

## Memorandum of Understanding

### PARTIES:

#### **Te Aroha Noa Community Services and City Networks Unit of Palmerston North City Council**

### 1.0 BACKGROUND

This Memorandum of Understanding (MoU) records the understanding of the responsibilities between Palmerston North City Council City Networks Unit (CN) and Te Aroha Noa Community Services (TANCs) related to general care and rubbish removal at Farnham Park (the park).

CN is the Asset Management division of Council responsible for the physical assets of Council, their maintenance and renewal. This includes Farnham Park.

TANCs is a community development organisation based near Farnham Park that has taken an historical "ownership" interest in the care and development of Farnham Park.

This MoU is formed to clarify rubbish removal roles and responsibilities between CN and TANCs in relation to the park.

### 2.0 DESCRIPTION OF RESPONSIBILITIES

#### 2.1 Te Aroha Noa Community Services will:

- a. Pick up only reasonably manageable rubbish in the park (rubbish that can be picked up by hand and placed into a plastic rubbish bag without difficulty).
- b. Pick up the rubbish as described above on at least one day of the week, for approximately 15-20 minutes each day. Day should follow the weekend. (Example: 4 people at 15-30 minutes per day, 1 day per week is 52-104 hours per annum).
- c. Report any damage (discovered in the course of the rubbish removal) to the park, its facilities and/or utilities to PNCC's Leisure Assets Planner.
- d. Report any rubbish/fly-tipping (discovered in the course of rubbish removal) that is too large to pick up to PNCC Customer Services, so that PNCC rubbish removal team can remove it in a timely manner.
- e. Spend all PNCC Council monies responsibly and on equipment related to the improvement and maintenance of the park only.

## 2.2 City Networks/PNCC responsibilities:

- a. Provide TANCs with \$3,000 per annum for operating costs.
- b. Continue as usual in its role to ensure rubbish bins are emptied in a timely manner.
- c. Continue in its usual role to remedy any damage to PNCC-owned facilities and utilities.

## 3.0 **RELATIONSHIP ROLES:**

- a. CN will work with TANCs to ensure that all rubbish removed from the park and collected by TANCs is picked up by PNCC.
- b. CN and TANCs will work together, in good will, to ensure that the park is kept clean of rubbish.
- c. CN and TANCs will work together, in good will, to develop and maintain the park for the benefit of the local community.

## 4.0 **SPENDING OF MONIES**

Te Aroha Noa may spend the \$3,000 rubbish removal monies provided by CN on the following:

- Cleaning gloves
- Cleaning liquids
- Brooms/hand brooms and shovels
- Garbage removal trolleys
- Rubbish grabbers
- Rubbish bags
- Other small cleaning-related items
- Other park improvement related items as negotiated with city Networks

Money may not be spent on the following:

- Vehicles related to rubbish removal
- Services already provided by PNCC that will need Council sign-off (such as additional rubbish bins, private company rubbish bins for hire, etc.)
- Large capital items in general (over \$200), unless prior approval is obtained from City Networks.

## 5.0 **REPORTING**

TANCs will report to City Networks Leisure Assets Planner on a six monthly basis. The report will include:

1. Itemised list of spending.
2. Approximate amount of rubbish collected.
3. Time spent (approximate) collecting rubbish.

**6.0 PERIOD OF AGREEMENT**

This agreement will last for one financial year (2016/17) and will then be reviewed by both parties.

Signed by

Bruce Maden  
Chief Executive Officer  
Te Aroha Noa Community Services

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John Brenkley  
Parks and Property Manager  
City Networks

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Date:

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