



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

CONSIDINE PARK USER GROUP

TERMS OF REFERENCE

User Group of:	Martinborough Community Board
Chairperson:	xx
Membership:	<p>Two members of the Martinborough Community Board</p> <p>A representative of the proprietor of the Camping Ground</p> <p>A representative of each lessee or licensee of an area within the park</p> <p>A representative of the tangata whenua, appointed by the Māori Standing Committee</p> <p>The Council officer with responsibility for the management of Parks and Reserves</p> <p>Two members to represent the wider community of residents and park users, to be appointed by the remaining members of the User Group. Candidates for membership may be proposed by other members of the User Group or selected from among those who express interest following advertisement.</p>
Appointments 19-22:	Councillor Pam Colenso (Martinborough Community Board), Michael Honey (Martinborough Community Board), xx
Quorum:	Five members, of whom at least one must be a member of the Martinborough Community Board.

Commented [SC-CA1]: Does MCB want this person formally appointed or can it be a representative of tangata whenua? If appointed by MSC, the member would have an obligation to report back through MSC.

Commented [KYPaG2R1]: The management plan requires that the views of tangata whenua are taken into account. This doesn't necessarily require a member on the user group. The MSC is generally consulted when their views on a particular matter is required. We also want to be mindful of not over-burdening the committee.

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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 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 [Park](#) Reserve Management and Development plans, and the Wairarapa Combined District Plan.

2. Delegations

The User Group is delegated the Power to Recommend:

- 2.1 To make recommendations to the Martinborough Community Board on recommended Considine Park (including Martinborough Swimming Pool) development activities for inclusion in the annual/long-term plan.
- 2.2 To make recommendations to Martinborough Community Board for proposed changes to the Centennial and Considine Park Management and Development Plans.
- ~~2.3 To make recommendations to Martinborough Community Board on funding priorities as outlined in Council's programme of development activities for Considine Park.~~
- 2.4 To recommend [a](#) programme of development activities including [funding](#) priorities to Martinborough Community Board in line with the Centennial & Considine [Park](#) Reserve Management and Development Plan and the Wairarapa Combined District Plan.

3. Accountability and reporting

- 3.1 The Considine Park User Group reports to the Martinborough Community Board.
- 3.2 A report of every meeting is to be submitted to the next meeting of the Martinborough Community Board.

4. Review

The function [and reconstitution](#) of the User Group will be reviewed by the Martinborough Community Board at the first meeting of each triennium. ~~The User Group will be re-appointed at meeting to be submitted.~~

5. Operating model

5.1 Meetings

5.1.1. Timing and frequency

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

5.1.2. Meeting procedure

Standing orders do not apply, the meeting is operated informally and the chair is tasked with maintaining meeting order.

5.1.3. Quorum

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

5.1.4. Notice of Meeting and Agenda

Notice of Meeting and Agenda will be sent by email, at least 5 working days before the meeting.

5.1.6. How chairperson to be selected

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