

SOUTH WAIRARAPA DISTRICT COUNCIL

15 OCTOBER 2014

AGENDA ITEM C5

MARTINBOROUGH COMMUNITY CENTRE STEERING GROUP

Purpose of Report

To create the Martinborough Community Centre Steering Group, assign members and adopt a Terms of Reference for the Group.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Place the Martinborough Town Hall Working Group in recess.*
3. *Create the Martinborough Community Centre Steering Group.*
4. *Appoint Mayor Staples and councillors' Max Stevens, Julie Riddell and Brian Jephson to the Martinborough Community Centre Steering Group.*
5. *Appoint Paul Crimp, Steve Bramley, Victoria Read, Catherine de Groot, Lisa Cornelissen, Ro Griffiths and David Kershaw to the Martinborough Town Hall Community Centre Steering Group.*
6. *Appoint Mayor Adrienne Staples as chair and Councillor Max Stevens as deputy chair.*
7. *Instruct officers to develop a Terms of Reference for the Martinborough Community Centre Steering Group and that until this has been completed the Terms of Reference for the Martinborough Town Hall Working Group applies.*
8. *Advise the Martinborough Community Board that the Martinborough Town Hall Working Group is in recess.*

1. Executive Summary

The Martinborough Town Hall Working Group was first established on the 8 August 2012 to create a less complicated path for decision making and financial approval for matters relating to the refurbishment of the Martinborough Town Hall. The Working Group had a direct report to Council and took over the function of the Martinborough Town Hall Committee which reported through the Martinborough Community Board.

The redevelopment of the Martinborough Town Hall has now reached a stage where key decisions are needed and a Group needs to be created that

acts as the ultimate decision maker in handling political, legal, organisational, technical, cost, management, cultural and personnel issues.

2. Functions of a Steering Group

It is recommended that a specific Terms of Reference for the Martinborough Community Centre Steering Group be developed, however these are the typical functions of a Steering Group:

- To make sure of cooperation in completing the shared vision and goals.
- To ensure the means and mechanisms are in place to get things done.
- To represents stakeholders that do not directly sit on the steering committee. A steering committee can only have a limited number of members. It is the job of the steering committee to represent those that do not have a direct representative in the governance structure.
- To ensure equality in decision-making. The steering committee must make sure the project meets the needs of as many participants as possible. This means it must fairly weigh all requests and act impartially to do the most good with the resources it has available.
- To act as the ultimate decision maker in handling political, legal, organisational, technical, cost, management, cultural and personnel issues. There has to be a forum for making final, and sometimes difficult, decisions.

3. Supporting Information

3.1 Decision Making

It is envisioned that the Martinborough Community Centre Steering Group would make ultimate decisions on the Centre up to the budget limit and milestone set by Council on the 19 June 2014 decision of Council.

*COUNCIL RESOLVED (DC2014/106) to commit up to \$325,000, which is to be partially or wholly underwritten by land sales in the Martinborough district, for the developed design phase.
(Moved Cr Napier/Seconded Cr Craig) Carried*

Specific decision making power is to be clarified in the Terms of Reference as is the process for receiving Council approval to progress to the next milestone.

3.2 Existing Policy

It is envisioned that the Martinborough Town Hall Working Group Terms of Reference would be removed from the SWDC Policy Manual and sit in recess with the Working Group.

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