



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

**Date:** Monday, 29 January 2018  
**Time:** 6.30pm  
**Venue:** Ohai Hall, 10 Richmond Street, Ohai

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## Ohai Community Development Area Subcommittee Agenda

### PUBLIC MEETING

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#### MEMBERSHIP

<b>Chairperson</b>	Kelly Day
<b>Members</b>	Martin Anderson
	Wilfred Peard
	Mark Miller
	Councillor Nick Perham

#### IN ATTENDANCE

<b>Deputy Mayor</b>	Councillor Paul Duffy
	Councillor Baird
	Councillor Harpur
<b>Governance and Democracy Manager</b>	Clare Sullivan
<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Kelly Tagg

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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



## **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.
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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;
  - Engaging with Community Development Area Subcommittee members to make submissions to the Council on behalf of the Community Development Area Subcommittee where a submission period is outside of the Community Development Area Subcommittee meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Development Area Subcommittee members, a Community Development Area Subcommittee meeting must be held.
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**ITEM**

**Election of two Members to the Ohai Community Development Area Subcommittee**

**PROCEDURAL**

- 1 Welcome and Introduction by Deputy Mayor**
- 2 Apologies**
- 3 Election**
- 4 Appointment of Scrutineers**
- 4 Announcements of Results and Conclusion of Meeting**

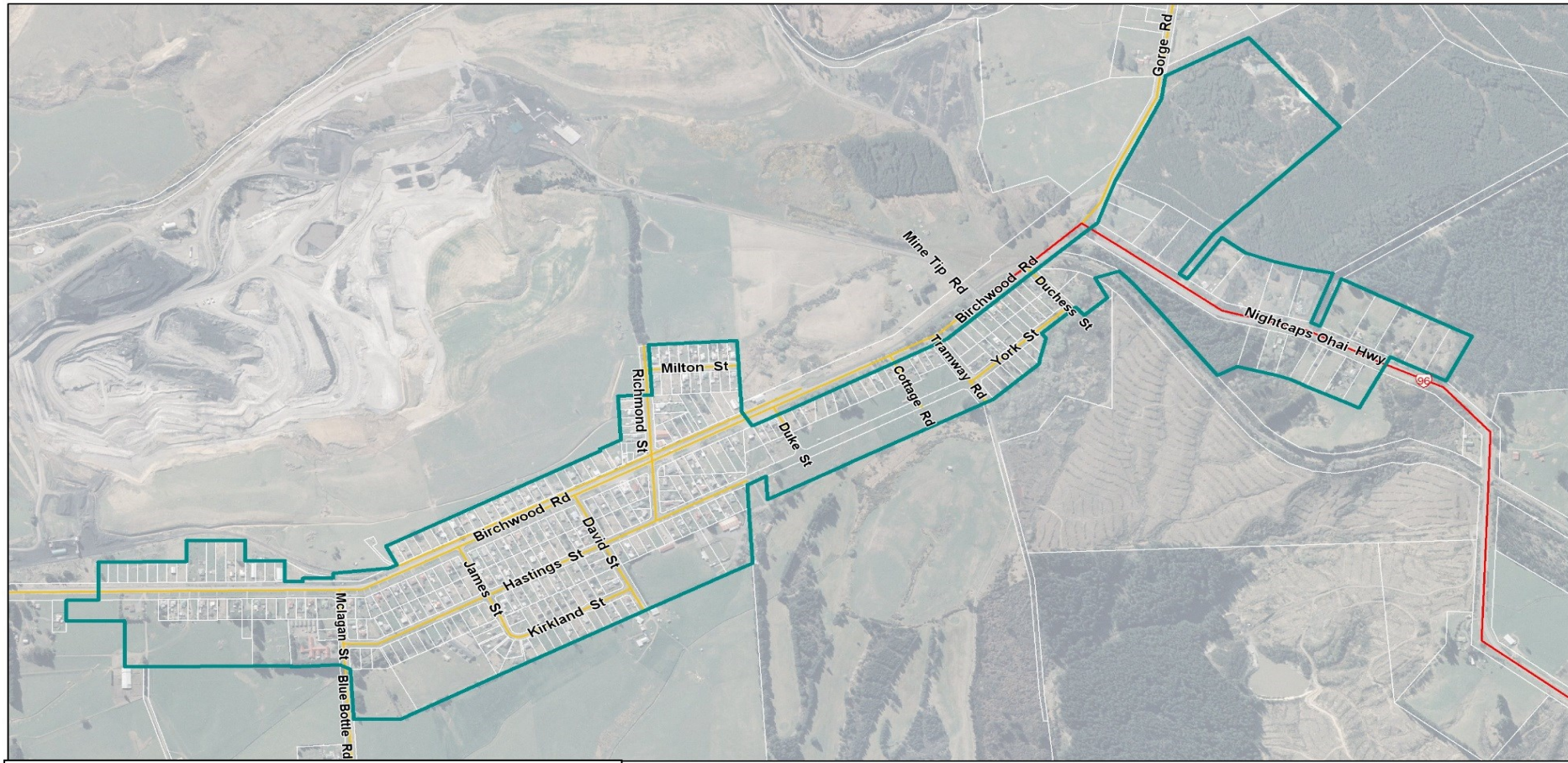
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## **CANDIDATE AND VOTING ELIGIBILITY**

- **Eligibility for candidates to stand for election**  
Residents or ratepayers from within the defined area of the Community Development Area who have resided or owned a property in that area for a minimum of six months.
- **Nomination of candidates for election to Community Development Area Subcommittees**  
Residents or ratepayers from within the defined area of the Community Development Area who have resided or owned a property in that area for a minimum of six months.
- **Eligibility to vote at the public meeting to elect candidates for the Community Development Area**  
Residents or ratepayers from within the defined area of the Community Development Area who have resided or owned a property in the area for a minimum of six months.
- **Defined area of the Community Development Area**  
The defined area is the legally constituted rating boundary of the Community Development Area from where the local rate is collected and expended.
- **Identification of a candidate or nominator of the triennial public meeting**  
Candidates and nominators must complete the triennial attendance register at the public meeting, the register will identify the candidates and nominators residential address or in the case of an absentee landowner his/her address can be identified from the ratepayers roll for that Community Development Area.
- **Election of Chairperson of the Community Development Area**  
The Chairperson of the Community Development Area is elected by members of the Community Development Area at the inaugural meeting of the Community Development Area for that term.
- **Nominations in absentia at Triennial meeting**  
Where a nominee for election to the Subcommittee is unable to attend the Triennial meeting, the nomination is acceptable providing that nominee has lodged an apology for the meeting. The two nominators must be present at the triennial meeting.
- **Proxy Voting**  
Proxy voting at the Community Development Area triennial elections meeting is NOT permitted.
- **Community Development Area Subcommittee**  
The Community Development Area is a Subcommittee of Council and must comply with Council's Code of Conduct and Standing Orders. Community Development Area resolutions are recommendations as per the minutes and must be confirmed by Council.



Ohai Community Development Area Subcommittee Boundary



OHAI CDA



Scale 1:8,000 @ A3

