

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 4 February 2026

Time: 6.30pm

Venue: Town Hall, Te Matapihi
Bulls Community Centre
4 Criterion Street
Bulls

Membership: Mr Gary Bennett
Ms Heather Thorby
Ms Julie McCormick
Ms Sandra McCuan
Mr Matthew Holden
Ms Betty Whyte
Cr Graeme O'Fee
Cr Paul Sharland (Alternative)
HWTM Andy Watson (Ex officio)

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Notice is hereby given that a Santoft Domain Management Committee Meeting of the Rangitīkei District Council will be held in the Town Hall, Te Matapihi, Bulls Community Centre, 4 Criterion Street, Bulls on Wednesday, 4 February 2026 at 6.30pm.

Order Of Business

1	Welcome.....	4
2	Apologies	4
3	Public Forum	4
4	Conflict of Interest Declarations.....	4
5	Confirmation of Order of Business	4
6	Reports for Decision	5
6.1	Election of Chair - Santoft Domain Management Committee	5
6.2	Guidance for the Santoft Domain Management Committee	7
7	Reports for Information.....	13
7.1	Reimbursement to Santoft Domain Management Committee Letter.....	13
7.2	Santoft Domain Transactions Report	15
7.3	Project Manager's Report - February 2026.....	17
8	Meeting Closed.	18

AGENDA

1 Welcome

2 Apologies

3 Public Forum

4 Conflict of Interest Declarations

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, [enter item number](#) be dealt as a late item at this meeting

6 Reports for Decision

6.1 Election of Chair - Santoft Domain Management Committee

Author: Kezia Spence, Governance Advisor

Authoriser: Katrina Gray, Group Manager - Strategy, Community and Democracy

1. Reason for Report

- 1.1 The Committee needs to elect its Chair and Deputy Chair for the Santoft Domain Management Committee for the 2025 – 28 triennium.

2. Election of Chair

- 2.1 Members are asked to nominate and an elect a Chair from the current membership.
- 2.2 Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:
 - (2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—
 - (a) the voting system in subclause (3) ("system A");
 - (b) the voting system in subclause (4) ("system B").
 - (3) **System A—**
 - (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:—
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
 - (4) **System B—**
 - (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

ITEM 6.1

- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.
- 2.3 Once the voting is complete the Mayor or Ward Councillor vacates the chair.

Recommendation 1

That the Santoft Domain Management Committee, for the purpose of electing or appointing persons under Clause 25, adopt either System A, or System B.

Recommendation 2

That _____ be appointed Chair of the Santoft Domain Management Committee.

Recommendation 3

That _____ be appointed Deputy Chair of the Santoft Domain Management Committee.

6.2 Guidance for the Santoft Domain Management Committee

Author: Kezia Spence, Governance Advisor

1. Responsibilities of the Santoft Domain Management Committees

- 1.1 The general responsibility of Santoft Domain Management Committee is for the management of the Santoft Domain.
- 1.2 The Committee is asked to make a submission in November each year of proposed expenditure for the financial year commencing 1 July of following year apart from using funds in the Santoft Domain reserve account. The submission is subject to approval by Council through adoption of budgets in the applicable Annual Plan/Long Term Council Community Plan.
- 1.3 The Santoft Domain reserve account had a balance of \$60,330.03 as at 29 January 2026.
- 1.4 The Committee has the authority to expend budget as approved by Council in the applicable Annual Plan/Long Term Plan in accordance with any applicable Reserve Management Plan. Such a reserve management plan has yet to be adopted.
- 1.5 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

2. Terms of Reference

- 2.1 The Terms of Reference for the Santoft Domain Management Committee are attached.

3. Role of the Chairperson

- 3.1 The Chairperson of the Santoft Domain Management Committee is elected at the first meeting of the triennium.
- 3.2 It is the role of the Chairperson to ensure that meetings are productive and correct processes are followed. This includes verifying that a quorum exists at the start of each meeting and is maintained throughout.
- 3.3 The Chairperson has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda, or which falls within the responsibilities of that meeting.
- 3.4 The Domain Management Committee provides a link between Council and the community, and it is the Chairperson's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues.
- 3.5 Should the Chairperson wish to include an item in the agenda, it is to be sent to the Governance Administrator not less than two weeks prior to the meeting.

ITEM 6.2

- 3.6 Should a Committee member or a member of the community wish to include an item in the agenda, this is to be discussed first with the Chairperson.

4. Role of Committee Member

- 4.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 4.2 Committee members should bring to the Chairperson's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion. If such items are to be included in the agenda the process noted in 3.4 needs to be observed.

5. Council support

- 5.1 It is the responsibility of Council to produce and distribute the Committee Order Paper. The Order Papers for Council and all Committees and Boards are uploaded to the Council website www.rangitikei.govt.nz and are available for the public to read at all Council offices and libraries.
- 5.2 Standing Orders require that the Order Paper be sent to each member of a committee at least two clear working days before the day of the meeting. This may be by electronic means. However, Council endeavours to complete the order paper one full week prior the meeting date.
- 5.3 The unconfirmed minutes will be electronically circulated to Committee members for information purposes, prior to the following meetings order paper distribution.
- 5.4 Should the Chair wish to follow up on any undertaking by Council staff in relation to a previous meeting, they need to do so with their Council staff secretarial support person.

6. Committee recommendations

- 6.1 The Committee can make a formal request of Council with regard to an agenda item, by way of a resolved recommendation. A good recommendation should stand alone with all relevant information for action and the main justification contained within its wording. For example:

That the Marton Community Committee recommend to Council that the 50 km/h speed limit zone on Wanganui Road is extended to at least, 2 km west of the main entrance to Huntley School on Wanganui Road to improve safety for all road users.

- 6.2 A Committee recommendation to Council will be put to their next business meeting by way of confirmation under the Council agenda item 'Minutes and recommendations from Committees' or, if deemed necessary by staff, within in its own agenda item. This could include more information such as process, cost association or research required along with a supporting or alternative recommendation from staff.

7. Standing Orders

7.1 Standing Orders are attached under separate cover for the committee's information.

Attachments:

1. **Terms of Reference - Santoft Domain Management Committee** [↓](#)
2. **Rangitikei District Council - Standing Orders (under separate cover)**

Recommendation

That the report 'Guidance for the Santoft Domain Management Committee' be received.

Santoft Domain Management Committee

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.

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.

7 Reports for Information

7.1 Reimbursement to Santoft Domain Management Committee Letter

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 The reason for this item is for the Santoft Domain Management Committee is to receive the letter from Council on the decision for reimbursement to the committee of \$2,500 that has been credited to the account held by Council.

Attachments:

1. Letter to Santoft Domain Management Committee [↓](#)

Recommendation

That the Santoft Domain Management Committee receive the letter.

FROM THE
OFFICE OF THE MAYOR



12 January 2026

Chair
Heather Thorby
Santoft Domain Management Committee



Good Morning Heather

I am writing to formally advise you of a decision made by the Rangitikei District Council at its meeting held on 11 December 2025.

At that meeting, Council considered the request from the Santoft Domain Management Committee that was received by Carol Gordon, Chief Executive, and passed the following resolution:

Resolved minute number: 25/RDC/348

That the Council agrees to reimburse the Santoft Domain Management Committee to the value of \$2,500.

Accordingly, Council has approved reimbursement to the Santoft Domain Management Committee in the amount of \$2,500. Council staff will credit this amount to the account held by Council in the name of the Committee.

On behalf of Council, thank you for the ongoing work and commitment of the Santoft Domain Management Committee in managing the Domain for the benefit of the community.

Yours faithfully

Andy Watson
Mayor – Rangitikei District Council

Making this place home.

06 327 0099 027 617 7668 andy.watson@rangitikei.govt.nz www.rangitikei.govt.nz 46 High Street, Private Bag 1102, Marton 4741

7.2 Santoft Domain Transactions Report

Author: Lorraine Bergen, Manager Financial Services

1. Reason for Report

- 1.1 Transactions Report for the period ending 31 December 2025
- 2.1 Since the date of this finance report a deposit of \$2,500 (reimbursement from RDC) has been made. The updated closing balance as at 29 January 2026 is \$60,330.03.

Attachments:

- 1. SDMC - Transactions Report [↓](#)

Recommendation

That the Santoft Domain Transactions Report be received.

Santoft Domain - Transactions (4410199502)**As at 31 December 2025**

Date	Value	Balance	Detail
1/08/2026	Opening Balance	-76,015.23	
4/04/2025	-3,100.00	-79,115.23	GLASGOW A MISCELLANEOUS
6/03/2025	49.83	-79,065.40	Genesis Energy 156719/02 Jan-Feb 2025 Power Santoft toilet Block
2/04/2025	45.61	-79,019.79	Genesis Energy 156720/02 March 2025 Power Santoft toilet Block
11/04/2025	31.9	-78,987.89	Genesis Energy 154223/02 October 2024 - Power Santoft Toilet Block
4/05/2025	53.99	-78,933.90	Genesis Energy 157278/01 Apr-May 2025 Power Santoft toilet Block
5/05/2025	1,930.00	-77,003.90	Andrew Davey Painter 157310/01 Waterblast & concrete prime & paint water tank
12/05/2025	1,026.00	-75,977.90	Vision Architec 157422/01 Per stage 2C & Clause 3 of Design Agreement
5/05/2025	1,002.43	-74,975.47	Rangitikei Dist 157309/01 Santoft Domain Building Consent
30/06/2025	-3,390.00	-78,365.47	Interest on Special reserves 30/06/25
31/08/2025	1,000.00	-77,365.47	Geurtjens P M 159525/01 Trademe - Electric fence unit / table with SS top
26/09/2025	4,500.00	-72,865.47	Laser Electrica 159522/01 Progress claim for wiring work
1/09/2025	10,416.39	-62,449.08	Matthew Holden 159480/02 Matthew Holden - ITM - weatherboards, villa board, misc trim, glue etc / dump fees
29/09/2025	4,619.05	-57,830.03	Geurtjens P M 159594/01 Farmlands - grass seed / ITM gates, gudgeons, latches, timber and bugles/ Dump & Labour costs

Closing Balance	-57,830.03
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7.3 Project Manager's Report - February 2026

Author: Paul Geurtjens, Project Manager

1. Reason for Report

1.1 The Project Manager may provide a verbal update to the Committee.

2. Discussion items

2.1 Opportunity for the committee to discuss other items regarding the build.

Recommendation

That the Project Manager's Report – February 2026 be received.

8 Meeting Closed.