

Notice is hereby given that a Meeting of the Browns Community Development Area Subcommittee will be held on:

Date: Tuesday, 13 June 2017
Time: 6.00pm
Meeting Room: Browns Community Centre
Venue: 27 Limeworks Road, Browns

Browns Community Development Area Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson	Ralph Hamilton
Deputy Chairperson	Simon Kane
Members	Fred Allen
	Hannah Forbes
	Simon Gilbert
	Raewyn Spencer
	Council Darren Frazer

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Michelle Stevenson

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference - Community Development Area Subcommittees

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- Maintain an overview of services provided by the Southland District Council within the community;
- Consider annual estimates for expenditure within the community and recommend these to Council;
- Communicate with community organisations and special interest groups within the community;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees will provide leadership by:

- Positively representing their community and the Southland District;
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Development Area Subcommittees will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers.

Engagement and representation

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.

Local assets and facilities

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with

officers of Southland District Council.

- Appoint a local liaison person responsible for community housing.

The Community Development Area Subcommittees can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Development Area Subcommittee is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets.
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.
- Appoint a local liaison person responsible for community housing.

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
-

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Subcommittee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting, -

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

6.1 There were no minutes for confirmation.

Community Centre Internal Painting and Carpets Upgrade

Record No: R/17/6/12311
Author: Graeme Hall, Property Officer - Building Assets
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Background

- 1 The Browns Community Development Area Subcommittee allocated in their 2015/25 LTP an upgrade to their Community Centre, including carpets and internal painting.
- 2 The current Community Centre carpets are worn and fraying, and the internal walls and ceilings in need of refurbishment.
- 3 The 2015/25 LTP has \$15,000 allocated for this project in the 16/17 year.

Costs

- 4 Council have sourced two quotes for the internal painting and carpet replacement. These are attached to this report for the CDA's consideration.
- 5 The first quote is \$7,320 + GST for the internal paint of the lounge and tongue and groove flooring, and wood panelling. The second quote is \$7,000 + GST to undertake the same scope of work.
- 6 The replacement of the Community Centre carpets will include the main area of the hall and quoted at \$2,863 + GST.
- 7 The total cost of this upgrade is \$9,863 + GST.

Recommendation

That the Browns Community Development Area Subcommittee:

- a) **Receives the report titled "Community Centre Internal Painting and Carpets Upgrade" dated 7 June 2017.**
- b) **Recommends that Council proceed with the internal refurbishment and carpet upgrade in the Browns Community Centre at an approximate cost of \$9,863 plus GST.**

Attachments

- A Quote from Dean Bleasel painting - To repaint lounge area Browns Community Centre [↓](#)
- B Moore quote [↓](#)
- C Regal Floors quote [↓](#)

John Kessel Painting
1 Mary St Winton.

027 698 7111

We Use & Recommend



SOUTHLAND DISTRICT COUNCIL

Date 13-1-17

Client Southland District Council

17 JAN 2017

SCANNED

Address

DOC No.....

Quotation - Browns Community Centre.

To repaint Lounge area
including T n G floor and
Wood paneling

\$7320.00.

\$7320.00.

Browns Com Centre.

Graeme Hall

From: Jenny Moore <morobars201@icloud.com>
Sent: Thursday, 12 January 2017 9:29 p.m.
To: Graeme Hall
Subject: Browns community centre

Attention Graeme hall Southland district council. Quote for browns community centre. Internal painting of lounge area. Shiplap wall panelling to be sanded and pigment sealed. Undercoat and 2 top coats. Seal wall paper and 2 top coats. 2 top coats on walls. Ceiling painted. Polyurethane t and g flooring. Labour and Milage paint resene \$7000 plus gst yours faithfully Keith Moore phone 0273897560

Sent from my iPhone



From: faheyregal@xtra.co.nz
Sent: Wednesday, 14 December 2016 11:28 a.m.
To: Graeme Hall
Cc: faheyregal@xtra.co.nz
Subject: REGAL FLOORS Quote

Re: BROWNS SPORTS PAVILLON
To cut the carpet back to Men's Toilet door and fit new naplock bar
\$430.00 PLUS GST

To upLift carpet and dispose of.
To supply and install stock Solution dyed nylon carpet "Feltex Hardrock" to Main Area up to Men's Toilet using existing underlay
\$2863.00 PLUS GST
Regards
GERARD FAHEY
REGAL FLOORS

Sent from my iPad