



RANGITIKEI
DISTRICT COUNCIL
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ORDER PAPER

MCINTYRE RESERVE MANAGEMENT COMMITTEE MEETING

Date: Tuesday, 11 July 2023

Time: 6.00pm

Venue: McIntyre Reserve

Membership: Mr Alexandra McIntyre
Mr Jack Potaka-Baker
Mr John William McDonald
Mr Richard Goodwin
Mr Stewart Andrew Ramsey
Cr Jeff Wong
HWTM Andy Watson

For any enquiries regarding this agenda, please contact:

Kezia Spence, Governance Advisor, 0800 422 522 (ext. 917), or via email

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Locations:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Marton</u> Head Office 46 High Street Marton </td> <td style="width: 50%; vertical-align: top;"> <u>Bulls</u> Bulls Information Centre Te Matapihi 4 Criterion Street Bulls </td> </tr> <tr> <td style="vertical-align: top;"> <u>Taihape</u> Taihape Information Centre 102 Hautapu Street (SH1) Taihape </td> <td></td> </tr> </table>	<u>Marton</u> Head Office 46 High Street Marton	<u>Bulls</u> Bulls Information Centre Te Matapihi 4 Criterion Street Bulls	<u>Taihape</u> Taihape Information Centre 102 Hautapu Street (SH1) Taihape	
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Notice is hereby given that a McIntyre Reserve Management Committee Meeting of the Rangitikei District Council will be held at the McIntyre Reserve on Tuesday, 11 July 2023 at 6.00pm.

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AGENDA

1 Welcome

2 Apologies

3 Public Forum

4 Conflict of Interest Declarations

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

5 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, [enter item number](#) be dealt as a late item at this meeting.

6 Reports for Decision

6.1 Election of Chair - McIntyre Reserve Management Committee

Author: Kezia Spence, Governance Advisor

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 The Committee needs to elect its Chair for the McIntyre Reserve Management Committee for the 2022 – 25 triennium.

2. Election of Chair

- 2.1 Members are asked to nominate and an elect a Chair from the current membership.
- 2.2 Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:
 - (2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—
 - (a) the voting system in subclause (3) ("system A"):
 - (b) the voting system in subclause (4) ("system B").
 - (3) **System A—**
 - (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:—
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
 - (4) **System B—**
 - (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - (b) has the following characteristics:

ITEM 6.1

- (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.
- 2.3 Once the voting is complete the Mayor or Ward Councillor vacates the chair.

Recommendation 1

That the McIntyre Reserve Management Committee, for the purpose of electing or appointing persons under Clause 25, adopt either System A, or System B.

Recommendation 2

That _____ be appointed Chair of the McIntyre Reserve Management Committee.

6.2 Election of Deputy Chair - McIntyre Reserve Management Committee

Author: Kezia Spence, Governance Advisor

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

1.1 The Committee needs to elect its Deputy Chair for the McIntyre Reserve Management Committee for the 2022 – 25 triennium.

2. Election of Chair

2.1 Members are asked to nominate and an elect a Deputy Chair from the current membership, using the voting system adopted as part of the previous item (Election of Chair).

Recommendation 1

That _____ be appointed Deputy Chair of the McIntyre Reserve Management Committee.

6.3 Guidance for the McIntyre Reserve Management Committee

Author: Kezia Spence, Governance Advisor

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1 Responsibilities of the McIntyre Reserve Management Committees (extracted from Council's Delegations Register)

- 1.1 The general responsibility of McIntyre Reserve Management Committee is for the management of the McIntyre Reserve.
- 1.2 The Committee is asked to make a submission in November each year of proposed expenditure for the financial year commencing 1 July of following year apart from using funds in the McIntyre Reserve account. The submission is subject to approval by Council through adoption of budgets in the applicable Annual Plan/Long Term Council Community Plan.
- 1.3 The McIntyre reserve account had a balance of \$ \$21,294.34 as of 5 July 2023.

2 Terms of Reference

- 2.1 Committees will generally follow the Terms of Reference as listed below:
 - The term of membership of each Committee shall generally coincide with Local Government term of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council.
 - The Committee comprises a minimum of four and a maximum of six people.
 - A minimum of 4 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Reserve Management Committee.
 - Nominators (and voters, should that prove necessary) for the Committee should reside within 20km of Ohingaiti.
 - Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.
 - One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. The quorum of a meeting must include at least one member of the local Authority.
 - Committees will meet as determined by the committee, with the option of holding informal workshop sessions in the alternate months. Such sessions will not be publicly advertised and staff will not prepare an order paper for them. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Council's public consultation processes. Workshop sessions are discussion opportunities only; no decisions can be made at these sessions.
 - Council staff should conduct a performance audit of lease or licence to occupy arrangements at least once every three years

3 Role of the Chairperson

- 3.1 The Chairperson of the McIntyre Reserve Management Committee is elected at the first meeting of the triennium.
- 3.2 It is the role of the Chairperson to ensure that meetings are productive and correct processes are followed. This includes verifying that a quorum exists at the start of each meeting and is maintained throughout.
- 3.3 The Chairperson has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting.
- 3.4 The Reserve Management Committee provides a link between Council and the community, and it is the Chairperson's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues.
- 3.5 Should the Chairperson wish to include an item in the agenda, it is to be sent to the Governance Administrator not less than two weeks prior to the meeting.
- 3.6 Should a Committee member or a member of the community wish to include an item in the agenda, this is to be discussed first with the Chairperson.

4 Role of Committee Member

- 4.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 4.2 Committee members should bring to the Chairperson's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion. If such items are to be included in the agenda the process noted in 3.4 needs to be observed.

5 Council support

- 5.1 It is the responsibility of Council to produce and distribute the Committee Order Paper. The Order Papers for Council and all Committees and Boards are uploaded to the Council website www.rangitikei.govt.nz and are available for the public to read at all Council offices and libraries.
- 5.2 Standing Orders require that the Order Paper be sent to each member of a committee at least two clear working days before the day of the meeting. This may be by electronic means. However, Council endeavours to complete the order paper one full week prior the meeting date.
- 5.3 The unconfirmed minutes will be electronically circulated to Committee members for information purposes, prior to the following meetings order paper distribution.

- 5.4 Should the Chair wish to follow up on any undertaking by Council staff in relation to a previous meeting, they need to do so with their Council staff secretarial support person.

6 Committee recommendations

- 6.1 The Committee can make a formal request of Council with regard to an agenda item, by way of a resolved recommendation. A good recommendation should stand alone with all relevant information for action and the main justification contained within its wording. For example:

That the Marton Community Committee recommend to Council that the 50 km/h speed limit zone on Wanganui Road is extended to at least, 2 km west of the main entrance to Huntley School on Wanganui Road to improve safety for all road users.

- 6.2 A Committee recommendation to Council will be put to their next business meeting by way of confirmation under the Council agenda item 'Minutes and recommendations from Committees' or, if deemed necessary by staff, within its own agenda item. This could include more information such as process, cost association or research required along with a supporting or alternative recommendation from staff.

7 Standing Orders for 2022/25 Triennium

- 7.1 Council adopted their Standing Orders for the 2022-25 triennium at their meeting on 23 November 2022. A copy of this document is attached for the Committee's information.

Attachments:

1. Rangitikei District Council - Standing Orders 2022-25 (under separate cover)

Recommendation

That the report 'Guidance for the McIntyre Reserve Management Committee' be received.

7 Discussion Items

7.1 Building Consent Process

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 The committee requested information on the building Consent process.
- 1.2 This can be found on the council website: [Building Consents: Rangitikei District Council](#)

Recommendation

If needed:

8 Meeting Closed