



RANGITIKEI
DISTRICT COUNCIL

Making this place home.

Santoft Domain Management Committee

Order Paper

**Tuesday, 22 January 2019
6.00pm**

**Onsite at the Santoft Domain if dry, alternatively at the
Bulls Town Hall, Supper Room, if wet**

Website: www.rangitikei.govt.nz
Telephone: 06 327-0099

Email: info@rangitikei.govt.nz
Facsimile: 06 327-6970

Chair
Heather Thorby

Membership
Paulette Elkins, Martin Elkins, Julie McCormick, Sandy McCuan, Karen Smyth, Murray
Spring, Derrick Storey, Dawn Storey, Gary Bennett

Councillor Jane Dunn, Councillor Graeme Platt

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



Rangitikei District Council

Santoft Domain Management Committee Meeting

Agenda – Tuesday 22 January 2019 – 6:00 pm

This meeting will be held at the Domain or, if wet, in the Bulls Town Hall Supper Room.

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The quorum for the Santoft Domain Committee is 6.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

2 Apologies

3 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

4 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting

5 Confirmation of Minutes

The Minutes from the meeting held on 5 December 2018 are attached.

File ref: 3-CT-18-3

Recommendation:

That the Minutes of the Santoft Domain Management Committee meeting held on 5 December 2018 be taken as read and verified as an accurate and correct record of the meeting.

6 Chair's report

A verbal report will be provided at the meeting.

7 Council decisions on recommendations from the Committee

There were no recommendations made to Council at the previous meeting.

8 Questions put at previous meeting for Council advice or action

Spot spraying Lupin:

A letter is attached from Athol Sanson. Further details will be provided to the meeting.

Recommendation:

That the letter 'Agrichemical Spraying Santoft Domain: Lupin' be received.

9 Financial Extract

An updated extract will be provided to the meeting, if available (otherwise emailed/posted out).

Recommendation:

That the extract 'Santoft Domain Reserve Management Financial Extract' be received.

10 Initial planting scheme at the Domain

Mr Sanson will bring along examples of suitable plants. The initial focus will be the road shelter belts.

11 Te Araroa Trail

Discussion item.

Brian Doughty from the Te Araroa Trail Local Trust will be in attendance from 7.00 pm.

12 Other matters

Discussion item.

13 Next meeting

To be determined.

14 Meeting Closed

Attachment 1



Rangitikei District Council

Santoft Domain Management Committee Meeting

Minutes – Wednesday 5 December 2018 – 7:00 pm

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Present: Heather Thorby (Chair)
Julie McCormick
Martin Elkins
Paulette Elkins
Murray Spring
Lorina Spring
Sandy McCuan
Derrick Storey
Dawn Storey
Cr Jane Dunn
Cr Graeme Platt,
His Worship the Mayor, Andy Watson

In attendance: Michael Hodder, Community Services Group Manager

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

That the apologies of Athol Sanson be received.

Cr J Dunn / Mr M Spring. Carried

3 Members' conflict of interest

Members' were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

4 Confirmation of order of business

There was no change to the order of business.

5 Confirmation of Minutes

Resolved minute number	18/SCMC/034	File Ref	3-CT-18-3
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That the Minutes of the Santoft Domain Management Committee meeting held on 6 November 2018 be taken as read and verified as an accurate and correct record of the meeting.

Mr M Elkins / Ms H Thorby. Carried

6 Chair's report

The Chair reported that the planned site meeting at the Domain was cancelled due to bad weather.

7 Council decisions on recommendations from the Committee

There were no recommendations made to Council at the previous meeting.

8 Questions put at previous meeting for Council advice or action

There were no questions put forward for Council advice or action.

9 Further consideration of the Draft Management Plan

This item was deferred until the next meeting.

His Worship the Mayor arrived 7.15 am

10 Financial Extract

Undertaking	Subject	Financial extract
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\$17,203.89 is to be added to the total of \$110,606.19.

Resolved minute number	18/SDMC/035	File Ref
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That the extract 'Santoft Domain Reserve Management Financial Extract' be received.

Ms J McCormick / Mr D storey. Carried

11 Outcome of on-site meeting at Domain, 26 November

Meeting cancelled due to poor weather conditions.

12 Other matters

The Committee will organise a planting plan and spraying schedule for the domain.

Undertaking	Subject	Spot spraying lupin
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Council to advise the Committee, what is required for them to spot spray the small lupin themselves.

Fusilier Road – Logging commences in May 2019 for the next two and a half years and access through the forest will be closed. The walkers will need an alternative route. Mayor A Watson suggested we invite someone from the Te Araroa Trail to come to our meeting.

Undertaking	Subject	Invitation
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Council to formally invite a representative from the Te Araroa Trail to attend the Committee January 2019 meeting.

13 Next meeting

22 January 2019, 7.00 PM.

14 Meeting Closed

7.45 pm.

Confirmed/Chair: _____

Date:

Unconfirmed

Attachment 2

6th December 2018

To: Santoft Domain Committee

Re: Agrichemical Spraying Santoft Domain: Lupin

The Rangitikei District Council gives consent for the use of Conquest (Infosafe No[™] 3NU07 removal) for the spraying of thistles, lupin and other invasive weed species at the above location, this consent is based on the following conditions.

- All personnel on site will adhere to the Rangitikei District Council Health and Safety guidelines and MOU for community groups. (Copies attached)
- Before work commences on site all personnel are required to be briefed on the hazards and risks of the site in line with the Health & Safety guidelines.
- We require notification of the timing of any spraying so that the current lease holder can be notified. Due to adverse weather conditions this notification period will be for a maximum period of 5 days. Your contact for this will be Athol Sanson (027) 403 1604.
- Knapsack sprayers will be used for all spraying. If alternative methods are to be used then the RDC is to be notified and further approval maybe given.
- Conquest [™] is a low volatile hormone that is ideally suited to spot spraying. No other chemical is to be used onsite without the prior consent of the Rangitikei District Council.
- Conquest [™] is extremely exotoxic and is very harmful to aquatic life. We request this chemical is not used within 5 m of any water source.
- Volunteers are to adhere to the requirements for protective clothing when mixing/using this product. This includes waterproof gloves, waterproof boots, overalls and safety glasses.
- We have attached the Nufarm Safety Data Sheet for Conquest [™] all condition on the SDS are to be strictly adhered too.
- All Hazardous Substances are to be contained within a designated marked area away from open water.

- Due to the onset of dry conditions we request that smoking or any open flames are not permitted in this area.

As the use of agrichemicals is a high risk activity, the Rangitikei District Council will monitor the use on-site, should any of the consent requirements not be adhered to the RDC will reserve the right to cancel this agreement.

We further request that this consent letter be available on the day of spraying and can be presented to any person that may enquire if you have permission to undertake this task.

Should you wish to discuss this further please do not hesitate to contact me on (027) 403 1604 or at athol.sanson@rangitikei.govt.nz.

Yours sincerely

Athol Sanson

Parks and Reserves Team Leader

Health & Safety Induction Checklist

RDC assists community groups wishing to contribute to the management of their local areas of parks and reserves. The health and safety of people volunteering in these groups is a requirement under the Health & Safety at Work Act 2015.

An RDC employee will complete the following health and safety induction with all Community Group Co-ordinators (CGC's) to enable them to confidently manage the group's health and safety requirements on site.

Name of person providing induction _____ date _____

Name of CGC _____ site _____

Health & Safety Checks

- ☐ Provided an overview of the Site Safety Assessment.
- ☐ Provided an overview of the MOU, specifically the H&S component.
- ☐ Provided a copy an explanation of Health & Safety guide for RDC community groups.
- ☐ Provided an accident/incident register and an overview of what to do in the event of an incident.
- ☐ Provided an overview of emergency procedures, including an evacuation assembly point.

I acknowledge the above information has been received and understood:

Signature CGC _____ date _____

I acknowledge the induction is complete:

- ☐ Checklist
- ☐ Induction pack received by group on _____
- ☐ Site safety assessment received by group on _____
- ☐ MOU received by group
- ☐ Induction form completed and placed on community group file on _____

Signature of person providing induction: _____

Date: _____

Please contact the Parks and Reserves Team Leader if you have any questions.

Health and Safety Guide for Rangitikei District Community Groups



May 2018

This guide is for volunteers who assist with environmental and community projects, so everyone is aware of potential hazards and safety procedures.



Volunteer Emergency Procedures

In the event of an emergency, which includes natural disasters, serious accidents and incidents, the following procedures are to be taken:

- ⇒ All work in progress is to stop immediately unless further work is required to directly reduce or stop further personal injury.
- ⇒ Ensure own safety.
- ⇒ Any emergency first aid is to be given to injured persons.
- ⇒ Any emergency services required should be contacted giving details of the type of injuries the person has sustained and the exact location of where the injured person is.
- ⇒ If the accident site is difficult to find, someone should meet any required emergency services at a pre-determined location to reduce the chance of getting lost.
- ⇒ After emergency services have arrived, any assistance they may require will be offered by volunteers.
- ⇒ All non-essential persons will be kept clear of the site.
- ⇒ Contact Rangitikei District Council on 0800 422 522 as soon as practicable.
- ⇒ Where a person has been seriously harmed no person shall alter the accident scene without the permission of Work Safe **except to:**
 - ⇒ Save a life or prevent further harm to any person
 - ⇒ Maintain access for emergency services
 - ⇒ Prevent serious damage or loss of property.
- ⇒ An incident/accident report coupled with the investigation procedure will begin.



Accident procedures

Accidents do occasionally happen so each party should always have a suitable first aid kit and mobile phone on hand just in case. Rangitikei District Council can supply first aid kits, if required. If someone is injured:

- ⇒ Stop work and provide emergency first aid and support
- ⇒ Call emergency services if necessary
- ⇒ Advise Rangitikei District Council (RDC) as soon as possible on 0800 422 522
- ⇒ Prepare an accident report with assistance from Rangitikei District Council
- ⇒ To care for the environment we must also care for people working in it. For more information phone 0800 422 522.

Emergency Contact Numbers

Ambulance, Fire, Police 111
National Poisons Centre 0800 764 766

For WorkSafe codes of practice please visit <https://worksafe.govt.nz>.

Flood Earthquake, Fire, Storms

In the event of volunteers being caught in a natural disaster, the following procedure should be taken:

- ⇒ Stop all work
- ⇒ All volunteers are to meet at a pre-determined area and everyone is to be accounted for and wait further instruction.



Start of Day:

Discuss assembly point and what to do in an emergency. Advise where the first aid kit and emergency cell phone are located.

Clothing / equipment / chemical usage

- ⇒ Wear suitable robust outdoor clothing and footwear, including gloves and hi-viz clothing
- ⇒ Use of agrichemicals may only be undertaken by Growsafe / approved handler
- ⇒ Use hand tools only. Machinery is not permitted, unless by prior consultation and agreed by RDC, whereby certification will be vetted

Hazards

There are potential hazards involved with any community environmental project but with care and common sense they can be easily minimized or eliminated. Briefly discuss the main hazards at the start of each work session and always stop work if weather conditions become hazardous (heavy rain or high winds).



People care

- ⇒ Ensure all workers, especially new ones, are well informed about the project and know how to work safely.
- ⇒ Your actions affect others; ensure you are aware of others around you at all times.
- ⇒ Always closely supervise any children taking part.
- ⇒ Make sure there is plenty to drink, especially in hot conditions.
- ⇒ Use sunscreen as required.
- ⇒ Take adequate rest.
- ⇒ Be aware of, and help any members who are getting tired.
- ⇒ Anyone under the influence of drugs or alcohol is not permitted to take part.
- ⇒ Anyone with allergies should carry personal medication and notify the community group coordinator.
- ⇒ Agree on a finish time for the day.



Hazards and how to avoid them

People with hand tools working too close together (ensure at least 2 meters between workers).

Sharp objects in rubbish (take care when handling rubbish).

Unsafe use of hand tools (show new volunteers how to use tools correctly).

Uneven ground (take care to avoid falls and sprains).

Slippery or falling rocks and steep or unstable banks (avoid potential problem areas, choose routes carefully).

Poor lifting technique (bend knees when lifting and get help if required — the safe limit will differ from person to person but no one should be lifting anything

Water — cold or polluted water or rising streams (avoid where possible and be prepared to postpone work if necessary).

Sudden adverse weather conditions (check the weather report for the day, wear suitable clothing and be prepared to postpone work if necessary).

Vegetation, including rotten branches, trees and thorny or poisonous plants e.g nettle (avoid where possible, report concerns to Rangitikei District Council and never climb trees).

Fast moving tides if working on a beach (check the tidal and weather reports for the day, take care and postpone work if necessary).

Roads (work at least 2 metres from the road, wear orange high visibility jackets and use warning signs and cones(these are available from the Parks & Reserves Team) and always take extreme care — if you need to work within 2 metres of the road, talk to the Parks Team Leader about specialist road control

Heat/tiredness (seek shade, take adequate rest, food and drink, rotate and share the workload).

Beehive or wasp nests — leave the area if a nest or hive is disturbed; report wasp nests to Rangitikei District Council for eradication.



Memorandum of Understanding

Between Rangitikei District Council Parks & Reserves and

.....

1. Purpose

This Memorandum of Understanding (MOU) recognises the partnership between the Rangitikei District Council, Parks & Reserves and..... for the purpose of jointly achieving:

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This is not a legal contract, but intends to enhance the partnership by clarifying the commitments, roles and responsibilities of each party.

2. Site Description

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- See attached map

3. Shared objectives

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.....4. Rangitikei District Council agrees to recogniseas a key community stake holder and partner with RDC to implement the agreed objectives.

- Designate a specific Council Officer to be primary contract with the group and liaise closely with the group.
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-

5. Community Group.....agrees to:

- Carry out the following specific tasks within the groups capability to implement the objectives as soon as reasonably practicable
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-
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6. Health & Safety

The overall responsibility to ensure that hazards to parks & reserves users are minimised within the natural wilderness character of the parks and reserves rests with RDC. RDC must take all practicable steps to ensure volunteers and other reserve users safety and hence the inclusion of the following section.

6.1 Working bees

- There must be a nominee of Community Groupon site during working bees whose role is to oversee site safety for the duration of the working bee. This person must have completed the RDC health and safety induction process.
- Any health & safety issues must be escalated to the RDC Parks & Reserves Team Leader. Community Group.....nominee will be

responsible for carrying out the health & safety brief to volunteers at the start of each working bee, referring to the Site Safe Assessment (see below) and Health & Safety guide for Rangitikei District Council Community environmental projects.

6.2 Requirement for all volunteers

Volunteers will ensure that they:

- Perform required tasks safely
- Keep an eyes and ears approach for hazards at all times and report to the appropriate person.
- Let the Community Group nominee know if they feel they cannot safely undertake a task.
- No volunteer is allowed to work if they are under the influence of alcohol or drugs.
- All volunteers are required to be continually aware of each other's work practices. If any volunteer considers an operation by a single operator or by a group to be hazardous they should stop that person or persons from working and contact the Community Group nominee immediately. This person can then re-evaluate the situation and explain any changes to be made to all volunteers.

6.3 Hazard Management

- There will be a Site Safety Assessment (SSA) in place prior to work commencing.
- All volunteers will be briefed by a nominee of the community group on the content of the SSA prior to them commencing work.
- Community Groups are expected to be involved in this process and remain aware of the contents of the SSA.
- An annual review of the SSA will be carried on site in Consultation with RDC as applicable.
- All new hazards that are found should be acted on and reported to RDC and recorded in the SSA

6.4 Accidents and Emergencies

- All accidents or near misses of a serious nature must be reported to the RDC Parks & Reserves Team Leader as soon as practicable.
- Any accidents involving serious harm must be reported to the RDC Parks & Reserves Team Leader immediately via the RDC contact number 0800 422 522.
- Where a person has been seriously harmed no person shall alter the accident scene without the permission of Worksafe except to:
- Save a life or prevent harm to any person

- Maintain access for emergency services
- Prevent serious damage or loss of property
- Any accidents involving Serious Harm will be investigated by RDC with the co-operation of the volunteers.
- Rangitikei District Council will supply first aid kits if required and can assist with first aid training if required. It is recommended that each group have a designated person who has basic first aid training and is responsible for the first aid kit.
- In order to obtain emergency help in the event of an accident a cell phone must be available at all times or an alternative system i.e. a buddy system must be implemented.

6.5 The use of contractors by volunteer groups

- All contractors work must be approved by RDC prior to commitment to the work
- Contractors must meet Parks and Reserves compliant status before work can be undertaken.

7. Terms of MOU

This Memorandum of Understanding will continue until either RDC or Community Group.....

Wishes to make amendments, at such a time the two partners will work together to prepare a revised document.

Agreement to MOU

Signed for RDC

..... name
 title
 signature
 date

Signed for Community Group

..... name
 title
 signature
 date

Appendix 1. Site Safe Assessment (Hazards to be identified and marked)

Site Plan/ aerial photograph with outline of site