



HURUNUI
District Council

Cheviot Ward Committee

Agenda

ORDINARY MEETING

6.00 pm, Wednesday, 25 October 2017

Cheviot Library / Service Centre, 39 Hall Street, Cheviot

Community partnership in growth and wellbeing.

CHEVIOT WARD COMMITTEE

Membership

Mayor Dalley
Councillor Vincent Daly
Don Anderson
Barry Cleghorn
Peter Harmon
Lyndsey Hiatt
Heather Macfarlane
Geoff Maxwell
Peter Montgomery
Doug Taylor
Peter Somerville

Quorum – The quorum for this committee is at least 50% of the committee membership, but in no case shall the number be less than 5.

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 meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services and performance that are –
 - (a) Efficient: and
 - (b) Effective: and
 - (c) Appropriate to present and anticipated future circumstances

(Local Government Act 2002 – Amendment Act 2012)

CHEVIOT WARD COMMITTEE

ORDINARY MEETING

WEDNESDAY, 25 OCTOBER 2017 AT 6.00PM

Item	Order of Business	Pages
	The Ward Councillor will take the Chair until the new Chairperson is elected	
	Health and Safety Briefing – In the event of an emergency: For evening meetings leave immediately and assemble on the grassed area by the public toilets. Apologies Announced Urgent Business Conflict of Interest Declarations	
1.	Minutes for Confirmation The Minutes of the Committee meeting of held Wednesday, 27 September 2017	4 - 9
2.	Decision Reports 2.1 Update on the replacement of the showers at the Gore Bay Camp	10 – 11
3.	Discussion Reports 3.1 Financial Report to 30 September 2017	12 - 15
4.	Information Reports 4.1 Update of the Cheviot Medical Centre Renovations 4.2 Council Update September 2017	16 - 18 19 - 20
5.	Correspondence 5.1 Secretary Report - Correspondence Outward	21
6.	Action Sheet	22
7.	Urgent Business	
Long Term Plan Workshop - 6pm, Wednesday, 2 November 2017		
Next Meeting – 6pm, Wednesday, 22 November 2017		

HURUNUI DISTRICT COUNCIL MINUTES



Meeting	Cheviot Ward Committee
Time and Date	6:00pm, 27 September 2017
Venue	Cheviot Library/Service Centre, 39 Hall Street, Cheviot
Agenda	http://www.hurunui.govt.nz/your-council/meeting-calendar/ Scroll to the applicable meeting on the calendar.

Present Councillor Vince Daly, Barry Cleghorn (From 6.26pm), Peter Harmon, Lyndsey Hiatt, Heather Macfarlane, Geoff Maxwell, Peter Montgomery, Peter Somerville (From 6.34pm) and Doug Taylor.

In Attendance Megan Handyside (Cheviot Community Connector), Michael Prisk (Team Leader Human Resources) and Kait Murray (Committee Secretary).

Apologies Don Anderson
THAT THE APOLOGY BE ACCEPTED
Daly/Maxwell CARRIED

Health and Safety Briefing The emergency exits and assembly points were pointed out.

Conflict of Interest Declarations Peter Montgomery – Correspondence Item, 7 Moody Street Gore Bay septic tank effluent field replacement.

Urgent Business

1. The old White Cat property on Hall Street, Cheviot
2. Showers at Gore Bay Camp
3. 7 Moody Street Gore Bay septic tank effluent field replacement
4. Medical Centre – Window Dressings

The meeting dealt with the agenda items in order of importance, but the items are recorded in these minutes as they were numbered on the agenda.

1. Previous Minutes Due to a lack of agenda items the Cheviot Ward Committee meeting scheduled for Wednesday, 23 August 2017 was cancelled.

The minutes of the last meeting of the Cheviot Ward Committee meeting held on Wednesday, 26 July 2017 were taken as read.

THAT THE MINUTES OF THE CHEVIOT WARD COMMITTEE MEETING HELD ON WEDNESDAY, 26 JULY 2017 BE ACCEPTED.

Harmon/Macfarlane CARRIED

2. DECISION ITEMS

2.1 Cheviot Reserves Advisory Group Decision Items

The Secretary briefly outlined the purpose of the report saying it contains the decision items resulting from the recent Port Robinson Advisory Group meeting held on Tuesday, 15 August 2017 and the Cheviot Reserves Advisory Group meeting held Wednesday, 6 September 2017.

THAT THE CHEVIOT WARD COMMITTEE APPROVES THE USE OF THE REMAINING \$3709.00 OF THE 2017 MAINPOWER GRANT TO ENGAGE SCOTT MORRISSEY TO DEAL WITH THE GORSE AND NASSELLA TUSSOCK FOR THE PORT ROBINSON RESERVES ADVISORY GROUP.

AND

THAT THE CHEVIOT WARD COMMITTEE ENDORSES AND SUPPORTS THE CHEVIOT LIONS APPLICATION FOR PERMISSION FOR THE EVENT TO TAKE PLACE IN CHEVIOT HILLS RESERVE.

AND

THAT THE CHEVIOT WARD COMMITTEE SUPPORTS AND ENDORSES THE APPLICATION BY CHEVIOT RESERVES ADVISORY GROUP FOR FUNDING FROM THE MARLBOROUGH KAIKOURA HURUNUI EARTHQUAKE RECOVERY FUND FOR THE AMOUNT OF \$3000, TO BE USED FOR THE DEVELOPMENT OF A NEW WALKING TRACK THROUGH CHEVIOT HILLS RESERVE.

Maxwell/Taylor

CARRIED

The discussion turned to the various funding sources available and asked the Committee Secretary to draft letters providing endorsement and support on behalf of the Ward Committee for projects requiring funding applications; by advisory groups and other organisations where the project is to the benefit the Cheviot community.

THAT THE CHEVIOT WARD COMMITTEE REQUEST THE SECRETARY DRAFTS LETTERS PROVIDING ENDORSEMENT AND SUPPORT ON BEHALF OF THE WARD COMMITTEE FOR PROJECTS REQUIRING FUNDING APPLICATIONS; BY ADVISORY GROUPS AND OTHER ORGANISATIONS WHERE THE PROJECT IS TO THE BENEFIT THE CHEVIOT COMMUNITY.

There were no objections

CARRIED

2.2 Cheviot Community House Proposal - Presentation

The Cheviot Community Connector outlined the proposal for the Cheviot Community House, which had been previously circulated around the committee.

Some of the points noted from the discussion were:

- Plunket and coffee groups currently meet at cafés or the Knox Hall, however these are not ideal locations as they are not fenced or have no fenced play areas.
- Discussion was had around the option of selling the house rather than continuing to rent it as a residential property or as a Community House.
- Some of the interested parties hold short term funding contracts.
- The process of preparing for sale could take just as long as a fixed term lease.
- Traditionally the wear and tear on houses leased as office spaces is less than that of residential tenants.

- The level of investment on repairs and maintenance on the Drs house has been quite significant to date.
- If the property is used for a Community House, it would be required to be cost neutral.

THAT THE CHEVIOT WARD COMMITTEE APPROVES THE DOCTORS HOUSE BE REMOVED FROM THE PRIVATE RENTAL MARKET AND BE UTILISED AS CHEVIOT COMMUNITY HOUSE UNDER THE MANAGEMENT OF THE CHEVIOT COMMUNITY TRUST OR ANOTHER NOMINEE (YET TO BE FINALISED).

THAT A NEW LEASE TO CHEVIOT COMMUNITY TRUST OR ANOTHER NOMINEE, FOR THE CHEVIOT COMMUNITY HOUSE, BE FOR AN INITIAL TERM OF 1 YEAR WITH THE RIGHT OF RENEWAL FOR A FURTHER 1 YEAR TERM.

THE RENTAL BE SET AT \$250 PER WEEK PLUS GST (IF APPLICABLE) FOR 3 MONTHS FROM LEASE COMMENCEMENT THEN INCREASE TO \$300 PER WEEK PLUS GST (IF APPLICABLE) FOR THE REMAINDER OF THE 1 YEAR TERM WITH A RENT REVIEW TO TAKE PLACE AFTER 12 MONTHS FROM LEASE COMMENCEMENT.

Hiatt/Macfarlane

CARRIED

3. DISCUSSION ITEMS

3.1 Financial Report to 31 August 2017

The Manager Support Services prepared the report for the first two months of the financial year, but was unable to attend the meeting. Some of the points noted from the report were:

- There is close to \$41k remaining available and unallocated within the contestable fund. More discussion was had about putting it towards the resurfacing or replacement of the Gore Bay Tennis Courts. As well as a upgrading the toilet facilities.

The discussion turned to the Medical Centre and the renovation costs detailed in the financial report. Cr Daly mentioned a recent conversation between himself and the Practice Manager regarding the window coverings and who would be responsible for the cost of replacement and/or installation of blinds or drapes as appropriate. After a short discussion the committee asked for further details of which windows will requiring new window coverings and the whereabouts of the existing window coverings from Council Officers.

THAT THE INFORMATION BE RECEIVED.

Hiatt/Harmon

CARRIED

The discussion turned to the Gore Bay Rate Payers Association's proposal to install two concrete table tennis tables at two locations in Gore Bay; one at the Buxton Playground and one at the rest area at the south end of Gore Bay.

THAT THE CHEVIOT WARD COMMITTEE SUPPORTS AND ENDORSES THE GORE BAY RATE PAYERS ASSOCIATION PROPOSAL TO INSTALL TWO CONCRETE TABLE TENNIS TABLES AT GORE BAY AND ASKS THE PORT ROBINSON RESERVES ADVISORY GROUP FOR THEIR SUPPORT AND ENDORSEMENT OF THE PROPOSAL.

Somerville/Taylor

CARRIED

4. INFORMATION ITEMS

4.1 Chlorination Update	<p>THAT THE INFORMATION BE RECEIVED.</p> <p>Hiatt/Harmon</p> <p style="text-align: right;">CARRIED</p>
4.2 Cheviot Ward Annual Playground Maintenance Report	<p>The report from the Service Delivery – Amenities Officer was briefly discussed.</p> <p>THAT THE INFORMATION BE RECEIVED.</p> <p>Montgomery/Maxwell</p> <p style="text-align: right;">CARRIED</p>
4.3 Council Updates	<p>The Council updates were provided for the information of the committee.</p> <p>Cr Daly gave a brief updates on:</p> <ul style="list-style-type: none"> • The Amberley pensioner unit repairs. • The recent Waiau/Hurunui Zone Committee. <p>THAT THE INFORMATION BE RECEIVED.</p> <p>Hiatt/Cleghorn</p> <p style="text-align: right;">CARRIED</p>
4.4 Unconfirmed Minutes from the Local Advisory Groups	<p>The unconfirmed minutes from three of the local Reserves Advisory Groups were received. Cr Daly gave a brief verbal report. Some of the points noted were:</p> <ul style="list-style-type: none"> • The road in to the Hurunui Camp still needs attention and the HDC roading team leader is yet to provide options and a quote to repair the road. • The Gore Bay Camp has been leased to Kim Bestic and Mike Watson. <p>THAT THE INFORMATION BE RECEIVED.</p> <p>Maxwell/Taylor</p> <p style="text-align: right;">CARRIED</p>
5. Correspondence	<p>5.1 Cheviot Community Connector – Re Cheviot Community House Proposal</p> <p>This item was discussed in item 2.2, Cheviot Community House Proposal - Presentation.</p> <p>5.2 Tabled Letter from Ann Duncan resigning from the role of Secretary from the ANZAC Committee.</p> <p>The Committee discussed some of the options which included:</p> <ul style="list-style-type: none"> • Advertising for a volunteer to fulfil the role of Secretary and coordinator of the ANZAC Committee. <p>THAT THE CHEVIOT WARD COMMITTEE APPOINTS THE COMMITTEE SECRETARY TO DRAFT ADVERTISING FOR EXPRESSIONS OF INTEREST FOR THE ROLE OF SECRETARY AND COORDINATOR OF THE ANZAC COMMITTEE; NOTING THE ROLE COULD BE VOLUNTARY OR FUNDED BY AN HONORARIUM.</p> <p>AND</p> <p>THAT THE CHEVIOT WARD COMMITTEE THANKS ANN DUNCAN FOR HER TIRELESS WORK AND DEDICATION TO THE ROLE OF SECRETARY AND COORDINATOR FOR THE ANZAC COMMITTEE.</p> <p>Hiatt/Maxwell</p> <p style="text-align: right;">CARRIED</p> <p>5.3 7 Moody Street Gore Bay septic tank effluent field replacement</p>

The email correspondence received from Rob Hewett requesting access through the Gore Bay tennis courts be granted, in order for their earthquake damaged septic tank be replaced or repaired was discussed. Cr Daly and Peter Harmon had both met with the repairer onsite earlier this week to view the site and work through the requirements of the job.

It is to be noted that due to a potential conflict of interest, Peter Montgomery did not participate in the discussion.

THAT THE CHEVIOT WARD COMMITTEE GRANTS ACCESS TO REPAIR THE SEPTIC TANK AT 7 MOODY STREET, GORE BAY PROVIDING THE FOLLOWING CONDITIONS ARE MET:

- THAT ANY DAMAGE TO THE TENNIS COURTS IS REPAIRED.
- THAT THE FENCE IS REINSTATED BACK TO ITS ORIGINAL STATE
- THAT THE GRASS AREA IF DAMAGED IS RE-GRASSED BACK TO ITS ORIGINAL STATE
- THAT THE SAND SPOIL ONLY - WITHOUT ANY VEGETATION IS PUT ON THE BEACH SIDE OF CATHEDRAL ROAD, BEYOND THE BRIDGE, IN FRONT OF THE TWEEDIES GULLY TRACK.

Taylor/Somerville

CARRIED

6. Action Sheet The action list was reviewed and actions amended as required.

7. Urgent Business

7.1 The old White Cat Property on Hall Street, Cheviot.

The issue of the proximity to the boundary of the large white trailer units next to Mrs Hills property was raised for discussion. Cr Daly confirmed Council Officers have been investigating the issue. He said he will raise the issue with the Manager Regulatory Services.

7.2 Showers at Gore Bay Camp

Cr Daly and Peter Somerville provided more detail regarding the showers at the Gore Bay Camp.

The Committee discussed the situation and the definition of communal showers. However, Standards NZ have indicated that they do consider camp showers to be communal showers. Unless a different interpretation is forthcoming from NZ Standards then all the newly installed shower units will be replaced.

Council Officers have decided to replace the existing units with a system that complies with those standards and confirmed the replacement cost will be covered by District Reserves rather than from Cheviot amenity rates. Quotes for an alternative system are currently being worked on and it is expected the replacement work will be done at the same time as the Buxton Camp showers are updated.

THAT THE CHEVIOT WARD COMMITTEE RECOMMENDS COUNCIL OFFICERS CONTACT ENERGY SAFE TO PROVIDE AN OPINION ON THE SUITABILITY OF THE EXISTING UNITS BEFORE ANY FURTHER REPLACEMENT PROGRAMME IS UNDERTAKEN.

Maxwell/Harmon

CARRIED

7.3 7 Moody Street Gore Bay septic tank effluent field replacement

This item was discussed in item 5.3, Correspondence.

7.4 Medical Centre – Window Coverings

This item was discussed in item 3.1, Financial Report to 31 August 2017.

Next Meeting Wednesday, 25 October 2017 commencing at 6pm

Meeting Ended 8.52pm

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Cheviot Ward Committee
Report Prepared by: Sue Courtney, Team Leader Property
Date: 25 October 2017
Significance Level: Low

Update on the replacement of the showers at the Gore Bay Camp

Recommendation	<p>THAT THE COMMITTEE DETERMINE WHETHER:</p> <p>THEY WILL ACCEPT A COMPLIANCE CERTIFICATE FROM ELECTRICAL INSPECTOR, MR AARON HARRIS, REGARDING THE SAFETY OF THE SHOWERS AT THE GORE BAY CAMP GROUND; OR</p> <p>THEY WILL REQUIRE THE SHOWERS TO BE REPLACED TO COMPLY WITH THE STANDARDS PUBLISHED BY STANDARDS NEW ZEALAND.</p>
Executive Summary	<p>At the Cheviot Ward Committee meeting on 27 September 2017 the Committee recommended council officers contact Energy Safe to provide an opinion on the suitability of the existing units before any further replacement programme is undertaken.</p> <p>This report explains why a decision was made to replace the showers at the Gore Bay Camp ground and the result of officer's contact with Energy Safe.</p>
Background	<p>In June 2016 the men's and ladies showers at the Gore Bay camp were updated with new units to provide a better service to the public who use the camp ground.</p> <p>At the time the new showers were installed there was an issue raised regarding the suitability of the new electrical units and clarification was sought from Standards New Zealand.</p> <p>Standards New Zealand made a comment that communal showers required units with IPX5 rating. (The units installed were IPX4). Council Building Inspectors considered that as the showers were in separate cubicles then they would not be classified as communal showers, and as electrical certificates were received from the electrician who finalised the work, council officers believed that the showers were compliant.</p> <p>The prospective new lessee of the Camp Ground raised the subject of the showers again in September 2017 when they asked Council to verify the electrical work carried out in 2016. The new Lessee was given copies of the electrical certificates and although no further discussion took place, Council officers felt it prudent to make further enquires with Standards NZ, Peter Somerville, Howson Electrical and an electrical inspector.</p>

An email was received from Standards New Zealand stating that motor camp washrooms are deemed to be communal showers and therefore require higher specification units (IPX5) to be installed.

It was due to this information and comments from Max Trumper (Electrical Inspector), who suggested that no electrical inspector could determine an outcome that was contrary to Standards New Zealand, that Council decided to replace the existing units with a system that complies with the required standards. It was also determined that the cost would be covered by District Reserve funds.

Energy Safe

Council Officers contacted Energy Safe on Monday, 2 October 2017 after receiving a recommendation from the Cheviot Ward Committee.

Energy Safe would not provide any opinions on the suitability of electrical units provided in shower facilities other than to direct officers to information material on their website. They suggested that if anyone had concerns regarding any electrical work they should contact an electrical inspector.

Electrical Inspectors

Although Officers had already made contact with an electrical inspector, a further inspector, Mr Aaron Harris, was contacted on advice from Peter Somerville. Mr Harris has visited the site and his opinion is that, with some minor improvements, the showers will meet the safety standards and do not require replacement. Mr Harris is prepared to issue a compliance certificate and is satisfied that the problem is more an interpretation issue with Standards New Zealand rather than a safety issue.

Significance

This decision is of low significance in relation to the Council's Significance and Engagement Policy.

Engagement

Communication has been undertaken with the electricians involved with the installation of the shower units, Standards New Zealand, Energy Safe and two separate Electrical Inspectors.

Report Prepared by:

Sue Courtney

Team Leader Property

Report Reviewed by:

Judith Batchelor

Manager Regulatory Services

Officer in Attendance:

The report author will be in attendance to speak to this report.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Cheviot Ward Committee

Date: 25 October 2017

Significant Decision: No

Financial Report for September 2017

Executive Summary The Financial Report to 30 September 2017 is attached.

Background

The report is broken down as follows:

- Cheviot Amenities Summary – summarising the transactions in the amenities cost centres with further reports on:
 - Amenities Cost Centre
 - Cheviot and Gore Bay Township Cost Centres
 - Cheviot, Gore Bay and Parnassus Reserves Cost Centre
- Cheviot Ward Land Subdivision Reserve
- Reserves Contestable Fund
- Cheviot Township Stormwater
- Jed River Clearance
- Cheviot Medical Centre

Where there have been any significant variances from budget, I have attempted to identify the reasons for it.

Financial Considerations

The Committee is responsible for managing the Cheviot Ward Budgets.

Recommendation

That the information be received.

Report Prepared by:

Jason Beck
Manager Support Services

Report Author:

May be in attendance to speak to this report.

Financial Report for the Three Months to September 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
CHEVIOT AMENITIES RATES					
OPENING BALANCE	64,246	64,246	0	64,246	
REVENUE					
Rates					
Targeted Rates - Cheviot Amenities Rates	19,396	19,348	48	77,391	
Total Rates	19,396	19,348	48	77,391	
Other Income					
Recoveries - Hall - Parnassus Reserve	130	118	13	472	
Recoveries - Leases - Parnassus Reserve	500	0	500	0	
Internal Interest Received	853	494	359	1,976	
Total Other Income	1,484	612	872	2,448	
Total Revenue	20,879	19,960	920	79,839	
EXPENDITURE					
General Amenities Expenses					
Salaries	1,664	3,030	(1,366)	12,120	
Rate Remissions	598	393	205	1,572	
Cheviot Community Hall	1,250	655	595	2,620	
Overhead Allocation Expenses	6,258	6,258	0	25,033	
Total General Amenities Expenses	9,770	10,336	(566)	41,345	
Cheviot Township Expenses					
Salaries & Wages	427	894	(467)	3,577	
Contractors	54	875	(821)	3,500	
Tree Maintenance	3,304	375	2,929	1,500	
Gardening Contract	1,472	2,375	(903)	9,500	
Plant Purchases	0	125	(125)	500	
Rubbish Drums	0	13	(13)	50	
Rates	786	138	648	550	
Street Cleaning	1,932	1,875	57	7,500	
Total Cheviot Township Expenses	7,976	6,669	1,307	26,677	
Gore Bay Township Expenses					
Salaries & Wages	0	99		397	
Contractors	50	150	(100)	600	
Purchases	202	125	77	500	
Repairs and Maintenance	75	1,500	(1,425)	6,000	
Plant Maintenance	0	75		300	
Total Gore Bay Township Expenses	327	1,949	(1,448)	7,797	
Cheviot Reserves Expenses					
Contractors	0	131	(131)	524	
Purchases	0	26	(26)	105	
Rates	2,520	393	2,127	1,572	
Total Cheviot Reserves Expenses	2,520	550	1,969	2,201	
Gore Bay Reserves Expenses					
Salaries & Wages	920	0	920	0	
Contractors	0	131	(131)	524	
Grass Mowing	796	314	481	1,258	
Rates	349	0	349	0	
Total Gore Bay Reserves Expenses	2,065	445	1,620	1,782	
Parnassus Reserves Expenses					
Contractors	0	131	(131)	524	
Grass Mowing	0	52	(52)	210	
Purchases	577	52	525	210	
Rates	0	92	(92)	367	
Electricity	277	157	120	629	
Insurance	40	52	(12)	52	
Total Parnassus Reserves Expenses	895	537	358	1,991	
Total Expenditure	23,552	20,488	3,239	81,793	
CLOSING BALANCE	61,573	63,718	(2,319)	62,292	
CHEVIOT ROADSIDE CONSTRUCTION RATES					
OPENING BALANCE	84,155	84,155	0	84,155	
REVENUE					
Targeted Rates - Roadside Construction Rates	7,518	7,490	28	29,961	
Internal Interest Received	485	0	485	0	
Total Revenue	8,003	7,490	513	29,961	
EXPENDITURE					
Direct Operating Expenditure					
Salaries & Wages	0	1,030	(1,030)	4,119	
Footpath Maintenance	0	1,951	(1,951)	7,805	
Drainage Improvements	0	1,310	(1,310)	5,240	
Total Direct Operating Expenditure	0	4,291	(4,291)	17,164	
Capital Expenditure					
Capital Works - Carried Forward	0	24,076	(24,076)	96,304	
Footpath Renewal - Cheviot	0	7,895	(7,895)	31,578	
New Kerb & Channel - Cheviot	0	7,895	(7,895)	31,578	
Total Capital Expenditure	0	39,865	(39,865)	159,460	
Total Expenditure	0	44,156	(44,156)	176,624	
CLOSING BALANCE	92,159	47,490	44,669	(62,507)	

Financial Report for the Three Months to September 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
CHEVIOT STORMWATER					
OPENING BALANCE	23,036	23,036	0	23,036	
REVENUE					
Targeted Rates - Cheviot Stormwater	3,223	3,239	(16)	12,954	
Internal Interest Received	177	150	27	601	
Total Revenue	3,400	3,389	11	13,555	
EXPENDITURE					
Operating Expenditure					
Urban stormwater assets (pipes, inlets and outlets, swales, open channels, etc.) and sections of downstream drains	0	2,096	(2,096)	8,384	
<i>Total Operating Expenditure</i>	<i>0</i>	<i>2,096</i>	<i>(2,096)</i>	<i>8,384</i>	
Total Expenditure	0	2,096	(2,096)	8,384	
CLOSING BALANCE	26,435	24,328	2,107	28,206	
JED RIVER CLEARANCE					
OPENING BALANCE	1,922	1,922	0	1,922	
REVENUE					
Jed River Clearance Rates	131	203	(72)	810	
Internal Interest Received	12	38	(26)	151	
Total Revenue	142	240	(98)	961	
EXPENDITURE					
Contractors	0	375	(375)	1,500	
Total Expenditure	0	375	(375)	1,500	
CLOSING BALANCE	2,064	1,788	277	1,383	
CHEVIOT MEDICAL CENTRE					
OPENING BALANCE	(300,987)	(300,987)	0	(300,987)	
REVENUE					
Targeted Rates - Cheviot Medical	12,664	12,367	297	49,466	
<i>Total Rates</i>	<i>12,664</i>	<i>12,367</i>	<i>297</i>	<i>49,466</i>	
Other Income					
Medical Centre Rental	2,730	2,410	320	9,642	
Doctor's House Rental	0	3,406	(3,406)	13,624	
EQC Payout	0	0	0	0	
<i>Total Other Income</i>	<i>2,730</i>	<i>5,816</i>	<i>(3,086)</i>	<i>23,266</i>	
Total Revenue	15,394	18,183	(2,789)	72,732	
EXPENDITURE					
Medical Centre Expenditure					
Contractors	164	250	(86)	1,000	
Purchases	1,530	125	1,405	500	
Rates	2,192	500	1,692	2,000	
Insurance	3,056	5,500	(2,444)	5,500	
Capital - Medical Centre Renovations	187,844	0	187,844	0	
<i>Total Medical Centre Expenditure</i>	<i>194,786</i>	<i>6,375</i>	<i>188,411</i>	<i>9,000</i>	
Doctor's House Expenditure					
Contractors	0	75	(75)	300	
Purchases	0	150	(150)	600	
Rates	2,418	450	1,968	1,800	
Repairs & Maintenance	0	375	(375)	1,500	
Insurance	0	1,600	(1,600)	1,600	
<i>Total Direct Operating Expenditure</i>	<i>2,418</i>	<i>2,650</i>	<i>(232)</i>	<i>5,800</i>	
Interest Cost					
Internal Interest Paid	4,024	5,360	(1,336)	21,438	
<i>Total Interest Cost</i>	<i>4,024</i>	<i>5,360</i>	<i>(1,336)</i>	<i>21,438</i>	
Total Expenditure	201,228	14,385	186,843	36,238	
CLOSING BALANCE	(486,821)	(297,189)	(189,632)	(264,494)	
CHEVIOT LAND SUBDIVISION FUND					
OPENING BALANCE	5,920	5,920	0	5,920	
REVENUE					
Internal Interest Received	52	52	0	207	
Total Revenue	52	52	0	207	
EXPENDITURE					
Operating Expenditure	0	0	0	0	
Total Expenditure	0	0	0	0	
CLOSING BALANCE	5,972	5,972	0	6,127	
CHEVIOT RESERVES CONTESTABLE FUND					
OPENING BALANCE	32,774	32,774	0	32,774	
REVENUE					
Allocation from District Reserves	8,333	8,333	(0)	8,333	
Total Revenue	8,333	8,333	(0)	8,333	
OPERATING EXPENDITURE					
Reserves Projects	0	2,083	(2,083)	8,333	
Total Expenditure	0	2,083	(2,083)	8,333	
CLOSING BALANCE	41,107	39,024	2,083	32,774	

CHEVIOT WARD COMMITTEE
RESERVES CONTESTABLE FUND
AS AT 30 SEPTEMBER 2017

Organisation/Project	Total Amount Granted	Spent to date - Payee	Date	Ref	Amount	Balance Remaining
St Annes Lagoon - 2008/09	10,221.00	UPSTONCO - REMOVE TREES ST ANNS	17/06/2008	1a	3,584.00	
St Annes Lagoon - 2009/10	8,100.00	ST ANNES LAGOON EXPENSES	16/04/2009	1b	261.60	
	18,321.00	UPSTONCO - DIGGER HIRE	15/05/2009	1c	468.00	
		MCNABBG - DIGGER HIRE	14/07/2009	1d	2,250.00	
		HURUNUI NATIVES - PLANTS	14/10/2009	1e	1,061.00	
		MCNABBG - CHIPPING	26/04/2010	1f	2,420.00	
		HURUNUI NATIVES - ST ANNES LAGOON	5/08/2010	1g	177.00	
		FULTON HOGAN - ST ANNES LAGOON	9/06/2011	1h	7,680.00	
					17,901.60	419.40
Cheviot Hills Pavilion - 2008/09	2,667.00	CHEVIOT HAMMER - PAINT	30/05/2008	2a	88.88	
		CHEVIOT HAMMER - SEALER & PAINT	30/05/2008	2b	104.80	
		ELLISG -TIMBER & CUSTOMWOOD	19/06/2008	2c	775.72	
		MATERIALS PURCHASED	20/06/2008	2d	729.19	
		CHEVIOT TIMBER - PICNIC TABLES	11/08/2008	2e	444.44	
		HARRIS - CRICKET PAVILLION UPGRADE	24/04/2009	2f	187.48	
		MCNABB - DIGGER HIRE	28/04/2009	2g	162.50	
		CHEVIOT PLUMBING - SPOUTING	8/07/2009	2h	173.99	
					2,667.00	0.00
Tree Hut Preschool - 2008/09	4,100.00	HILL BROS LTD	29/10/2008	3a	4,100.00	0.00
Port Robinson Wilding Pines - 2008/09	4,444.00	TRICKY TREES	29/01/2009	4a	2,651.00	
		MORRISSEY FORES	13/02/2009	4b	1,265.82	
		BASHER & SONS	16/09/2009	4c	34.84	
		FAIRLEY- COLLECT NATIVE TREES	16/07/2010	4d	450.00	
					4,401.66	42.34
Cheviot Reserve Signage - 2008/09	2,667.00	CHEVIOT HAMMER - CD50	15/07/2010	5a	262.22	
		WIESEN - FRAMES FOR RESERVES SIGNS	16/07/2010	5b	1,360.00	
		AMBGRAPH - RESERVE SIGNS	6/08/2010	5c	2,837.50	
					4,459.72	(1,792.72)
Port Robinson Reserve Signage - 2008/09	4,444.00	A W SMITH - SIGNAGE FOR RESERVES	17/09/2009	6a	100.00	
		A W SMITH -PORT ROBINSON SIGNAGE	23/09/2010	6b	1,275.00	
		AMBGRAPH - INFORMATION SIGNS	28/04/2011	6c	1,425.00	
		HCBASHER & SONS -PURCHASES	18/07/2011	6d	619.10	
		CHEVIOT TOWING - PORT ROBINSON RESERVES	16/09/2011	6e	77.28	
		CHEVIOT HAMMER - PAINT	16/12/2011	6f	99.99	
		CHEVIOT HAMMER - POST BRACKETS	19/01/2012	6g	140.82	
		CHEVIOT TOWING - FREIGHT	29/02/2012	6h	30.95	
		STEWART TWEEDIE	31/03/2012	6i	87.91	
		CHEVIOT SUPERMARKET	28/05/2012	6j	6.99	
		PORT ROBINSON RESERVE COMMITTEE	19/10/2012	6k	600.00	
					4,463.04	(19.04)
Erosion Planting - 2008/09	1,333.00					1,333.00
Yew Walk - 2009/10	3,000.00	MCNABBG - YEW WALK PROJECT	13/08/2009	7a	2,194.00	
		HURUNUI NATIVES - PLANTS	14/10/2009	7b	226.80	
		CHEVIOT HAMMER - CHAIN & PADLOCK	17/12/2010	7c	13.03	
		CHEVIOT HAMMER - OIL	17/12/2010	7d	27.39	
		CHEVIOT HAMMER - BRUSHES	17/12/2010	7e	33.90	
		HOLIGH - PICNIC TABLE	18/01/2011	7f	250.00	
		CHEVIOT HAMMER - BOLTS	28/01/2011	7g	17.74	
		HOUGH - PARK BENCH	29/06/2011	7h	195.00	
					2,957.86	42.14
Port Robinson Reserve Plantings - 2009/10	1,400.00	FAIRLEY - NATIVE TREES	15/07/2011	8a	450.00	950.00
Cheviot Hills Entrance - 2010/11	1,600.00	HURUNUI NATIVES - NATIVE PLANTS	12/10/2011	9a	1,593.56	6.44
Gore Bay Tennis Courts - 2010/11	2,800.00	P SOMERVILLE- GORE BAY TENNIS TOILETS	19/01/2012	10a	1,255.00	
		P SOMERVILLE- GORE BAY WATER TANK	31/05/2012	10b	742.88	
					1,997.88	802.12
Cheviot Bowling Club - 2010/11	2,000.00	Bailey Tanks	30/04/2012	11a	2,000.00	0.00
Cheviot Reserve Committee - 2011/12 - Amenity Tree Maintenance	6,000.00	Beaver Tree Services	21/08/2014	14a	3,783.00	
		Beaver Tree Services	21/08/2014	14b	1,090.00	
		McNabb Contracting	20/02/2015		337.50	
		McNabb Contracting	20/02/2015		1,280.00	
					6,490.50	(490.50)
Port Robinson Reserve - 2011/12 - Wilding Pine Poisoning	4,900.00	Morrisey Conctrcting - Poisoning Wilding Pines	20/04/2013	12a	4,264.00	
- Gore Bay Camp Hot Water	5,728.00	Anj Building Services - Hot Water Cylinders		12b	5,728.00	
		Morrisey Contracting	20/06/2014	12c	636.00	
	10,628.00				10,628.00	0.00
Spotswood Reserves Committee - 2012/13 - Kitchen Power	2,778.00	Martin Schugers Electrical - Spotswood Hall	31/03/2013	13a	2,795.50	(17.50)
Cheviot Hills Toilet Project - Balance of 2008-2009 Allocation	124.00	Total Costs of Cheviot Hill Toilet Project to date	31/07/2016		107,819.46	
- Balance of 2010-2011 Allocation	1,933.33	Less District Contribution to the project			80,000.00	
- Balance of 2011-2012 Allocation	38.67				27,819.46	
- Balance of 2012-2013 Allocation	13,888.67					
- Balance of 2013-2014 Allocation	11,834.79					
	27,819.46					0.00
Unallocated Funds						
2014-2015 Contestable Fund	14,831.88					
2015-2016 Contestable Fund	8,333.33					
2016-2017 Contestable Fund	8,333.33					
2017-2018 Contestable Fund	8,333.33					
	39,831.87					39,831.87
TOTALS	135,833.33				94,725.78	41,107.55

Funded by:

2007-2008-2009 Contestable Fund	30,000.00
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
	<u>135,833.33</u>

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Cheviot Ward Committee
Report Prepared by: Sue Courtney, Team Leader Property
Date: 25 October 2017
Significance Level: Low

Update on the Cheviot Medical Centre renovations

Recommendation THAT THE INFORMATION BE RECEIVED

Executive Summary This report itemises the costs accrued so far for the renovations to the Cheviot Medical Centre and provides further details of which windows will require new window coverings and the whereabouts of the existing window coverings.

Background Bruce Ensor Builders Limited was the successful tender for the renovation of the Cheviot Medical Centre and commenced work around October 2016 but due to the earthquake, work was delayed until the end of January 2017.

A number of amendments have been made to the original quote due to requested changes either from the Practice Manager, Trust and members of the Ward Committee or from other unforeseen circumstances.

The renovation was completed on 6 October 2017 and a Certificate of Public Use was issued. A Certificate of Compliance will be required prior to the Certificate of Public Use expiring on 6 January 2018 and can only be issued once the outside pipes are placed underground. This work is to be carried out by Ward Committee and Trust members.

Extra costs and amendments

Asbestos testing and management plan

Building consent

Additional Electrical work

Underfloor insulation – approved by Cr Daly

Wall insulation to all outside walls - approved by Cr Daly and trust members.

New water tank – old one broken

New drainage - to replace old pipes that were regularly blocked

A new reception counter

Replacement flooring over a significant area

A new cleaners cupboard

Replacement of the external door to gym and the addition of an extra door

Removal of door between Nurses/consult room

Re-gibbing of most walls instead of patching – approved by Cr Daly and trust members.

Levelling of floor for new Gym

Pump and pump box

Window Coverings

It would appear that no consideration was given to window coverings in the budget for the renovations of the Medical Centre.

Previously the window coverings consisted of vertical blinds in some rooms and curtains in others. These were all apparently in poor condition and not suitable to be reused.

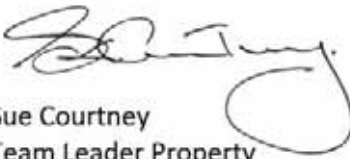
A quote for \$8,100.00 has been received for the supply and installation of either sunblind's or roller blinds for windows mainly located on the north side of the building and in the treatment and consultation rooms.

The Trust will cover the cost of the privacy rails and curtains required in each of the treatment and consultation rooms.


Appendices

Budget update listing additional work undertaken

Report Prepared by:


Sue Courtney
Team Leader Property

Report Reviewed by:


Judith Batchelor
Manager Regulatory Services

Officer in Attendance:

The report author will be in attendance to speak to this report.

Cheviot Medical Centre Renovations		18		
Costings				
Date	Type of Work		Contractor	
			Price excluding GST	
11.07.16	Asbestos Testing		Precise Consulting & Laboratory Ltd	\$1,770
19.08.16	Asbestos Management Plan		Precise Consulting & Laboratory Ltd	\$340
1.08.16	Building Consent		Hurunui District Council	\$4,627
20.01.17	Water Tank 10,000ltr		Baileys Tanks	\$2,326
	Renovation Contract - Bruce Ensor Builders (Tender price \$230,614)			
	Payment No 1	\$69,184		
	Payment No 2	\$61,009		
	Payment No 3	\$40,298		
	Payment No 4	\$88,611		
	Payment No 5	\$158,267		
	Sub-total to date	\$417,369		\$417,369
	These payments include the following variations:			
	Electrical	\$25,984		
1.02.17	Underfloor Insulation	\$3,133		
	Joinery Treatment Room \$ 5590 less PC Sum of \$4000(+6%)	\$1,685	VO9	
	Joinery Staff Room \$3780+6% less PC Sum of \$6000	-\$2,930	VO10	
	Joinery Reception Counter-\$3515+6% - deduction for wall	\$3,389	VO15	
	Air-conditioning \$15,640 less PC Sum of \$17,000 (+6%)	-\$445	VO13	
	Replace timber floor \$14698.81 less PC Sum of \$4500 (22 sheets flooring ply, 43.2m new joists)	\$10,811	VO5	
	Re-line and insulate walls & ceilings	\$123,310	VO2	
	Drainage - Relaying of external drainage straight to street \$11998 less tender inclusion of \$3400	\$9,114	VO3	
	Aluminium frame to ext door	\$1,216	VO7	
	Remove door between Nurses/Consult Room	\$777		
	New cleaners cupboard in Physio room	\$2,614		
	Replace external door to gym	\$1,742		
	Aluminium Windows	-\$2,064		
	Exterior Ply panel over Storeroom window	\$311		
	Remove built-in furniture and make good	\$531		
	Meds Store: Additional work to repair cylinder cupboard etc,	\$926		
	District Nurses: additional work to re-fix window cill etc	\$395		
	Remove linings for additional work by other trades	\$1,862		
	Reception window	\$340		
	Preliminaries relating to additional work	\$5,070		
	Sub-Total Contractor Variations	\$187,771		
	Floorcoverings		R J Taylor Carpets	\$26,531
	Site Works		Ken Upston	\$1,698
	Professional fees (project management)		HDC	\$805
	TOTAL SPENT TO 16 OCT 2017			\$455,465
	Known costs yet to be invoiced			
	Wash hand basins \$xxx less PC Sum of \$6500			\$0
	Credit on reduced size of deck			-\$2,500
	Cleaners sink/washing machine plumbing \$xxx less PC Sum of \$1000			\$0
	Additional flooring replaced identified after all carpet lifted			
	Water Pump and cover		Bruce Ensor Builders Limited	\$2,500
	Sealing of carpark			
	Repairing Foundation cracks, plastering steps		Bruce Ensor Builders Limited	\$4,569
	Floorcovering removed from contract		Bruce Ensor Builders Limited	-\$15,900
	Window coverings		Hubbers	\$8,100
	Floor levelling Gym		Chris Hill	?
			TOTAL	\$452,234

Council Meeting Update – 28 September 2017

Below is a brief summary of the reports and discussions from the 28 September 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Code of Conduct – Amended Legislation Appendix

The Local Government Act requires all local authorities to have a Code of Conduct for the elected members of the Council. The Code is to be reviewed by the Council every three years within the first 18 months after the beginning of each triennium. At its meeting on 24 August 2017, the Council reviewed and approved its Code of Conduct but noted that the legislation appendix required updating. The updated appendix was approved by the Council.

Projects to be Carried Forward to the 2017/18 Year

With the completion of the 2016/17 financial year, Council staff assessed the final costs for particular items of Capital and Operational Expenditure. Due to various reasons, some projects were not able to be completed before the end of the financial year and the report listed those projects that staff and ward committees wished to be carried forward into the 2017/18 financial year. During the budget process, staff identified several projects that had been specifically deferred and these projects have formed part of the Capital Programme for 2017/18 already, therefore will not form part of the carry forward schedule. The Council approved the listed projects being carried forward from 2016/17 to the 2017/18 financial year and then recorded as part of the amended budget figures for monthly financial reporting purposes, subject to the inclusion of an additional amount for the Hanmer Springs gardeners' wages and materials for the Track Network project.

Statement of Proposal for Proposed Freedom Camping Bylaw

The Council's Freedom Camping Bylaw (2011) was developed under the Local Government Act 2002 and has been under review in accordance with statutory timeframes. During the review, the Council resolved that a bylaw remained necessary; however it determined the Freedom Camping Act 2011 contained more appropriate bylaw-making powers. Following consultation with local committees, boards and stakeholders, a statement of proposal was prepared for use in the consultation procedure required by the Freedom Camping Act and Local Government Act. It included a proposed bylaw and corresponding minor amendments to the Reserves Management Plan. A summary of information was also prepared to provide a high-level overview of the proposal. Council direction was also sought regarding a funding request received from the Responsible Camping Forum to support its summer social media campaign.

The Council resolved that it is satisfied the proposed responsible Freedom Camping Bylaw meets the requirements of the Freedom Camping Act 2011 and adopted the statement of proposal and summary of information for public consultation, from 2 October to 8 November 2017, subject to the inclusion of some minor amendments discussed in the meeting. The Council also approved the proposed amendments to the Reserves Management Plan for inclusion in the statement of proposal in accordance with the Council's discretion under the Reserves Act 1977. The Council authorised the Chief Executive Officer to make minor drafting, editing and/or layout amendments to the consultation documents prior to final printing and publication, if necessary. Finally, the Council agreed to contribute funding of \$2,000 to the Responsible Camping Forum's 2017/18 summer social media campaign.

St James Reclassification Project – Request to Add a Hanmer Springs Community Board Member to the Working Group

The Hanmer Springs Community Board requested that a member of the Community Board be added to the working group to consider the St James Reclassification Proposal, so that the views and interests of the Community Board are represented. The Council agreed to add a member of the Hanmer Springs Community Board to the working group that will consider the St James reclassification proposal and agreed that the working group has delegation to make a submission on behalf of the Council.

Setting a fee for Deemed Permitted Activities under the Resource Management Act 1991

The Resource Legislation Amendment Act 2017 is making a number of changes to the Resource Management Act 1991 (RMA), including the requirement and discretion for local authorities to issue Deemed Permitted Activities, of which there are two types: Deemed Permitted Activity Boundary Activities and Deemed Permitted Marginal or Temporary Activities. It was proposed to charge \$235 for Boundary Activities and \$370 for Marginal or Temporary Activities. Under Section 36 of the RMA territorial authorities may set fees for Deemed Permitted Activities; but those fees may only be charged in accordance with section 150 of the Local Government Act 2002 and using the consultative criteria set out in section 82. It was proposed to publicly notify the Deemed Permitted Activity Fees for three weeks – using various forms of media. A Statement of Proposal will be prepared and public submissions invited, with submitters provided with an opportunity to have their submissions heard and considered by the Council. The Council agreed to the proposed fees for Deemed Permitted Activities and resolved to publicly notify the proposed fees for three weeks under the relevant consultative procedure of the Local Government Act 2002. The Council agreed to hear any submissions and make any necessary amendments before enacting the fees.

Regulatory Services Refunds Policy

The Remissions, Refunds and Waivers Policy relates to the resource and building consent functions of the Regulatory Services team. The policy sets out when a partial or full refund of fees can be considered. The policy is overdue for a review and refresh as the last update to this policy was in 2007. On review, officers considered that the content of the policy is mostly still relevant, but could be presented in a more readable and less repetitive format. The Council approved the reviewed Regulatory Services Refunds Policy as presented in the report.

November 2016 Earthquake – Civil Defence Response Review

A review report had been written summarising the findings of a large number of debriefs/reviews for the response to the November 2016 earthquake event. The review recommendations were included in the report, with the review report attached as an appendix. Measures/improvements that have already been undertaken since the earthquake response were also captured in the report. The Council discussed the contents of the report and agreed to some amendments prior to this report being provided to key stakeholders for their information.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 14 September 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 21 September 2017. Committee Chairperson, Cr Black, presented the report and summarised the discussions.

Report from the Infrastructure Committee

The Council received the report from the Infrastructure Committee meeting on 21 September 2017. Committee Chairperson, Cr Daly, presented the report and summarised the discussions.

Presentations

1. Civil Defence Brief for Elected Representatives

Allan Grigg, Emergency Management Officer and Neville Reilly, Group Controller, Canterbury Civil Defence and Emergency Management, were in attendance to present to the Council on the civil defence structure and the role of elected members in a civil defence emergency.

2. Health and Safety Presentation

Michael Prisk, Team Leader Human Resources, provided the Council with an overview of the Health and Safety at Work Act 2015, with particular focus on councillors' duties as officers under the legislation.

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Cheviot Ward Committee

Date: 25 October 2017

Correspondence Outwards

Recommendation

THAT THE INFORMATION BE RECEIVED.

Summary

The Cheviot Ward Committee at their meeting held on 27 September 2017, directed the Committee Secretary to draft letters providing endorsement and support on behalf of the Ward Committee for projects requiring funding applications; by advisory groups and other organisations where the project is to the benefit the Cheviot community.

This report is provided for the information of the Cheviot Ward Committee detailing the correspondence that has been drafted and sent on its behalf, since the last meeting.

Correspondence Recipients

The following lists the organisations and recipients of letters of endorsement and support on behalf of the Cheviot Ward Committee.

On 29 September 2017, letters of support and endorsement for projects requiring funding applications were drafted and sent by email to:

- Cheviot Community House, M Handyside
- Cheviot Historical Records Society, L Hiatt
- Cheviot Reserves Advisory Group, D Anderson

Report Cover Prepared by:

Kait Murray
Committee Secretary

CHEVIOT WARD COMMITTEE ACTION SHEET

Date	Matters to be actioned	1st Person	Action	Responsibility of
18-Jul-12	Claverley Development Contribution \$6766-requirements investigated	H MacFarlane	Report progress -Planting Completed 07.09.2016 and The Bollards expecting to be in place very soon.	Committee member to Liaise with S Courtney re: Signage Advice
29-Jan-14	Kaiwara Intake - River Protection - Plant Poplar poles	Cr Daly/M Dowdall	Cr Daly to discuss with M Dowdall	Councillor/Council Officer
10-Dec-15	Cadman St drain, Investigate shifting power poles and reshaping drain or another alternative solution.	Manager Infrastructure Services - Delivery	Ongoing	Council Officer
10-Feb-16	Proposed new deepwater well site that was mentioned at the Water Chairperson Workshop 3 February 2016. Officers have engaged John Talbot from Bowden Environmental to look at the current data held by HDC in this regard and to provide his advice on how to proceed with the search for alternative deep well sources in close proximity to our current supporting infrastructure. A report will be forthcoming to this committee once we have more constructive advice on the potential way forward.	Team leader Three Waters / Utilities Brett Beer	Ongoing - Project deferred 2017/2018	Council Officer
10-Feb-16	Monitor water pressure issue as raised by Don Anderson. Testing still to be done, Some sections of pipe to be replaced.	Team leader Three Waters / Utilities	Ongoing	Council Officer
27-Sep-17	Draft letters providing endorsement and support on behalf of the Ward Committee for projects requiring funding applications; by advisory groups and other organisations where the project is to the benefit the Cheviot community.	Committee Secretary	Draft and send letters of support and endorsement to Cheviot Community House, Cheviot Historical Records Society and Cheviot Reserves Advisory Group	Committee Secretary

Significance Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement' Policy)

The Council, 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 Council 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?

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.

DELEGATIONS

Committee Name	CHEVIOT WARD COMMITTEE
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	Nil.
Legislative basis	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.
Membership	<p>The Mayor Local Councillor (1) One (1) representative from each of the following:</p> <ul style="list-style-type: none">• Cheviot Reserves Advisory Group• Port Robinson Reserves Advisory Group• Domett Reserves Advisory Group• Spotswood Reserve Advisory Group• Gore Bay Ratepayers Association <p>Three (3) members elected at large at the triennial meeting.</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 ward.)</p>
Delegations	<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">• Recreation reserves (in consultation with Local Reserve Advisory Groups)• Ward beautification• Stormwater• Footpaths• Street lighting• Township maintenance• Public halls• Medical centres (where they exist) <p>Governance in the above areas will include:</p> <ul style="list-style-type: none">• Setting priorities for work programmes approved in the Long Term Plan and Annual Plan for the Cheviot Ward.• Monitoring Activities.• Approval of tenders for contract (within the above areas of responsibility) within budget and which exceeds officer authorisation. <p>With respect to local reserves, the Council delegates responsibility:</p> <ul style="list-style-type: none">• 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.• 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

DELEGATIONS

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 Cheviot Ward Committee may appoint one representative to the Council's Water Liaison Committee, with specific focus on the Cheviot water supply.
- The Ward 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 ward area.

Limits to Delegations

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

- Township public toilets
- 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 CHEVIOT WARD COMMITTEE AS A COMMITTEE OF THE COUNCIL.

THAT THE COUNCIL DETERMINES THAT THE CHEVIOT WARD COUNCILLOR VINCE DALY, BE THE COUNCIL'S REPRESENTATIVE ON THE CHEVIOT WARD COMMITTEE.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE CHEVIOT WARD COMMITTEE.