

Raupo Drainage Committee - Elections for ratepayer members

Meeting: Kaipara District Council
 Date of meeting: 29 June 2022
 Reporting officer: Tracey Deane, Governance Advisor

Purpose | Ngā whāinga

To provide the process for the election of ratepayer members of the Raupo Drainage Committee.

Executive summary | Whakarāpopototanga

The Raupo Drainage Committee (Committee) is a committee of Council under the Local Government Act 2002. The current Terms of Reference (**Attachment A**) state that an election process for community members must be completed before the local body elections every three years. This report outlines the process and related timeframes for that election.

Recommendation | Ngā tūtohunga

That Kaipara District Council:

- a) Notes the report Raupo Drainage Committee – Elections for ratepayer members.

Context | Horopaki

The Raupo Drainage Committee is a statutory committee that must be maintained in accordance with the Local Government (Northland Region) Reorganisation Order 1989 (gazetted 13 June 1989), comprising '*not less than four persons who are ratepayers in respect of the Raupo Drainage District*'. It is considered a formal committee of Council. Its terms of reference and elected member representation is established, along with other committees, at the beginning of the triennium by the Mayor and Council.

Terms of Reference of the Committee state that elections for its membership must be completed prior to each triennial local body election. Triennial elections are due to take place in October 2022 so to this end, the Raupo electoral process is scheduled to take place between July and August 2022. This committee election is solely a Council process and not determined by any regulation or statute.

There are currently two council elected members and six ratepayer members on the Committee. The role of Chair is usually held by a ratepayer member. Only the ratepayer members will be subject to this election. This is not an election for council elected members.

Discussion | Ngā kōrerorero

The following timeline and process for the election is outlined below:

Timeframe	Action
1-17 July 2022	Nominations are open
18-22 July 2022	Collation of nominations / Ballot papers prepared
23 July to 6 August 2022	Voting period (if required)
31 August 2022	Ratepayer recommendations brought to Council for confirmation

Nominations

Nominations will be open for a minimum of two weeks, from 1 July and closing at 5pm on 17 July 2022. A letter with nomination forms will be mailed or emailed to ratepayers in the Raupo Drainage District. These can be returned by post, email or dropped in at Council's Dargaville and Mangawhai offices. There will also be an online nomination form process.

Additional communications will be through the standard council channels including appropriate local papers, social media and the Kaipara Korero newsletter.

Collation of nominations

Staff will collate the valid nominations. If there are between four and six valid candidates, the membership will be considered satisfied. If there are more than six, Council has the option to increase ratepayer membership numbers on the committee, or a voting process will be instigated and ballot papers prepared.

Voting

If voting is required, voting forms will be mailed or emailed to ratepayers in the Raupo Drainage District. Each form will have the opportunity to vote for one member on the committee. Voting will close at midday, Saturday, 6 August 2022. Completed voting forms will be mailed or dropped off at Council's Dargaville and Mangawhai offices during office hours until close of reception Friday, 5 August 2022. Staff will also be present at the Ruawai-Tokatoka Memorial Hall on the final voting day, from 9.00 am to midday, Saturday, 6 August 2022.

Additional communications will be through the standard council channels including appropriate local papers, social media and the Kaipara Korero newsletter.

Results

Valid votes will be counted and the six candidates with the highest number of votes will be the ratepayer members put forward to Council. If there are more than four but less than six candidates, that number will be the new number of ratepayer members on the committee recommended to Council for confirmation.

Results of the election are scheduled for confirmation at the 31 August 2022 Council Meeting.

Significance and engagement | Hirahira me ngā whakapāpā

The decisions or matters of this report are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

Next steps | E whaiake nei

1. Proceed with the election process as outlined in this report.
2. Bring a report to Council with the ratepayer elected membership prior to the triennial local body elections.

Attachments | Ngā tapiritanga

	Title
A	Terms of Reference – Raupo Drainage Committee