



RANGITIKEI
DISTRICT COUNCIL

Making this place home.

Santoft Domain Management Committee

Order Paper

**Wednesday, 9 September 2020
6.00pm**

**Bulls Town Hall, Supper Room,
High Street, Bulls**

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Chair

Heather Thorby

Deputy Chair

Paul Geurtjens

Membership

Gary Bennett, Julie McCormick,
Sandra McCuan, Murray Spring,
His Worship the Mayor, Andy Watson
Councillor Jane Dunn

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



Rangitikei District Council

Santoft Domain Management Committee Meeting

Agenda – Wednesday 9 September 2020 – 6:00 pm

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The quorum for the Santoft Domain Management Committee is 4 including 1 Elected Member.

Council's Standing Orders (adopted 31 October 2019) 11.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

2 Public Forum

3 Apologies

4 Members' conflict of interest

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, be dealt with as a late item at this meeting.

6 Confirmation of Minutes

The Minutes from the meeting held on 1 July 2020 are attached.

File ref: 3-CT-18-3

Recommendation:

That the Minutes of the Santoft Domain Management Committee meeting held on 1 July 2020 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's report

A verbal report will be provided at the meeting.

Recommendation:

That the verbal 'Chairs Report' to the 9 September 2020 Santoft Domain Management Committee be received.

8 Council decisions on recommendations from the Committee

Floating Fund of \$5000 for the Committee

This has been deferred to the Finance/Performance Committee meeting on 24 September 2020 as there was no meeting held on 27 August 2020.

An update will be provided to the 11 November 2020 Committee meeting.

9 Questions put at previous meeting for Council advice or action

Review of application process for minor works

The report presented to the Policy/Planning Committee is attached.

At its 9 July 2020 meeting, the Policy/Planning Committee resolved:

20/PPL/032

That the Policy/Planning Committee endorses Council's policy of requiring all contractors undertaking work on Council sites to be pre-approved under the Health & Safety at Work Act 2016, irrespective of the scale of the work being undertaken.

10 Finalising development plan for Santoft Domain

A verbal update will be provided.

11 Spraying

A verbal update will be provided.

12 Power and water at the Domain

A verbal update will be provided.

13 Financial Extract

A report will be presented at the Committee's November meeting.

14 Late Items

As accepted in item 5.

15 Future Items for the agenda

16 Next meeting

Wednesday 11 November 2020, 6.00pm

17 Meeting closed

Attachment 1



Rangitikei District Council

Santoft Domain Management Committee Meeting

Minutes – Wednesday 1 July 2020 – 6:00 pm

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Present: Heather Thorby (Chair)
Julie McCormick
Paul Geurtjens
Sandra McCuan
Murray Spring
Gary Bennett
Cr Jane Dunn
His Worship the Mayor, Andy Watson

In attendance: George Forster, Policy Advisor
Cr Brian Carter

1 Welcome

Ms Thorby welcomed everyone to the meeting at 6.00pm

2 Public Forum

Nil

3 Apologies

That the apologies of Mr Beggs be received.

Mr Geurtjens/Cr Dunn. Carried

4 Members' conflict of interest

Members were 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

The order of business was confirmed.

There were no changes to the order of business and no late items identified.

6 Confirmation of Minutes

Resolved minute number	20/SDMC/012	File Ref	3-CT-18-3
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That the Minutes of the Santoft Domain Management Committee meeting held on 11 March 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Dunn/Mr Spring. Carried

7 Chair's report

- Ms Thorby and Mr Geurtjens met with Council Chief Executive Peter Beggs at the Domain to discuss the spraying of the Domain and futures plans. It is at the stage where it needs to be agriculture boom sprayed.
- Thanked everyone for their input into the development plan.

Resolved minute number **20/SDMC/013** **File Ref**

That the verbal 'Chair's Report' to the 1 July 2020 Santoft Domain Management Committee be received.

Ms Thorby/His Worship the Mayor. Carried

8 Council decisions on recommendations from the Committee

The Committee noted the commentary in the agenda.

The Mayor informed the Committee he has put a suggestion the Mr Beggs about using an industry approved contractor (for spraying).

Ms Thorby and Mr Geurtjens to continue working with Mr Beggs on the spraying and how it is to be approached.

9 Questions put at previous meeting for Council advice or action

Nil

10 Financial Extract

Ms Thorby discussed with the Chief Executive that the money in the Domain account has been generated from the Domain through grazing and forestry sales. The money in the account has not come from rates.

Resolved minute number **20/SDMC/014** **File Ref**

That the 'Financial Extract' to the 1 July 2020 Santoft Domain Management Committee be received.

Ms Thorby/Ms McCormick. Carried

Resolved minute number **20/SDMC/015** **File Ref**

That a memorandum go to the Finance and Performance Committee meeting allowing the Santoft Domain Management Committee to have a \$5,000.00 floating fund to spend when they need to.

Ms Thorby/Ms McCormick. Carried

11 Proposed Santoft Domain Development Plan

Mr Geurtjens spoke to the tabled document.

- Some community groups have been consulted with and everyone is on board with the current proposals.
- The (design) plan at this stage is basic but has been pair reviewed.
- Needs a drainage plan to be done.
- Work with horizons on sewerage.
- Some groups still need to be consulted with including iwi.
- The Committee is going to make a flyer as a part of consultation.

Resolved minute number **20/SDMC/0016** **File Ref**

That the development process be accepted as tabled.

Mr Geurtjens/Ms Thorby. Carried

12 Spraying

Covered in item 8.

13 Power and water at the Domain

Mr Geurtjens has gone out to get a quote but yet to hear back.

14 Late Items

There were no late items.

15 Future Items for the agenda

There were no future items for the agenda.

16 Next meeting

Wednesday 9 September 2020, 6.00pm

17 Meeting closed

The meeting closed at 6.55pm

Confirmed/Chair: _____

Date:

Attachment 2

Memorandum

To: Policy/Planning Committee

From: George Forster

Date: 30 June 2020

Subject: **Council's process for Minor Works**

File: 3-PY-1-7; 5-HR-8-4

A recommendation has come from the Santoft Domain Management Committee (the Committee) for Council to review its application process for minor works. This has arisen due to the Committee wanting to use contractors who are not pre-approved with Council but have provided a cheaper quote.

Pre-approval is a vital step in the overall process of selecting, engaging and managing contractors. It involves Council assessing potential contractors to ensure they are committed to safety, have good systems to back up this commitment and are capable of working safely in practice, all aligning to the Health and Safety at Work Act 2016 (HSWA). The pre-approval is valid for two years only.

When minor works are carried out on Council infrastructure or property including anything vested in Council, companies or personnel must be pre-approved¹. Rule 32 of the Council's procurement policy states that lack of evidence of robust health and safety is a sufficient reason to exclude a supplier from consideration. Since Council has no flexibility when it comes to health and safety, it therefore may not allow just anyone to come and undertake work on its infrastructure and property. Going through the pre-approval process ensures that Council has done its due diligence to make sure companies and personnel have all the right qualifications and meet health and safety requirements for whatever what they may be engaged to carry out. Allowing those who are not pre-approved to carry out work could affect Council's public liability if anything was to go wrong, therein leaving Council in an indefensible position which may attract a substantial fine. Council may not lawfully delegate its responsibilities under HSWA.

When minor works are needed staff will approach its pre-approved contractors and ask for quotes on that work and, in most cases, will select the one who provides the cheapest quote. Council is always open to adding contractors to its pre-approved list and working through companies and personnel to achieve this.

The Committee's request came from wanting to use a spray company who provided a much cheaper quote than the one registered with Council. Council's Procurement Policy Rule 13 subsection 6 (d) specifies that environmental management needs to be delivered at a required standard. Carrying

¹ The only time it may be untenable is if there was an emergency life and death situation where the most readily available company or personnel would be used.

out pre-approval ensures Council can make sure companies and personnel are able to comply with this.

Expenses at the Domain are currently met by the Santoft Domain Reserve Account which is administered by Council. The Domain is a Crown-derived reserve and vested in Council. Both of these points mean that Council remains ultimately responsible for anything that happens on the site.

Council has an agreement with Manawatu District Council where if a contractor is pre-qualified with them they are able to carry out work for Council. There is currently a project in the research phase where contractors could apply to become pre-qualified with any MWLASS council which would grant them automatic pre-approval for any MWLASS registered council.

Recommendations

1. That the memorandum 'Council's process for Minor Works' to the 9 July 2020 Policy/Planning Committee be received.
2. That the Policy/Planning Committee endorses Council's policy of requiring all contractors undertaking work on Council sites to be pre-approved under the Health & Safety at Work Act 2016, irrespective of the scale of the work being undertaken.

George Forster
Policy Advisor