

MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

AGENDA ITEM 6.8

DRAFT TERMS OF REFERENCE FOR CONSIDINE PARK COMMITTEE

Purpose of Report

To provide the Community Board with a draft Terms of Reference for the Considine Park Committee.

Recommendations

Officers recommend that the Community Board:

1. *Receives the information;*
2. *Adopts the draft Terms of Reference, with any amendments they see fit to make.*

1. Executive Summary

A draft set of Terms of Reference for the Considine Park Committee are presented for discussion and agreement by the Community Board.

2. Background

At its meeting of 20 April 2017, the Community Board agreed to establish the Considine Park Committee, following the recommendation of the Chief Executive subsequent to the High Court settlement agreement of 2 April 2007. The Committee will be constituted as a sub-committee of the Martinborough Community Board, and will provide for community consultation and participation in the management and development of the park.

3. Discussion

3.1 Purpose of the Committee

The five purposes of the Committee list in the draft Terms of Reference are taken from the Centennial and Considine Parks Management Plan.

3.2 Membership of the Committee

Although the Board has already made its appointments to the Committee for this triennium, the Terms of Reference propose the key members to ensure the committee is representative, along with a mechanism for

ensuring that members of the wider community have an opportunity to put themselves forward for membership.

Section 31(4)(b) of Schedule 7 of the Local Government Act 2002 allows for an employee of a local authority to be *ex officio* a member of a sub-committee. The membership of the officer responsible for the management of parks and reserves is recommended for ensuring good communication between committee members and the person with day-to-day responsibility for the parks.

3.3 Deliverables of the Committee

The Reserve Management Plan S.2.4(e) envisages one role of the user (sic) group being to prepare the annual programme of activities for management and development of the reserve for submission to council through the Community Board.

The Terms of Reference also propose that the Committee be responsible for the preparation of draft material for any proposed changes to the Management and Development plans. This provides an ongoing mechanism for keeping both plans relevant and up-to-date while ensuring community input.

3.4 Review

As a sub-committee of the Martinborough Community Board, the committee will need to be reconstituted at the start of each triennium. This provides the Board the opportunity to determine whether there is a continuing need for the Committee.

3.5 Operating model of the Committee

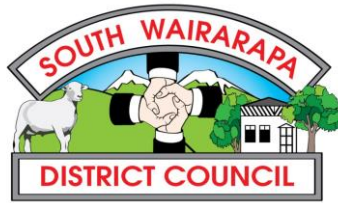
This section offers for discussion and agreement some ideas for the main logistical framework for the functioning of the Committee.

4. Conclusion

The draft Terms of Reference for the Considine Park Committee are presented for discussion and agreement by the Community Board. The Committee will be a sub-committee of the Board, and it is for the board to determine its rules and scope, within the wider framework of the Reserves Act 1997, the Reserve Management and Development Plans, and the spirit of the 2007 High Court settlement agreement.

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SOUTH WAIRARAPA DISTRICT COUNCIL

CONSIDINE PARK COMMITTEE

TERMS OF REFERENCE

1. Purpose

- 1.1 To provide a mechanism for consultation with the community, tangata whenua, park users and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park.
- 1.2 To encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park.
- 1.3 To provide for coordination between park users, including the discussion and resolution of issues.
- 1.4 To prepare an annual programme of recommended development activities for submission to the annual/long-term planning process via the Martinborough Community Board for Council's consideration. Council will use the programme to set priorities and funding for the ongoing development of the parks.
- 1.5 To monitor the management and development of Centennial and Considine Park to ensure it is in accordance with statutory requirements, including Section 17 Reserves Act 1977, (recreation classification), the Centennial and Considine Reserve Management and Development plans, and the district plan.

2. Membership

- A minimum of two members of the Martinborough Community Board
- A representative of the proprietor for the time being of the camping ground
- A representative of each lessee or licensee of an area within the park eg the South Wairarapa Pony Club; the swimming club if in existence

- A representative of the tangata whenua, appointed by the Maori Standing Committee
- The council officer with responsibility for the management of parks and reserves
- Two members to represent the wider community of residents and park users, to be agreed by the remaining members of the committee. Candidates for membership may be proposed by other members of the committee or selected from among those who express interest following advertisement.

3. Stakeholders

- South Wairarapa District Council
- Martinborough Community Board
- Residents and ratepayers of south Wairarapa, in particular Martinborough
- Visitors to south Wairarapa

4. Deliverables

- 4.1 The annual programme of recommended development activities for submission to the annual/long-term plan.
- 4.2 Draft material for public consultation for any proposed changes to the Centennial and Considine Park Management and Development plans.

5. Accountability and reporting

- 5.1 The Considine Park Committee is a sub-committee of the Martinborough Community Board.
- 5.2 Minutes of every committee meeting are to be submitted to the next meeting of the Martinborough Community Board along with a report by one of the Community Board members of the committee.

6. Review

The need for the committee will be reviewed by the Martinborough Community Board at the first meeting of each triennium. If there is found to be a need for the committee, then it is to be reconstituted at the commencement of each triennium.

7. Operating model

7.1 Meetings

7.1.1. Timing and frequency

A minimum of one meeting per year, prior to the submissions process for the annual / long-term plan. Other meetings as required and agreed by members. Timing of meetings to be agreed to ensure maximum possible attendance of members.

7.1.2. Meeting procedure

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003)

7.1.3. Quorum

Five members, of whom at least one must be a member of the Martinborough Community Board.

7.1.4. Secretariat

Secretariat services to be provided by Council officers.

7.1.5. Agenda and paper circulation

By email, at least 5 working days before the meeting. Large items to be posted out.

7.1.7 How chairperson to be selected

The Chairperson shall be one of the two members of the Martinborough Community Board, as agreed between them.