were a few dancing classes. Christmas Festival successful and children singing stole the show. January Ewe Fair. Rifle Shooting yet to commence.
- Camping – grounds busy over Christmas & New Year. Swimming Pool did well with \$40 in one afternoon. Bowls competition group stayed 17-18 January.

**M Hartnell / M Wright Carried**

**3. Council – Cr K Armstrong**

- LTP consultation changed to asking community groups to invite councillors to their meetings. This enables councillors to answer questions & discuss about LTP.
- Discussion about rubbish & recycling systems in Hurunui.
- P Black commended Cr Armstrong on the excellent reports on Council information and matters via the community newsletter.

**4. Sports Groups**

- D Berry reported that preparations for an Indoor Bowling Club tournament on 3<sup>rd</sup> March, is going well. 16 teams have registered so far.

**5. Hawarden Gymnasium – R McKinlay**

- A Todd reported on behalf of R McKinlay that the gym is doing well, and membership numbers continue to grow.

**6. General Business**

- i. **Camping** –H Hartnell reported that 1 permanent camper is yet to leave the reserve. This camper has been held up with truck issues but will be leaving the reserve once rectified. Camp fees increase will be ratified at next week's Community Committee meeting and will be effective 1<sup>st</sup> July 2024.

- ii. **Camp custodian** – P Gaze has been unwell and is still recovering. Advisory Group agreed that we still need to give him time to recover and will review his appointment as Camp Custodian in 1-2 months. Cr Armstrong asked that she is contacted if the motion is to be actioned so an agreement can be formalized.

**MOTION – That we appoint P Gaze as Camp Custodian (subject to his health)**

**H Hartnell / J Savage Carried**

- iii. **Camp Handout Sheets** – An A4 sheet with Reserve Rules and General Information is given out to campers. A second printing, that will reflect the new fees, will be done early July.
- iv. **Tree trimming** – Cedars alongside of tennis courts require topping and trees along Allandale Road need to be trimmed back. P Black suggested spring would suit timetables for many people regarding the clean-up. J Savage will forward contact details for tree trimmer who is currently working in the area.

**ACTION – J Savage to forward contact details of tree trim contractor to P Black.**

- v. **Cameras** – Last year 2 cameras were lent to this group by the Lions. One at front gate was stolen around Christmas time. P Black reported this to police and notified R McKay. Lions to notify if there is a cost for replacement. H Hartnell suggested that a camera mounted across street on a property could be a solution. P Black noted this could result in targeting the resident’s property. R McKinlay will be installing 2 CCTV cameras outside Hawarden Gym so this may offer effective coverage of any misuse of the grounds.
- vi. **Hall Feasibility Study** – This report is to be presented to the Community Committee next Wednesday. Until this meeting is held, we are unsure of our next steps.
- vii. **Working Bee** – Next Thursday 7<sup>th</sup> March with 14<sup>th</sup> March postponement. P Black will email advisory group with the details.
- viii. **Maintenance** - New door handle in showers required. A door stopper would also stop it from future damage.
- ix. **Succession** – A discussion how to encourage people to join Reserve Advisory Group, and step into the roles which will be vacated over the coming months. Caretaker role finishes in March 2025, Chair at next Triennial Meeting 2025 and Secretary wishes to step down by end of this year. It is better that we know now and can support new people into these roles over this period time rather than all at once. H Hartnell suggested advertising in our local community newsletter, outlining the role of the Advisory Group and that we are looking for more volunteers. Discussion that we should wait until Feasibility Study is presented then we have a better idea of what is ahead.

P Black commended the incredible effort by fire fighters during the recent fires. Our district is very fortunate to have such hard working and dedicated people attending to these events.

Meeting closed 8.35 pm.

\_\_\_\_\_

Date \_\_\_\_\_

P Black (Chair)



## Council Updates Cover

Cover prepared by: Maree Hare, Governance Advisor

### Purpose

Brief updates from recent Council meetings are provided for the information of the Committee.

### Officer recommendation

That the information be received.

### Appendices

Appendix 1 – Update from the 27 February 2024 Council meeting

Appendix 2 – Update from the 26 March 2024 Council meeting

### **Council Meeting Update – 27 February 2024**

Below is a brief summary of the reports and discussions from the meeting on 27 February 2024. *(This is not the official record of the meeting, please refer to the meeting minutes when available.)* The meeting agenda and livestream can be viewed on the Council website at this link: [27 February 2024 Council Agenda](#)

#### **Motunau Coastal Adaptation Plan**

The Council received a report advising that the Motunau Beach community, with the assistance of the Council, has formulated the Coastal Adaptation Plan (CAP). The completion of the CAP marks the conclusion of the planning stage in the Coastal Conversations project at Motunau Beach. Council adoption of the CAP was essential to initiate the implementation phase.

The Coastal Conversations project has been ongoing since 2020 with the aim of providing a strategy to coastal communities facing increasing coastal hazard risk. The project incorporates a multi hazards and holistic community centred approach aiming to protect the community from flooding and coastal inundation, rising groundwater levels, and coastal erosion. The project includes four phases, with Motunau Beach now having completed the fourth phase. The draft CAP was released to the community on 3 October 2023 for feedback. Feedback was sought on the options put forward by the Council for adaptation over the next 100 years. Eight of the 131 dwellings provided feedback during this consultation period.

The Council acknowledged that while the final number of respondents was low, there had been good engagement with the local community through the four-year journey and the Council adopted the final Motunau Coastal Adaptation Plan.

#### **Reappointment of Deputy Chair of the District Licensing Committee**

The Council was asked to consider the appointment of a deputy chairperson to the Hurunui District Licensing Committee (DLC). On 28 March 2023, Council resolved to renew the appointment of Mayor Marie Black as the deputy chairperson of the DLC for a 12-month period, then reviewed again thereafter. The DLC discussed the appointment process and deputy chairperson role at its monthly meeting on 5 February 2024. The Committee considered that Mayor Black is the most suitable person to hold the position based on the current membership. It was unanimously agreed to recommend her reappointment.

The Council renewed the appointment of Mayor Marie Black as the deputy chairperson of the DLC until the 2025 local body election, then review again thereafter.

#### **Draft Financial Strategy**

The Council was asked to adopt the draft Financial Strategy as a core item of the Long Term Plan 2024-34 (LTP). The key purpose of the Financial Strategy is to provide direction to the community on key limits, being the Debt Limits and the Rate Increase Limits. There is also a range of legislative requirements that Council needs to include. The Council adopted the draft Financial Strategy for the 2024-34 LTP, subject to audit and further changes made to the draft budgets.

#### **Treasury Risk Management Policy & Internal Financing Policy**

The Council was asked to adopt the Treasury Risk Management Policy and Internal Financing Policy. The current Treasury Risk Management and Internal Financing Policies were adopted on 25 June 2020 as part of the development of the 2020-2021 Annual Plan. No changes were made in the preparation of the 2021-31 Long Term Plan. On 19 September 2023, Council reviewed the policies during a workshop. Officers proposed that the Treasury Risk Management Policy be modified by:

- Amending the Council external debt and interest rate limits.
- Providing for the Council to enter into long dated interest rate swaps (8-12 years).
- Clarifying permitted and non-permitted treasury activities.
- Providing additional requirements relating to management of funding risk.
- Clarifying the processes to be followed in respect of a breach of the policy.

There were no substantial changes proposed in respect of the Internal Financing Policy. The Council's Audit and Risk Committee reviewed the draft Treasury Risk Management Policy at its meeting on 13 February 2024 and recommended a change to the debt:revenue ratios.

The Council adopted the Treasury Risk Management Policy and Internal Financing Policy for inclusion in the draft Long Term Plan 2024-2034, subject to audit.

#### **Canterbury Museum Draft Annual Plan 2024-25 – Referral Period**

The Council was asked to confirm its agreement to the referral (submissions) period in relation to the 2024/25 Annual Plan for the Canterbury Museum. The report requested that the Council confirm the referral period be from 15 March to 26 April 2024. This was a procedural matter for the Council and it was noted that the Museum representatives would be attending the 26 March Council meeting to speak to the Council. The amounts budgeted for the operational and capital levies as requested in the Museum Draft Annual Plan have been included in the Council's draft LTP so it matches. The Council agreed that the referral period for the 2024/2025 Annual Plan for the Canterbury Museum be 15 March to 26 April 2024 and that the Museum be formally advised.

#### **Water Services Acts Repeal Bill**

The Council received an update on the Water Services Acts Repeal Bill and the potential implication for Council in respect to the Long Term Plan. This is an omnibus Bill that repeals the Water Services Entities Act 2022; the Water Services Legislation Act 2023; and the Water Services Economic Efficiency and Consumer Protection Act 2023. Critically, the Bill provides for transitional arrangements for local authorities in respect to the preparation of the 2024-34 Long Term Plan. The Council noted it was a discussion report and received the information.

#### **Financial Report to the end of January 2024**

The Council received the January 2024 Financial Report, Treasury Report and Rates Arrears Report.

#### **Reporting on LGOIMA Requests**

The Council received an update on the recent official information requests made to the Council under the Local Government Official Information and Meetings Act (LGOIMA).

#### **Monthly Performance Report**

The Council received the monthly report for the 2023/24 financial year to track progress toward the Council's performance measures as per the 2021-31 Long Term Plan.

#### **Committee Updates**

The Council received updates from the latest meetings of the Hurunui Youth Council, Hanmer Springs Thermal Pools and Spa Management Committee and Audit & Risk Committee.

### **Council Meeting Update – 26 March 2024**

Below is a brief summary of the reports and discussions from the meeting on 26 March 2024. *(This is not the official record of the meeting, please refer to the meeting minutes when available.)* The meeting agenda and livestream can be viewed on the Council website at this link: [26 March 2024 Council Agenda](#)

#### **Budget for the Draft Long Term Plan 2024-2034**

The Council was asked to approve a minor change to draft budgets used in the preparation of the Long Term Plan (LTP). The Council adopted a version of the draft budget on 5 March 2024. Since adoption a minor change has been deemed necessary to the Rates in Years 7 and 8 to ensure that Council remains within its rate increase limits of 5.00% for those years. There was also a change in the recognition of the development costs for the Queen Mary South Project from Capital Expenditure, which flows through to Fixed Assets, to recognising the costs as firstly Land Held for Sale, and then as part of the Cost of Sales as the sections are sold. The Council approved the amendment to the Roding Rate for Year 7 (2030/2031) and Year 8 (2031/2032) of the LTP 2024-34, and approved an amendment to the recognition of the development costs for the Queen Mary South Project, as detailed in the tabled appendices, as well as including the minor corrections noted in the meeting.

#### **Long Term Plan Consultation Document**

The Council was asked to adopt the Consultation Document on the draft Long Term Plan 2024-2034 (LTP). The Local Government Act 2002 requires that a Consultation Document be prepared for the purpose of engaging with the community regarding the draft LTP. The purpose of the consultation document is “to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long-term plan”

The Consultation Document is intended to support community engagement regarding the LTP. Submitters may comment on any matter regarding the LTP. The Council has highlighted three matters for which feedback is particularly welcome: the level of investment in roading, the proposed development of the Queen Mary South site and possible relocation of the Hanmer Springs sports reserve, and rating for stormwater services. Audit New Zealand is currently auditing the draft Consultation Document and the underlying documents. At the time of writing, the audit had not yet been completed and audit activities are continuing. It was proposed to commence community engagement on 27 March 2024.

The Chief Financial Officer advised in presenting the report that the auditing of the document would not be completed in time, so the Council adopted the unaudited Consultation Document on the Long Term Plan 2024-2034, with minor adjustments included as discussed in the meeting.

#### **Fees and Charges 2023/24**

The Council was asked to adopt the proposed Fees and Charges and the Statement of Proposal for consultation. Every year, Council Officers review the Council’s Fees and Charges for the forthcoming year and make recommendations to the Council on proposed changes. This year has seen inflationary pressures, supplier cost rises and some internal labour increases that need to be reflected. A draft Statement of Proposal has been prepared, outlining the Fees and Charges requirements and the proposal for formal adoption. Once finally approved the new Fees and Charges are applied from 1 July 2024.

The Council accepted the proposal for the Fees and Charges 2024-2025 as detailed in appendix 1 and adopted the Statement of Proposal as attached, with the minor amendments agreed in the meeting.

#### **Draft Reserves Management Plan Adoption for Public Consultation**

The Council was asked to adopt the Draft Reserves Management Plan, prior to it being made available for public consultation via the Special Consultative Procedure, which was scheduled to open on 27 March 2024. The Reserves Management Plan was adopted by the Council in 2012, and a review is recommended at least every 10 years and commenced in 2023. Site visits were undertaken by council officers, community and reserve committee and community board members in January, February and March of 2023. Changes to the Individual Reserve Policies were made during that time

and reports were tabled with respective community committee and board members confirming those changes. During October 2023 the Council sought feedback on the General Policies in the Reserve Management Plan. There are a total of 37 general policies that the public were asked to comment on. Some comments received by the public on the general policies were included in the draft plan. Proposed changes to the Draft were presented to the Council at a workshop on 5 March where there was an opportunity to make any further changes. Those changes put forward by the Council had been incorporated into the Draft Plan the Council was being asked to adopt.

The Council adopted the Draft Reserves Management Plan prior to it being made available for public consultation on 27 March 2024, subject to corrections noted in the meeting.

### **Hurunui No.1 Water Treatment Plant - Budget Increase**

The Council received a report to notify it that the budget for the Hurunui No.1 water treatment upgrade project is currently insufficient to complete the required works to comply with the Drinking Water Standards. Additional funding will be required to complete the works to have an effective protozoa barrier in place which is mandated by Taumata Arowai, the water regulator. The report was requesting further funding to allow completion of the project.

The 2023/24 Annual Plan budget for the Hurunui No.1 water treatment upgrade project is \$3,133,569. Officers have reviewed the overall project cost and forecast an additional \$1.5m will be required to complete this project. There has been a number of changes to both the drinking water standards and the project's design since the current budget was prepared in 2021, as well as increases in the cost of construction activity and general inflation. An assessment of the capital programme for water has been undertaken to review the expected cost forecast for each of the individual water projects however there was no scope to defer or provide sufficient savings to be able to fund the current shortfall. The new funding would be funded through an extension to the Council debt held for water supplies. Over the past five years there has been a comprehensive programme of works undertaking water treatment upgrades at all of the Council run water schemes treatment by installing compliant protozoa barriers. Apart from Balmoral all the works have either been completed or are under construction and planned to be completed prior to the end of the year. To date all these projects have been delivered to scope, budget and the mandated timeframes with no additional budget requirements currently forecast to be required to allow completion.

The Council increased the budget for the Hurunui No.1 water treatment upgrade project by \$1.5m from \$3,133,569 to \$4,633,569.

### **Council's Governance Structure – March 2023 Review of Memberships**

The Council was asked to consider reviewing the membership of its primary committees, as Council signalled at the start of the new triennium. The Council's governance structure and delegations were approved at the triennial Council meeting on 1 November 2022. As part of that decision the Council resolved to rotate its members of each on the primary committees at the halfway point in the new triennium. The minutes of that meeting show that it was discussed whether the review would include the chairs. Mayor Black said this was not part of her original recommendation, but she would support that being considered as well, and part of her reasoning is to grow leadership in the Council for the future and to provide opportunities for councillors to work into those roles. Mayor Black discussed the potential rotation of members with each councillor and recommended some changes to memberships, but not chairs.

The Council approved the following membership changes:

- Cr Vanessa McPherson – removed from the Operations Committee and added to the Audit & Risk Committee; and
- Cr Dave Hislop – added to the Operations Committee.

### **Adoption of Building and Resource Consent Fees Waiver Policy**

The Council was asked to adopt the proposed Building and Resource Consent Fees Waiver Policy. The current Refunds (Regulatory Services) Policy relates to resource and building consent functions. This Policy sets out when a partial or full refund of fees can be considered. The current Policy was intended to be reviewed in September 2018 and as such was overdue for review. On review, officers consider that the purpose and intent of the existing Policy is still relevant but consider that it could

be better administered as a waiver of fees instead of a refund of fees and a replacement Policy is proposed. It is proposed to streamline processes to create efficiencies for applicants and Council officers. The Strategy and Community Committee discussed and reviewed the Policy at its 12 March 2024 meeting and recommended the Council adopt the Policy.

The Council agreed to adopt the Building and Resource Consent Fees Waiver Policy as recommended by the Strategy and Community Committee.

#### **Application for New Cheviot Cricket Pavilion / Clubroom**

Council approval was sought for the Cheviot Cricket Club to replace the existing cricket pavilion on Cheviot Hills Reserve with a new fit for purpose building on the basis that the Council grants them at least a new 20-year lease at a peppercorn rental and to decide on whether Council will pay for all or contribute a fixed amount towards the costs of the demolition of the existing pavilion. The Cheviot Cricket Club will pay for the project but applied for Council to pay for the demolition of the existing building, estimated in their report as \$25,000 but estimated in Council's more recently obtained quote as \$28,575. The current lease is due to expire on 30 June 2037 and if their application is approved, it needs to be replaced by a new 20 - 30-year ground lease at a peppercorn rent.

The Council approved the application for the replacement of the existing cricket pavilion and signing of a new 30-year, peppercorn ground lease with Cheviot Cricket Club and agreed to pay for the costs of the demolition of the existing pavilion, limited to \$30,000 and subject to the Cricket Club first securing finance and building consent for the whole project. The Council agreed to lease terms which will ensure that the Council will be left with a well maintained, fit for purpose building at the end of the lease term.

#### **Draft GPS Land Transport 2024**

The Council was provided with an opportunity to consider the Draft GPS Land Transport 2024 and approve and/or add to a submission recommended by the Operations Committee. The Government has released the draft Government Policy Statement on Land Transport 2024, which sets out the Government's land transport strategy including:

- what it expects to be achieved from its investment in land transport through the National Land Transport Fund (NLTF),
- what it expects to be achieved from its direct investment in land transport,
- how much funding will be provided and how the funding will be raised,
- how it will achieve its outcomes and priorities through investment in certain areas, known as "activity classes" (eg. the maintenance of state highways or road policing),
- a statement of the Minister's expectations of how Waka Kotahi NZTA gives effect to this.

This draft GPS replaces the GPS that the former Government consulted on in August 2023. The Operations Committee considered the draft GPS and provided direction to Officers to propose a submission for Council to approve.

The Council approved the proposed submission document (as tabled in the meeting) to be submitted prior to 2 April 2024, subject to amendments agreed in the meeting.

#### **Financial Report to the end of February 2024**

The Council received the February 2024 Financial Report, Treasury Report and Rates Arrears Report.

#### **Reporting on LGOIMA Requests**

The Council received an update on the recent official information requests made to the Council under the Local Government Official Information and Meetings Act (LGOIMA).

#### **Monthly Performance Report**

The Council received the monthly report for the 2023/24 financial year to track progress toward the Council's performance measures as per the 2021-31 Long Term Plan.

**Committee Updates**

The Council received updates from the latest meetings of the Operations Committee, Hurunui Tourism Board and Road Safety Co-ordinating Committee.

**Presentation**

Anthony Wright, David Ayers and Nigel Tecofsky, representing the Canterbury Museum Trust, were in attendance to present to the Council on its development project, draft Annual Plan and current activities.

**Citizenship Ceremony**

Following the meeting the Mayor, Council and Chief Executive Officer hosted a citizenship ceremony to welcome 21 new citizens to the Hurunui district and community.

<b>Committee Name</b>	<b>HURUNUI COMMUNITY COMMITTEE</b>
<b>Type of Committee</b>	Council Committee
<b>Subordinate to</b>	Council
<b>Subordinate Committees</b>	Nil.
<b>Legislative basis</b>	Committee reconstituted by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002. Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002.
<b>Membership</b>	<p>The Mayor  West Ward Councillor (1)  One Youth Member (1)*  Representatives from the following:</p> <ul style="list-style-type: none"> <li>• Hawarden Hall and Reserve Advisory Group (1)</li> <li>• Waikari Hall and Reserve Advisory Group (1)</li> <li>• Hurunui Racecourse Reserve Advisory Group (1)</li> </ul> <p>Independent members (5 selected via advertised nomination &amp; election process)</p> <p>(Where a representative cannot be found for an identified group or community, an additional independent member may be elected at large from the Hurunui community area.)</p> <p><i>* It is intended that the youth position first be made available to a local member of the Hurunui Youth Council, but if not taken up then it could be a general youth member appointed from the community.</i></p>
<b>Delegations</b>	<p>Where funded by ward (amenity) rates, the Council delegates governance responsibility and local policy determination in respect of:</p> <ul style="list-style-type: none"> <li>• Recreation reserves (in consultation with Local Reserve Advisory Groups)</li> <li>• Ward beautification</li> <li>• Stormwater</li> <li>• Footpaths</li> <li>• Street lighting</li> <li>• Township maintenance</li> <li>• Public halls</li> <li>• Medical centres (where they exist)</li> </ul> <p>Governance in the above areas will include:</p> <ul style="list-style-type: none"> <li>• Setting priorities for work programmes approved in the Long Term Plan and Annual Plan for the Hurunui Community.</li> <li>• Monitoring Activities.</li> <li>• Approval of tenders for contract (within the above areas of responsibility) within budget and which exceeds officer authorisation.</li> </ul> <p>With respect to local reserves, the Council delegates responsibility:</p> <ul style="list-style-type: none"> <li>• For the disbursement of funds from the reserves funding account for the day-to-day maintenance of these reserves in accordance with the Financial Delegations Policy.</li> </ul>



- To prioritise and recommend to Council future capital development on reserves as part of the Long Term Plan and Annual Plan development.
- To consider disbursement and recommend expenditure from the reserves funding account in accordance with the priorities identified in the Long Term Plan and the Reserve Management Plan's individual reserve policies.
- To liaise with local reserve advisory groups where they exist, to provide appropriate delegations and to ensure accountability and transparency in the management of local reserves.

#### Advisory Role

- With respect to governance of the district's water schemes, the Hurunui Community Committee may appoint one representative to the Council's Water Liaison Committee, with specific focus on the Hurunui-Waikari water supply.
- The Community Committee will have an advisory role and be consulted with respect to levels of service for contracts for lawn mowing and toilet cleaning (where funded district-wide), in the Hurunui community area.

#### **Limits to Delegations**

Matters that must be processed by way of recommendations to the Council include:

- Township public toilets
- Waikari and Horsley Downs Cemeteries
- Pensioner flats
- Roding
- Temporary road closures
- Local civil defence
- Waste management
- Noxious plants and Pest destruction (*Recommendations to the Council for consideration of referral to the Canterbury Regional Council.*)

#### **Council Resolutions**

THAT THE COUNCIL CONFIRMS THE RECONSTITUTION OF THE HURUNUI COMMUNITY COMMITTEE AS A COMMITTEE OF THE COUNCIL.

THAT THE COUNCIL DETERMINES THAT THE HURUNUI COMMUNITY COUNCILLOR KAREN ARMSTRONG BE THE COUNCIL'S REPRESENTATIVE ON THE HURUNUI COMMUNITY COMMITTEE.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE HURUNUI COMMUNITY COMMITTEE.

## Significance Consideration

### (Guidelines from the Council's 'Significance and Engagement' Policy)

The Committee, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

### Questions

- a. Does the Committee have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
  - Affect all or a large portion of the community in a far-reaching way?
  - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
  - Have financial implications on the Council's resources that would be substantial?
  - Generate (or would be expected to generate) a high degree of controversy?
  - Have any impact on Council's capacity to undertake its statutory responsibilities?
  - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

### Significance Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

### Engagement Consideration

Council officers preparing these reports will also have regard to appropriate public engagement according to the level of significance. Officers will use the Engagement Spectrum shown in the table below alongside the Significance and Engagement Policy to help identify and recommend the engagement level.

Engagement Spectrum				
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of public