

Terms of Reference

As at November 2025

Elected Members	One councillor determined by Council. His Worship the Mayor as ex officio
External Members	Minimum of four and maximum of six people (excluding the councillor)
Chair	To be elected by the members of the committee
Meeting frequency	As required
Reports to	Council

Purpose

General responsibility for the management of the Santoft Domain.

Terms of Reference (delegations)

- The Committee has the authority to expend budget in relation to the Santoft Domain Reserve Account.
- 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.
 - The lease conditions meet the requirements of the Reserves Act 1977.

Note: Approval by Council is required for the development of any assets or infrastructure.

Process for appointment of external members

The Council will call nominations to the Santoft Domain Management Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Santoft Domain Management Committee will be deemed as unformed until the time there is enough interest.

Where more than six nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form a Reserve Management Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live within 20km of the Santoft Domain entrance.

Nominators (and voters, should that prove necessary) for the Committee should reside within 20km of the Santoft Domain Entrance.

Members are not required to reside within 20km of the Santoft Domain Entrance.

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The membership will be notified on Council's website.

The Santoft Domain Management 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.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, that the Committee will be discharged at the end of the triennium.

Secretariat support

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website www.rangitikei.govt.nz and are available for the public to read at all Council offices and libraries.

The Order Paper will be sent to each committee member by electronic means at least two clear working days before the day of the meeting (in accordance with standing orders). If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.