



**RANGITIKEI**  
DISTRICT COUNCIL  
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# ORDER PAPER

## SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

**Date:** Wednesday, 30 November 2022

**Time:** 6.30pm

**Venue:** Town Hall, Te Matapihi  
Bulls Community Centre  
4 Criterion Street  
Bulls

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**Membership:** Mr Gary Bennett  
Ms Heather Thorby  
Mr Paul Geurtjens  
Ms Julie McCormick  
Ms Sandra McCuan  
Cr Brian Carter  
HWTM Andy Watson

For any enquiries regarding this agenda, please contact:

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

[kezia.spence@rangitikei.govt.nz](mailto:kezia.spence@rangitikei.govt.nz)

<b>Contact:</b>	0800 422 522 <a href="mailto:info@rangitikei.govt.nz">info@rangitikei.govt.nz</a> <a href="http://www.rangitikei.govt.nz">www.rangitikei.govt.nz</a>  (06) 327 0099			
<b>Locations:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <u>Marton</u>            Head Office            46 High Street            Marton         </td> <td style="width: 33%; vertical-align: top;"> <u>Bulls</u>            Bulls Information Centre            Te Matapihi            4 Criterion Street            Bulls         </td> <td style="width: 33%; vertical-align: top;"> <u>Taihape</u>            Taihape Information Centre            102 Hautapu Street (SH1)            Taihape         </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
<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		
<b>Postal Address:</b>	Private Bag 1102, Marton 4741			
<b>Fax:</b>	(06) 327 6970			

**Notice is hereby given that a Santoft Domain Management Committee Meeting of the Rangitīkei District Council will be held in the Town Hall, Te Matapihi, Bulls Community Centre, 4 Criterion Street, Bulls on Wednesday, 30 November 2022 at 6.30pm.**

## **Order Of Business**

<b>1</b>	<b>Welcome / Prayer .....</b>	<b>4</b>
<b>2</b>	<b>Apologies .....</b>	<b>4</b>
<b>3</b>	<b>Public Forum .....</b>	<b>4</b>
<b>4</b>	<b>Conflict of Interest Declarations.....</b>	<b>4</b>
<b>5</b>	<b>Confirmation of Order of Business .....</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
6.1	Confirmation of Minutes .....	5
<b>7</b>	<b>Follow-up Action Items from Previous Meetings .....</b>	<b>11</b>
7.1	Follow-up Action Items from Santoft Domain Management Committee .....	11
<b>8</b>	<b>Reports for Decision .....</b>	<b>13</b>
8.1	Election of Chair - Santoft Domain Management Committee .....	13
8.2	Election of Deputy Chair - Santoft Domain Management Committee .....	15
8.3	Guidance for the Santoft Domain Management Committee .....	16
<b>9</b>	<b>Open Meeting .....</b>	<b>19</b>

## AGENDA

### 1 Welcome / Prayer

Members are invited to provide a brief introduction of themselves, along with what their anticipations are as a Committee member and what they hope the Committee will achieve during the 2022-25 triennium.

### 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 Confirmation of Minutes

### 6.1 Confirmation of Minutes

**Author: Kezia Spence, Governance Advisor**

#### 1. Reason for Report

- 1.1 The minutes from **Santoft Domain Management Committee Meeting held on 7 September 2022** are attached.

#### Attachments

1. **Santoft Domain Management Committee Meeting - 7 September 2022**

#### Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 7 September 2022 **[as amended/without amendment]** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

# MINUTES

ITEM 6.1

ATTACHMENT 1



**RANGITIKEI**  
DISTRICT COUNCIL  
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## **UNCONFIRMED: SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING**

**Date: Wednesday, 7 September 2022**

**Time: 6.30 pm**

**Venue: Town Hall, Te Matapihi  
Bulls Community Centre  
4 Criterion Street  
Bulls**

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**Present** Ms Heather Thorby  
Mr Paul Geurtjens  
Ms Julie McCormick  
Ms Sandra McCuan  
Cr Brian Carter

**In attendance** Mr Sam Zhang, Manager – Financial Services

**Order of Business**

<b>1</b>	<b>Welcome</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Conflict of Interest Declarations</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Order of Business</b> .....	<b>3</b>
<b>6</b>	<b>Confirmation of Minutes</b> .....	<b>3</b>
<b>7</b>	<b>Follow-up Action Items from Previous Meetings</b> .....	<b>3</b>
	7.1 Follow-up Action Items from Santoft Domain Management Committee .....	3
<b>8</b>	<b>Reports for Information</b> .....	<b>4</b>
	8.1 Santoft Domain Transactions Report .....	4
	8.2 Project Manager's Report - September 2022 .....	4
<b>9</b>	<b>Discussion Items</b> .....	<b>4</b>
	9.1 Finalising the Building Plans .....	4
	9.2 Lease.....	4
	9.3 Mr A. Sanson's Planting Discussion Paper.....	5
	9.4 Parks & Reserves .....	5
<b>10</b>	<b>Next Meeting</b> .....	<b>5</b>

## 1 Welcome

The meeting opened at 6.30 pm.

## 2 Apologies

Murray Spring, HWTM Andy Watson.

## 3 Public Forum

Nil.

## 4 Conflict of Interest Declarations

Nil.

## 5 Confirmation of Order of Business

Nil changes.

## 6 Confirmation of Minutes

Resolved minute number 22/SDMC/025

That the minutes of 27 July be taken as read and verified.

Ms J McCormick/Ms S McCuan. Carried

## 7 Follow-up Action Items from Previous Meetings

### 7.1 Follow-up Action Items from Santoft Domain Management Committee

Nil.

## 8 Reports for Information

### 8.1 Santoft Domain Transactions Report



Mr Sam Zhang updated the meeting on changes to the report. RDC staff have sorted the missing Lease Rental invoices and these monies are now credited to the Santoft Domain Account.

The meeting thanked Sam for his attendance and interest in our work on the Domain.

**Resolved minute number 22/SDMC/026**

That the Santoft Domain Transactions Report be received.

Ms H Thorby/Ms J McCormick. Carried

## 8.2 Project Manager's Report - September 2022

Paul Geurtjens advised that after much chasing, he has been assured that the Power Meter will be fitted within the next 10 days.

All tanks are now connected. The stock water will be pumped to the 2 concrete tanks from the new well just as soon as the power is connected.

Paul has met with Vision Architecture, who have sent us the update of changes. Changes included, pump and stone room, double doors off kitchen, end room renamed, and extra width on the veranda concrete.

**Resolved minute number 22/SDMC/027**

That the Project Managers Report be accepted.

Mr P Geurtjens/Ms S McCuan. Carried

## 9 Discussion Items

### 9.1 Finalising the Building Plans

**Resolved minute number 22/SDMC/028**

That the updated plans for the Santoft Domain Building be accepted. That the Architect be notified and continue with the Development Plans for the RDC consent process.

Ms H Thorby/Ms J McCormick. Carried

### 9.2 Lease

The Chair advised that discussion with RDC staff has resolved the lease process.

**Resolved minute number 22/SDMC/029**

That the status quo remains.

Ms H Thorby/Ms J McCormick. Carried

**9.3 Mr A. Sanson's Planting Discussion Paper**

The Chair was advised that this paper had ended up with "Thrive", the consultants currently carrying out a 30 year review of the RDC Parks & Reserves. This document was never approved by the SDMC, it did not form part of the Plan approved by the full Rangitikei District Council Meeting of 17 December 2020.

**Resolved minute number 22/SDMC/030**

That Mr A. Sanson's Draft Development Plan Discussion document of 20 July 2018 be abandoned as it is no longer relevant to the Santoft Domain Management Committee Plans.

Mr P Geurtjens/Ms H Thorby. Carried

**9.4 Parks & Reserves**

The Chair met with Mr Murray Phillips, RDC Parks & Reserves Manager on 30 August 2022 at Bulls.

Murray was able to view our progress pictures and gain a clear view of the Santoft Community intentions for their Domain.

Murray was introduced to the work of Mrs Jean Stevens and her importance in the world of plant hybridising, Iris/Leucadendrons/Protea and other Proteaceae. H Thorby was able to show Murray Jena's book on Iris cultivation, which has just arrived on loan from the National Library Collection. In previous years the Santoft Domain had gifted rose bushes to the Bulls old Library garden, these have now gone.

**10 Next Meeting**

The next meeting date will be on the 30 November 2022.

**The meeting closed at 7.10 pm.**

**The minutes of this meeting were confirmed at the Santoft Domain Management Committee held on 30 November 2022.**

.....

**Chairperson**

## 7 Follow-up Action Items from Previous Meetings

### 7.1 Follow-up Action Items from Santoft Domain Management Committee

**Author:** Kezia Spence, Governance Advisor

#### 1. Reason for Report

- 1.1 On the list attached are items raised by the Santoft Domain Management Committee. Items indicate who is responsible for each follow up, and a brief status comment.

#### Attachments:

1. **Follow-up Actions Register** [↓](#)

#### Recommendation

That the report 'Follow-up Action Items from the Santoft Domain Management Committee' be received.

**Current Follow-up Actions**

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
	7-Sep-22	As per resolution <b>22/SDMC/030</b> : That Mr A. Sanson's Draft Development Plan Discussion document of 20 July 2018 be abandoned as it is no longer relevant to the Santoft Domain Management Committee Plans.	Ash Garstang / Murray Phillips	Ash - this resolution has been forwarded onto Murray Phillips, for him to advise Thrive of this.	In progress
	7-Sep-22	Heather Thorby has forwarded the invoice from Vision Architecture to Ash Garstang.	Sam Zhang / Murray Phillips	This was paid 15 Sep 22.	Closed

## 8 Reports for Decision

### 8.1 Election of Chair - Santoft Domain 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 Santoft Domain 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 8.1**

- (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 Santoft Domain 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 Santoft Domain Management Committee.

**8.2 Election of Deputy Chair - Santoft Domain 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 Santoft Domain 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 Santoft Domain Management Committee.

### 8.3 Guidance for the Santoft Domain Management Committee

**Author:** Kezia Spence, Governance Advisor

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### 1 Responsibilities of the Santoft Domain Management Committees (extracted from Council's Delegations Register)

- 1.1 The general responsibility of Santoft Domain Management Committee is for the management of the Santoft Domain.
- 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 Santoft Domain 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 Santoft Domain reserve account had a balance of \$ \$104,773 as at 24 November 2022.
- 1.4 The Committee has the authority to expend budget as approved by Council in the applicable Annual Plan/Long Term Plan in accordance with any applicable Reserve Management Plan. Such a reserve management plan has yet to be adopted.
- 1.5 The Committee has the delegated authority to negotiate leases or licences to occupy for Santoft Domain subject to the following conditions:
  - The process for selection of tenant includes at least one public notice inviting tenders for the lease.
  - Leases or licences to occupy should not exceed a term of three years

#### 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 8 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 Santoft Domain.
  - 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 Santoft Domain 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 Domain 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](http://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 in 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 Santoft Domain Management Committee' be received.

**9 Open Meeting**