



AGENDA

Meeting of the:

**Ngakawau/Hector
Reserve and Hall Subcommittee**

Monday 25 July 2022, 5.00pm

at the

Ngakawau Hall

Ngakawau/Hector Reserve and Hall Subcommittee Copy



Venue: Ngakawau Hall

25 July 2022 04:30 PM

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NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 1

Prepared by Krissy Trigg
Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Ngakawau/Hector reserve and hall subcommittee receive any apologies or requests for leave of absence from members.

2. DRAFT RECOMMENDATION

That there are no apologies to be received and no requests for leave of absence.

OR

That the Ngakawau/Hector reserve and hall subcommittee receives an apology from (insert committee members name).

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

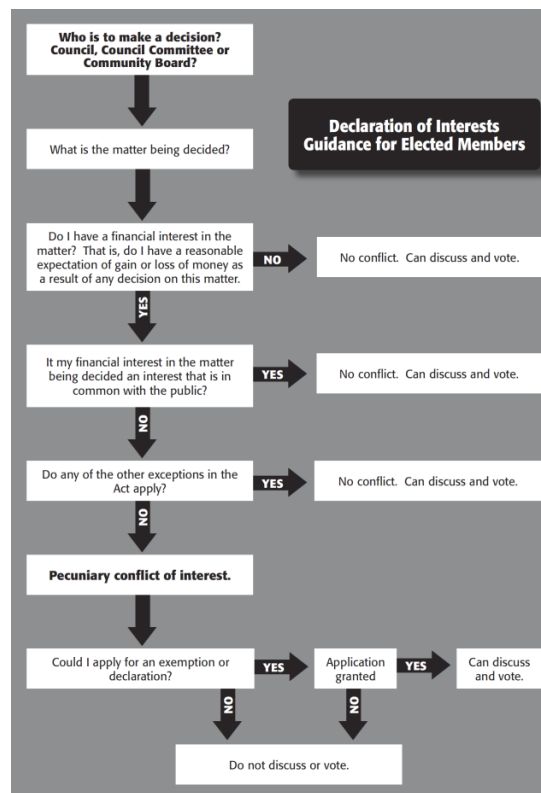
MEMBERS INTEREST

Members of the Ngakawau/Hector reserve and hall subcommittee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).

DRAFT RECOMMENDATION:

That the Ngakawau/Hector reserve and hall subcommittee members disclose any financial or non-financial interest in any of the agenda items.



NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
 Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Ngakawau/Hector Reserve and Hall Subcommittee receive and confirm previous minutes from 27 January 2022.



MEETING OF THE NGAKAWAU / HECTOR RESERVE AND HALL SUBCOMMITTEE, HELD AT 4.30PM ON THURSDAY 27 JANUARY 2022 AT THE NGAKAWAU HALL, MAIN ROAD, NGAKAWAU.

PRESENT: Dick Marsh (Chair), Jackie Mathers, Bart Gillman, Richard King Turner, Sharlene Terry, Councillor Rosalie Sampson (attending as Council representative in Martin Hill's absence, no voting rights)

APOLOGIES: No apologies

IN ATTENDANCE: Krissy Trigg (Acting Group Manager Community Services), Bronwyn Little (Policy Advisor) Virginia Hill (Governance Assistant)

MEETING DECLARED OPEN AT 4.33pm

1. APOLOGIES (p3)

Discussion:

No apologies were received.

RESOLVED that there are no apologies to be received by the Ngakawau/Hector Reserve and Hall Subcommittee.

Jackie Mathers/Bart Gillman

5/5

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion:

Nil

RESOLVED that Ngakawau/Hector Reserve and Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

Richard King-Turner/Bart Gillman

5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (p5)

Discussion:

Nil

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee receive and confirm minutes from the meeting of 20 September 2020

Jackie Mathers/Sharlene Terry

5/5

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS (p9)

Discussion:

4.1 Terms of Reference and Delegations

K Trigg (Acting GM Community Services) advised that because of the amendments presented there would need to be a resolution to send these amendments to the Community, Environment & Services Committee in March 2022.

These amendments to the Terms of Reference had been circulated and discussed. Bronwyn Little (Policy Advisor) noted that changes had been tracked in order to show amendments to the councillors.

It was good to have the opportunity to review as all boards are different with different needs and requirements.

There was a stronger focus on Council working with subcommittees in a number of areas and that was where the majority of changes proposed had come from.

4.2 Resourcing from Council

Krissy Trigg acknowledged that communication hadn't been very good and apologised for this as it was the result of a lack of resourcing.

There will be two new members of the Community Services team, a Team Leader Community Facilities and a support officer who will be the point of contact for subcommittees once the positions were appointed.

Sharon Mason (Chief Executive Officer) had made it clear that reserve and hall subcommittees must be given the attention required.

These two people would be a direct link into Council so if one was away, there would be someone else to speak to and communication would be improved.

Ms Trigg said email sent outlines community grants that are open to submissions and also the Annual Plan, along with new staff details and a COVID-19 update. Ms Trigg was happy to talk in more detail.

It was hoped that with a direct link into Council and better communication, action can be taken faster than before. Ms Trigg apologised again that this had not been resourced adequately in the past.

Jill Thorburn entered the meeting.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee:

1. **Discuss general business items, to be limited to discussions and timelines.**
2. **Recommend to the Community Environment and Services Committee Ngakawau/Hector Reserve and Hall Subcommittee Terms of Reference be amended as set out on Appendix 1, including the financial delegations and meeting frequency.**

Jackie Mathers/Bart Gillman
5/5

CARRIED UNANIMOUSLY

4.3 Councillor representative

Ms Trigg advised that Councillor Rosalie Sampson did not have voting rights. A new Councillor would be available by the end of February. Ms Trigg would confirm the new elected member contact.

Dick Marsh asked if the community had any choice in this and Ms Trigg responded that this was arranged by the councillors.

RESOLVED that the Ngakawau Hector Reserve & Hall Subcommittee accept the financial statements for the year ended 30 June 2021.

Jackie Mathers/Bart Gillman
5/5

CARRIED UNANIMOUSLY

4.4 Insurance

Jackie Mathers provided a background on the insurance policy through the Council's schedule for the building and the subcommittee had it's own cover for plant and contents.

For years the way it worked was that Council would pay half of the insurance costs and the balance was applied for in community grants.

Insurance was the biggest cost to the subcommittee and this had gone up significantly.

When the domain boards became hall and reserve subcommittees, advice given at the time was that community grants could no longer be applied for as this would be seen as an application from a Council internal committee.

The response regarding a submission to the Long Term Plan (LTP) was vague and conversations with various staff at Council were that insurance would be covered under the new subcommittee guidelines.

Ms Mathers had heard from other subcommittees that old domain boards had never paid insurance.

Ms Mathers asked for clarity around this.

Krissy Trigg (Acting GM Community Services) advised the subcommittee may apply for grants but not for insurance and that perhaps an Annual Plan submission would be more appropriate for something like goalposts.

A blanket Council policy insurance would be preferable and this was being investigated. An Annual Plan submission was recommended.

This was an ongoing project and with the flood last year, insurance was likely to go up. This was a huge body of work to be completed.

Some reserves and halls were insured by subcommittees and some by Council.

Ms Mathers noted that insurance premiums were usually due by September or October and it would be good to know for planning purposes.

Ms Trigg said some funds were available to cover insurances already promised and if this was the case funds would be set aside to cover this. Ms Trigg would be happy to take questions regarding this later.

4.5 Hall Repairs and Maintenance

Ms Mathers reported a leak in the hall building and various things had been tried to sort it out. It appeared to be coming from the apex and running down the front of the Resource Centre and damaging ply on the inner and outer walls of the building.


\$2,000 had been allocated for repairs and maintenance. This repair was unbudgeted and possibly the old wooden sashes on the windows were getting past their use by date and needed to be replaced. Funding would be required.

Ms Trigg commented that clarity was needed on possible avenues for funding.

Cr Rosalie Sampson suggested this should be paid from the Annual Plan Reserves Contribution and a submission should be put into the Annual Plan.

Ms Trigg advised the Reserve Contribution funds were already allocated through the ten year Long Term Plan.

It was agreed that as a short term measure a quote from Ross for a foam repair should be accepted.



RESOLVED that the Ngakawau Hector Reserve & Hall Subcommittee proceed with the quote received from Ross for foam repairs as a short term measure.

Bart Gillman/Richard King-Turner

5/5

CARRIED UNANIMOUSLY

4.6 Budget for Hall 2021-22

Jackie Mathers reported that back in June the subcommittee was aware of the insurance issue so only put in plant and contents insurance for that reason.

Everything else was straightforward and the septic tank had since been emptied.

There were some reserves for the football field and no change to projected income. Fees and charges were reviewed every year.

Krissy Trigg said the halls and reserves charges set by subcommittees needed to be more transparent in the Council's fees and charges document.

Ms Trigg asked that there be some discussion regarding this so the fees and charges may be put onto the Council website.

Bronwyn Little noted that this would be for the 2022-2023 period.

Ms Trigg asked that any changes to fees and charges be notified by 18 February 2022 so these could be included in the Draft Annual Plan 2022-2023.

RESOLVED that the Ngakawau Hector Reserve & Hall Subcommittee accept the budget for the Ngakawau Hall.

Bart Gillman/Jackie Mathers

5/5

CARRIED UNANIMOUSLY

4.7 Dialysis Machine

Krissy Trigg (Acting GM Community Services) commented that more understanding was needed around this issue and Council would seek legal advice to see where liability lies.

The West Coast District Health Board (WCDHB) would be contacted regarding the liability and the legal advice received so far had indicated that there may be Council liability despite documentation.

There was considerable discussion on this issue and the decisions that were made. The provision of space in the hall for the machine was strongly supported by the subcommittee and the community. Ms Trigg acknowledged it would be disappointing if the machine had to be removed, however due diligence was required.

4.8 General

Bronwyn Little advised that the two new Community Facilities team members would be introduced and a face to face meeting arranged. It was expected that they would be contactable by the subcommittee at any time as that would be a main part of their job.

Ms Trigg assured the subcommittee that Council would be able to assist with reserve management and asset management plans.

-
- There being no further business the meeting concluded at 5.13pm
 - **Next meeting:** TBC
-

Confirmed: **Date:**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 4

Prepared by Krissy Trigg
Acting Group Manager Community Services

GENERAL BUSINESS

1. BACKGROUND

The Ngakawau/Hector Reserve and Hall Subcommittee are to discuss general business in a capacity limited to discussions and timelines. Some matters are outlined below by way of formally putting them before the Subcommittee for consideration at this meeting.

Any other large items requiring discussion are to be discussed outside the meeting with the Chairperson, to be presented to the next meeting through the agenda.

2. DRAFT RECOMMENDATION

That the Ngakawau/Hector Reserve and Hall Subcommittee discuss general business items, to be limited to discussions and timelines.

3. ISSUES AND DISCUSSION

3.1 Clarification of Process for Future Appointment of Reserve and Hall Subcommittee after October Local Elections

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 5

Prepared by Krissy Trigg
 Acting Group Manager Community Services

ANNUAL ACCOUNTS

1. DRAFT RECOMMENDATION

**That the Ngakawau/Hector Reserve and Hall Subcommittee discuss the
Annual Accounts**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 6

Prepared by Krissy Trigg
Acting Group Manager Community Services

BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2022-2023

1. DRAFT RECOMMENDATION

**That the Ngakawau/Hector Reserve and Hall Subcommittee discuss the
Budgets – Proposed Projects / Expenditure 2022-2023**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

25 JULY 2022

AGENDA ITEM 6

Prepared by Krissy Trigg
Acting Group Manager Community Services

Appendix 1 Terms of Reference Draft – April 2020

Appendix 2 Reviewed Ngakawau-Hector RHS Terms of Reference Track Changes

Appendix 3 2nd Review Ngakawau-Hector RHS Terms of Reference Delegations

DRAFT TERMS OF REFERENCE

1. DRAFT RECOMMENDATION

That the Ngakawau/Hector Reserve and Hall Subcommittee discuss the Draft Terms of Reference.

GENERAL TERMS AND REFERENCE AND DELEGATION OF ALL RESERVE AND HALL SUBCOMMITTEES:**PURPOSE:**

1. The purpose of Reserve and Hall Subcommittees is to provide general guidance and support to the Council in the management of Buller District Council local reserves and halls.
2. In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district and therefore retains the right to set minimum standards and to review the recommendations of Reserve and Hall Subcommittees associated with the exercise of these delegations.

Council Responsibilities:

1. Provide for and give consideration to Subcommittees input into significant governance decisions affecting the respective reserve or hall.
2. Examine the degree of delegation to an individual Subcommittee according to specific circumstances and objectives.
3. Endeavour to develop Reserve Management Plans, in conjunction with the Subcommittee and local people, to provide clear guidelines for maintenance and development programmes in terms of overall District goals.
4. Formally appoint members of the Subcommittees which will report to the Community, Environment and Services Committee of Council.
5. Allocate funds raised by previous reserve and hall entities or funds raised in the future by a Subcommittee only after consultation with the Subcommittee
6. If disputes arise concerning these terms of reference, determine the interpretation

The Reserves and Halls Subcommittees are delegated the following General Terms of Reference and powers:**General Terms of Reference:****Status**

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

1. Are to be formally appointed by Council, which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety.
2. Are subject in all things to the control of the Council;
3. Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee or its affairs;
4. Are prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Are prohibited from appointing any subordinate body.

Role

The role of Reserve and Halls Subcommittees is to:

1. Work with Council to manage reserves and halls in the district;
2. Develop in partnership with Council Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
3. Undertake responsibilities set out in individual Reserve and Hall Subcommittee Terms of Reference and Delegations;
4. Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to a reserve or hall.

Delegations

In exercising the delegated powers, the Subcommittee will operate within:

1. Policies, plans, standards or guidelines that have been established and approved by Council;
2. The approved Council budgets for the activity.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

Cessation of Subcommittee

1. The Subcommittee may be terminated by resolution of the Council.
2. If the Subcommittee is terminated, any money raised by the Subcommittee may be allocated to the reserve or fund associated to the terminated Subcommittee, or reallocated to another reserve or fund as the Council sees fit.

Matters which are NOT delegated by Council.

1. The power to:
 - Make a rate or bylaw.
 - Borrow money, or purchase or dispose of assets.
 - Acquire, hold or dispose of property.
 - Appoint, suspend or remove staff.
 - Institute an action for the recovery of any amount.
 - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
2. The powers and duties conferred or imposed (on Council) by The Public Works Act 1981 or those powers listed in the Section 34 (2) of The Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 selected by an advertised expressions of interest process.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Council meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Accountability

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified to the Community Environment and Services Committee.
- ii) Present its Annual Report and Annual Accounts by the date specified to the Community, Environment and Services Committee of Council.

- iii) Present to the Council any other report it is requested to provide.
 - iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
 - v) Advise the Chief Executive of its meeting schedule.
- (b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold formal meetings quarterly. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

These general provisions and delegations can be superseded by specific Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations.

GENERAL TERMS AND REFERENCE AND DELEGATION OF ~~ALL RESERVE AND HALL~~ ~~SUBCOMMITTEES~~ THE NGAKAWAU-HECTOR :

PURPOSE:

1. The purpose of Reserve and Hall Subcommittees is to provide ~~general~~ local guidance and support to the Council in the management of ~~Buller District Council local reserves and halls~~ the Ngakawau Hall and reserves it is responsible for.
2. In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district and therefore retains the right to set minimum standards and to review the recommendations of Reserve and Hall Subcommittees associated with the exercise of these delegations.

Council Responsibilities:

1. Provide for and give consideration to Subcommittees input (both past and present) into significant governance decisions affecting ~~the respective reserve or hall~~ the voluntary management of its respective reserves and the Ngakawau Hall.
2. Examine the degree of delegation to an individual Subcommittee according to specific circumstances and objectives.
3. Endeavour to develop Reserve Management Plans, in conjunction with the Subcommittee and local people, to provide clear guidelines for maintenance and development programmes in terms of overall District goals.
4. Formally appoint members of the Subcommittees which will report to the Community, Environment and Services Committee of Council.
5. Allocate funds raised by ~~previous reserve and hall entities or funds raised in the future by a~~ by the -Subcommittee only after consultation with the Subcommittee
6. If disputes arise concerning these terms of reference, determine the interpretation under a disputes procedure agreed between the Buller District Council and the Ngakawau-Hector Reserve and Hall Subcommittee

The ~~Reserves and Halls Ngakawau-Hector Reserve and Hall~~ Subcommittees ~~are~~ is delegated the following General Terms of Reference and powers:

General Terms of Reference:

Status

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

1. ~~Are~~ Is to be formally appointed by Council, which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety.
2. ~~Are subject in all things to the control of the Council;~~
3. ~~2. Will endeavour to~~ Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee or its affairs;
4. ~~3. Are prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and~~
5. ~~4. Are prohibited from appointing any subordinate body.~~

Role

The role of Ngakawau-Hector Reserve and Halls Subcommittees is to:

1. Manage the Ngakawau Hall and Reserves that it is responsible for;
1. ~~Work with Council to manage reserves and halls in the district;~~

2. Develop in partnership with Council Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
3. Undertake responsibilities set out in ~~individual Reserve and Hall~~the Subcommittees Terms of Reference and Delegations;
4. Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to ~~a-its~~reserves or hall.

Delegations

In exercising the delegated powers, the Subcommittee will operate within:

1. Policies, plans, standards or guidelines that have been established as agreed in consultation with the Subcommittee and approved by Council;
2. The approved ~~Council~~ budgets for the activity Subcommittee.

All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Chairperson or Secretary of the Subcommittee. Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted item must be authorised by a Council staff member with appropriate delegated authority

Annual Insurance premiums are to be exempt from delegated authority and paid by Council via an automatic bank transfer.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers outside of those approved, to a committee, subcommittee or person.

Cessation of Subcommittee

1. The Subcommittee may be terminated by resolution of the Council.
2. If the Subcommittee is terminated, any money raised by the Subcommittee may be allocated to the reserve or hall associated to the terminated Subcommittee, or reallocated to another reserve or hall as the Council sees fit.

Matters which are NOT delegated by Council.

1. The power to:
 - Make a rate or bylaw.
 - Borrow money, ~~or purchase or dispose of assets.~~
 - Acquire, ~~hold~~ or dispose of property land and buildings.
 - Appoint, suspend or remove staff.
 - Institute an action for the recovery of any amount.
 - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
2. The powers and duties conferred or imposed (on Council) by The Public Works Act 1981 or those powers listed in the Section 34 (2) of The Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 selected by an advertised expressions of interest process.

Chairperson/Secretary

The Subcommittee must have a chairperson and secretary who shall be elected by appointed Subcommittee members at the first meeting of the Subcommittee.

The chairperson and secretary are-is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Council meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Accountability

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified to the Community Environment and Services Committee.
- ii) Present its Annual Report and Annual Accounts by the date specified to the Community, Environment and Services Committee of Council.
- iii) Present Endeavour to present to the Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
- v) Advise the Chief Executive of its meeting schedule.

(b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

~~Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.~~

~~The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.~~

Correspondence with central government, ~~other local government agencies or other official agencies~~ will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold formal meetings quarterly annually in July when the Annual Accounts are ratified and a programme of work for the year ahead is agreed. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule. For significant operational matters additional formal meetings may be held.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

These general provisions and delegations can be superseded by specific Management Plans and ~~Reserve and Hall Subcommittee Terms of Reference and Delegations~~, the Ngakawau-Hector Reserve and Hall Subcommittee.

Appendix One

GENERAL TERMS OF REFERENCE AND DELEGATION OF THE NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE:**HISTORY & PURPOSE:**

1. In making these delegations Council recognises the availability of recreation activities and community facilities is important for the maintenance and enhancement of the environment, the character and amenity of the Buller District, and that many of these facilities are well established and their continued use and development is important for the District as well as the community's social, cultural and economic wellbeing.
2. In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership.
3. In making these delegations Council acknowledges that ownership of the Ngakawau Domain rests with the Crown (land designated as Recreation Reserve) and that the Ngakawau Hall is a community-owned facility located on the Reserve.
4. In making these delegations Council acknowledges the former authority was the Ngakawau-Hector Domain Board first appointed by the Crown in 1962 (refer page 5) to administer its allocated reserve lands, and confirms that the consultation required by Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 took place (refer pages 6-9), and thus enabled the board's functions, duties and powers to be transferred to the Buller District Council under Section 41 of the Order and the Ngakawau-Hector Reserve Board to be established.
5. In making these delegations, Council confirms that what is known as the Ngakawau Domain and three additional local areas were gazetted as Recreation Reserve in 1982 (refer page 5), and that it was consequently vested in the corporation of the Buller District as per section 48(1) of the Local Government (West Coast Regional) Reorganisation Order in 1989. Council thus became the administering body under the Reserves Act 1977 as per section 41(b) (Functions, Duties, and Powers) of the Order. The vesting authorises the administering body to "hold and administer the land and expend money thereon for the particular purpose for which the reserve is classified".
6. In making these delegations Council acknowledges that the Buller Mining Districts Community Centres Society Committee funded and constructed the Ngakawau Community Centre on what is known as the Ngakawau Domain in the 1950s and a War Memorial pavilion (the main hall) was added through the efforts of what was then known as the Ngakawau Domain Board in the 1960's. The Ngakawau Hall is thus considered a community-owned facility which, for the purposes of efficiency and effectiveness was controlled by the former Ngakawau-Hector Domain Board (Reserves Act 1977 Sec 30), and is now to be managed and administered in stewardship by the Ngakawau-Hector Reserve Subcommittee pursuant to Sections 41(b) and 48(1) of the Local Government (West Coast Regional) Reorganisation Order 1989 and Schedule 7 of the Local Government Act 2002.
7. The purpose of the Ngakawau-Hector Reserve Subcommittee, is as a "committee of management" for the Ngakawau-Hector Reserves as appointed under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 section 30 of the Local Government Act 2002 and the Reserves Act 1977.

Appendix One

Council Responsibilities:

1. Provide for and give due consideration to the history and input of the former reserve boards and the significant governance decisions and community funding efforts that went in to the development (past and present) of the recreation reserve and buildings thereon.
2. Ensure the degree of delegation to the Subcommittee is in proper accordance with Schedule 7 Section 32 of the Local Government Act having regard for specific circumstances and objectives and relevant sections of the Reserves Act 1977.
3. Assist the Subcommittee to develop a Reserve Management Plan, which provides clear guidelines for the administration, insurance, maintenance and development programmes in terms of overall District goals and community needs.
4. Formally appoint members of the Subcommittees that have the skills, attributes or knowledge that will assist the work of the Subcommittee.
5. If disputes arise concerning these terms of reference, determine the interpretation under a disputes procedure agreed between the Buller District Council and the Ngakawau-Hector Reserve Subcommittee.
6. Must consider and assist the Subcommittee to meet any applicable requirements under Te Tai o Poutini Plan, in particular the Open Space (OSZ – R3 - Community Facilities).
7. To enable adequate insurance cover for the Ngakawau Hall through Council's Insurance Schedule for the purposes of community well-being and the replacement of the building for the community consequential to an insurable event.
8. To ensure the Ngakawau Hall as a community facility is listed on a schedule of assets for which development contributions will be used, pursuant to Section 201A of the Local Government Act 2002
9. Ensure the Community, Environment and Services Committee of Council does not rescind or amend a decision made under these delegations as per Schedule 7 Sec. 30(6) of the Local Government Act

The Ngakawau-Hector Reserve Subcommittee is delegated the following General Terms of Reference and powers:**General Terms of Reference:****Status**

The Subcommittee (Local Government Act 2002, s. 30, 31 and 32 Schedule 7) :

1. Is to be formally appointed by Council and will report to the Community, Environment and Services Committee of Council;
2. Agrees that Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct;
3. Is, unless Council resolves otherwise, deemed to be discharged on the coming into office of the members of Council elected or appointed at, or following, the triennial general election of members next after the appointment of the Subcommittee;
4. Will endeavour to carry out all general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
5. Is prohibited from the disposing of land or buildings under the Reserves Act 1977 and, the purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council.

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Role

The role of the Ngakawau Reserve Subcommittee is to:

1. Manage and administer the reserve lands that it is responsible for;
2. Manage and administer the Ngakawau Hall on behalf of the community;
3. To set fees and charges associated with the Ngakawau Hall, Ngakawau Domain and Leases or Licences to Occupy Reserve Land;
4. Develop in partnership with Council, a Reserve Management Plan;
5. Undertake responsibilities set out in Subcommittee's Terms of Reference and Delegations;
6. Make recommendations to Council on acquisitions and disposals in relation to the reserves it is responsible for.

Delegations

Council recognises the delegation of functions, powers, and duties to the Ngakawau-Hector Reserve Subcommittee in this document are matters of significance to the community.

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. Policies, plans, standards or guidelines that have been established and agreed;
2. The agreed budgets for the Subcommittee relating to Reserves including the following:
 - All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.
 - Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Power to delegate

The Subcommittee may not delegate any of its other responsibilities, duties or powers outside of those approved, to a committee, subcommittee or person.

Cessation of Subcommittee

1. The Subcommittee may be terminated by resolution of Council pursuant to the General Terms of Reference - Status - item (2) page 2.
2. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve or hall associated to the terminated Subcommittee.
3. Council may delegate the Subcommittee's functions duties and powers to an appropriately appointed Community Board if such delegation would enable a Community Board to better achieve the Subcommittee's role.

Matters which are NOT delegated by Council.

1. The power to:
 - a) make a rate; or
 - b) make a bylaw; or
 - c) borrow money; or
 - d) the power to adopt a long-term plan, annual plan, or annual report; or
 - e) the power to appoint a chief executive; or
 - f) the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement; or

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- g) the power to adopt a remuneration and employment policy.
- 2. Nothing in this clause restricts the power of a local authority to delegate to the Subcommittee the power to do anything precedent to the exercise by the local authority (after consultation with the Subcommittee) of any power or duty specified in clause 1.

Membership

The membership of the Subcommittee consists of:

- 1. One member elected under the Local Electoral Act 2001; and
- 2. Appointed members – up to 10 selected by an advertised expressions of interest process.
- 3. The minimum number of members for the Subcommittee is five.

Chairperson/Secretary

The Subcommittee must have a chairperson and secretary who shall be elected by appointed Subcommittee members at the first meeting of the Subcommittee.

The chairperson and secretary are responsible for:

- 1. The efficient functioning of the Subcommittee.
- 2. Setting the agenda for Subcommittee meetings.
- 3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
- 4. Attending Council meetings as required to represent the interests of the Subcommittee.
- 5. Being the link between the Subcommittee and Council staff.

Accountability

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified to the Community Environment and Services Committee.
- ii) Present its Annual Report and Annual Accounts by the date specified to the Community, Environment and Services Committee of Council.
- iii) Endeavour to present to the Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

(b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Frequency of meetings

The Subcommittee shall hold formal meetings annually in July when the Annual Accounts are ratified and a programme of work for the year ahead is agreed. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule. For significant operational matters additional formal meetings may be held.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the General Principles of Good Governance as outlined in Section 3 of Council's Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

- 1. Half of the members if the number of members (including vacancies) is even; or
- 2. A majority of members if the number of members (including vacancies) is odd.

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Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

These general provisions and delegations can be superseded by agreed specific Reserve Management Plans and the Ngakawau-Hector Reserve Subcommittee.

Gazette Notices relevant to these Terms of Reference and Delegations

Board Appointed to Have Control of Ngakawau-Hector Domain

PURSUANT to the Reserves and Domains Act 1953, the Minister of Lands hereby appoints

Bernard Benjamin Broad,
Arthur Albert Humphries,
Denis Moynihan,
Walter Mullan,
William John Mumm, the younger,
Wesley Paul,
Robert Hill Robertson,
Brian Sydney Theobald, and
Ivor Llewellyn Tyler

to be the Ngakawau-Hector Domain Board to have control of the reserve described in the Schedule hereto, subject to the provisions of the said Act, as a public domain.

SCHEDULE

NELSON LAND DISTRICT—NGAKAWAU-HECTOR DOMAIN

SECTION 167, part Section 165, and parts of Section 79A, Town of Hector: Area, 2 acres 2 roods 17·5 perches, more or less. All certificate of title, Volume 145, folio 53.

Also Lot 1, D.P. 3961, being part Section 1A, Square 143, and part Section 4, Block I, Ngakawau Survey District: Area, 10 acres 1 rood 16 perches, more or less.

Also Lot 1, D.P. 4904, being part Section 1A Square 143, situated in Block I, Ngakawau Survey District: Area, 16 perches, more or less. All certificate of title, Volume 123, folio 15.

Also Lots 1 and 2, D.P. 5634, being part Section 1A, Square 143, situated in Block I, Ngakawau Survey District: Area, 1 rood 38·8 perches, more or less. All certificate of title, Volume 143, folio 75.

Also Lot 3, D.P. 4010, being part Section 1A, Square 143, situated in Block I, Ngakawau Survey District: Area, 6·5 perches, more or less.

Dated at Wellington this 26th day of June 1962.

R. G. GERARD, Minister of Lands.

(L. and S. H.O. 1/703; D.O. 8/3/38)

Classification of Reserve

PURSUANT to the Reserves Act 1977, and to a delegation from the Minister of Lands, the Assistant Commissioner of Crown Lands hereby declares the reserve, described in the Schedule hereto, to be classified as a recreation reserve, subject to the provisions of the said Act.

SCHEDULE

NELSON LAND DISTRICT—BULLER COUNTY—NGAKAWAU—HECTOR RECREATION RESERVE

22.1409 hectares, more or less, being Section 167, and parts of Sections 79A and 165, Town of Hector, Lot 1, D.P. 3961, Lot 3, D.P. 4010, Lot 1, D.P. 4904, Lots 1 and 2, D.P. 5634, and Section 13, all situated in Block I, Ngakawau Survey District. *New Zealand Gazettes*, 1955, page 212; 1958, page 1422; and 1963, page 242. All certificates of title 123/15 and 143/75, S.O. Plans 8559 and 9018.

Dated at Nelson this 17th day of September 1982.

R. G. C. WRATT,
Assistant Commissioner of Crown Lands.

(L. and S. H.O. Res. 9/2/69; D.O. 8/3/38)

SUPPLEMENT to

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The New Zealand
Gazette

OF THURSDAY, 8 JUNE 1989

WELLINGTON: TUESDAY, 13 JUNE 1989 — ISSUE NO. 99

ORDERS IN COUNCIL

FOR

**LOCAL GOVERNMENT
REORGANISATION**

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paragraphs (d) to (j) of clause 25(2) of this order, who shall be a non-voting member of the transitional committee; and

(g) The Chief Executive designate, when appointed in accordance with clause 29 of this order, who shall be a non-voting member of the transitional committee; and

(h) One member appointed by the New Zealand Council of Trade Unions, being an employee of a local authority named in clause 25(2) of this order, who shall be a non-voting member of the transitional committee.

27 NO CASTING VOTE

The Chairperson of the transitional committee for the West Coast Region or other person presiding at any meeting of the committee shall not have a casting vote in the case of equality of votes.

28 EXCLUSION OF NON-VOTING MEMBERS

The transitional committee for the West Coast Region may resolve to exclude any non-voting member of that committee from any meeting or part of a meeting where it proposes to consider any matter that affects that member personally.

29 OBLIGATION OF TRANSITIONAL COMMITTEE TO APPOINT CHIEF EXECUTIVE

The transitional committee for the West Coast Region shall appoint a person to be the Chief Executive of the West Coast Regional Council.

30 PRINCIPAL LOCAL AUTHORITY

The principal local authority for the transitional committee for the West Coast Region shall be the West Coast United Council.

31 COSTS OF TRANSITIONAL COMMITTEE

(1) The costs of the transitional committee for the West Coast Region (including the costs of providing administrative services to it) shall be borne and paid by the local authorities named in clause 25(2) of this order either:

(a) In accordance with a formula agreed to by that committee; or

(b) If there is no such agreement, in accordance with the following formula—

The proportion of those costs to be borne and paid by each local authority shall equal the proportion that the gross revenue of the local authority for the year ended on the 31st day of March 1988, bears to the gross revenue of all the local authorities to which this clause applies for that year.

(2) For the purpose of this clause, the gross revenue of a local authority shall be the gross revenue reasonably related to the area of a local authority which is to be included in the West Coast Region or any function of a local authority which is to be transferred to the West Coast Regional Council, whichever is applicable.

32 DELEGATION OF SERVICE DELIVERY

The transitional committee for the West Coast Region shall meet with each of the other transitional committees specified in this order and the transitional committee for the Tasman District, for the purpose of considering the most appropriate arrangements for the physical delivery of services relating to the functions allocated to the West Coast Regional Council by this order.

PART III***Buller District*****33 CONSTITUTION OF BULLER DISTRICT**

There is hereby constituted a district, to be known as "The Buller District", which shall comprise the area delineated on S.O. Plan No. 14451 deposited with the Chief Surveyor of the Westland Land District.

34 BULLER DISTRICT COUNCIL

A territorial authority, to be known as "The Buller District Council", is hereby constituted for the Buller District.

35 INTERPRETATION

In this Part of this order, "the former authorities" means:

- (a) The Buller County Council; and
- (b) The Westport Borough Council; and
- (c) The Inangahua County Council; and
- (d) The Grey County Council; and
- (e) The Brougham Street Reserve Board; and
- (f) The Carter Beach Reserve Board; and
- (g) The Karamea Memorial Reserve Board; and
- (h) The Mokihinui Reserve Board; and
- (i) The Little Wanganui Reserve Board; and
- (j) The Mawheraiti Reserve Board; and
- (k) The Ngakawau/Hector Reserve Board; and
- (l) The Omapu Reserve Board; and
- (m) The Seddonville Soldiers Reserve Board; and
- (n) The Waimangaroa Reserve Board; and
- (o) The Reefton Reserve Board,

and any reference to "former authority" shall be read as a reference to any of the former authorities named in this clause.

36 WARDS

(1) The Buller District is hereby divided into 3 wards.

(2) Those 3 wards are:

(a) The Seddon Ward, comprising the area delineated on S.O. Plan No. 14452 deposited with the Chief Surveyor of the Westland Land District;

(b) The Westport Ward, comprising the area delineated on S.O. Plan No. 14453 deposited with the Chief Surveyor of the Westland Land District;

(c) The Inangahua Ward, comprising the area delineated on S.O. Plan No. 14454 deposited with the Chief Surveyor of the Westland Land District.

37 MEMBERSHIP

(1) The Buller District Council shall consist of a Mayor and 11 members.

(2) The members of the Buller District Council to be elected at the first election of that Council shall be elected as follows:

(a) Three members shall be elected by the electors of the Seddon Ward; and

(b) Five members shall be elected by the electors of the Westport Ward; and

(c) Three members shall be elected by the electors of the Inangahua Ward.

38 FIRST ELECTION

(1) For the purposes of the first election of the Buller District Council, the Returning Officer and the principal administrative officer for the Buller District shall be, respectively, the Returning Officer and the principal administrative officer for the Buller County.

(2) The first election of the Buller District Council shall be conducted by postal vote.

39 FIRST MEETING

The first meeting of the Buller District Council:

(a) Shall be convened by the principal administrative officer of that Council; and

(b) Shall be held no later than the 14th day of November 1989.

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40 CHIEF EXECUTIVE

(1) The Chief Executive of the Buller District Council shall be the person appointed to that position in accordance with clause 54 of this order.

(2) The Chief Executive shall be the principal administrative officer of the Buller District Council.

41 FUNCTIONS, DUTIES, AND POWERS

The functions, duties, and powers of the Buller District Council shall be:

(a) The functions, duties, and powers of a territorial authority under—

(i) The Local Government Act 1974; and

(ii) Any other public Act relating to the Buller District Council or any of the former authorities; and

(iii) Any local Act relating to the Buller District Council or any of the former authorities; and

(b) The functions, duties, and powers of an administering body under the Reserves Act 1977 in respect of the reserves being administered by the former authorities immediately before the coming into force of this clause.

42 ADMINISTRATION HEADQUARTERS

The administration headquarters of the Buller District Council shall be located in Westport.

43 SERVICE DELIVERY CENTRE

The Buller District Council shall, at least until the 1st day of November 1995, establish and maintain a service delivery centre in Reefton, in accordance with the provisions of the Second Schedule to this order.

44 INANGAHUA COMMUNITY

(1) There is hereby constituted a community for the area of the Inangahua Ward, to be known as "The Inangahua Community".

(2) The community board for the Inangahua Community shall consist of:

(a) Six members elected by the electors of that community; and

(b) The persons elected, from time to time, as members of the district council representing the Inangahua Ward and appointed by the Buller District Council to the community board.

(3) The Returning Officer for the first election of the community board for the community constituted by this clause shall be the Returning Officer for the Buller County.

(4) The first election of the community board for the community constituted by this clause shall be conducted by postal vote.

45 RATING

(1) The system of rating in the Buller District shall be the land value system.

(2) Until the Valuer-General is able to produce a valuation roll for the Buller District, Part XIV of the Rating Powers Act 1988 shall apply as if the Buller District was the district of a special purpose authority and the areas from which it was formed were constituent districts.

46 TOWN AND COUNTRY PLANNING

(1) The Buller District Council shall not be required to prepare a new district scheme, immediately, for the Buller District.

(2) The operative district schemes and the proposed district schemes under the Town and Country Planning Act 1977 of the former authorities shall be deemed to be the operative district scheme or, as the case may be, the proposed district scheme, of the Buller District.

(3) Where any former authority had, prior to its dissolution,

begun the preparation of any review of its district scheme or any change or variation thereof, then, subject to any resolution of the Buller District Council to the contrary, all such preparation shall be deemed to have been done by, or on behalf of, the Buller District Council and may be adopted and acted upon by it.

(4) Where before the coming into force of this clause any application had been made to any former authority pursuant to any provision of the Town and Country Planning Act 1977, and:

(a) No hearing by that former authority or any committee thereof had begun of such application or any objection thereto, the application shall be deemed to have been made to the Buller District Council and shall be dealt with by it accordingly; or

(b) Such application had been heard or otherwise disposed of by that former authority and either the time for any appeal against any such decision had not expired or notice of appeal had been given, any such appeal shall be deemed to be against the Buller District Council; or

(c) Such application had been either partly or fully heard or considered by that former authority but no decision thereon had been given, the application shall be heard or considered again by the Buller District Council or, as the case may require, a committee or delegate thereof.

47 CIVIL DEFENCE

The operative local civil defence plans for the districts of the former authorities shall continue in force in the respective parts of the Buller District until a new plan is approved for the Buller District, in accordance with the Civil Defence Act 1983.

48 VESTING OF PROPERTY

(1) All property, real and personal, vested in the corporation of any former authority and situated in the Buller District is hereby vested in the corporation of the Buller District, subject to all existing encumbrances.

(2) All property, real and personal, vested in the corporation of any former authority, other than the Grey County Council, and situated in a district in which that former authority is not also a former authority, is hereby vested in the corporation of the Buller District Council, subject to all existing encumbrances.

49 TITLE TO PROPERTY

Any reference, express or implied, to any former authority in any instrument or other document, or in any entry or record made in any register in relation to any property vested in the Buller District Council by clause 48 of this order shall, unless the context otherwise requires, be read as a reference to "The Buller District Council".

50 TRANSITIONAL COMMITTEE

(1) The local authorities named in subclause (2) of this clause shall unite in appointing a transitional committee for the Buller District.

(2) The local authorities to which this clause applies shall be:

(a) The Buller County Council; and

(b) The Westport Borough Council; and

(c) The Inangahua County Council.

51 MEMBERSHIP OF TRANSITIONAL COMMITTEE

The transitional committee for the Buller District shall consist of:

(a) Two members appointed by the Buller County Council; and

(b) Three members appointed by the Westport Borough Council; and

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(c) Two members appointed by the Inangahua County Council; and

(d) One officer appointed by each local authority, named in paragraphs (a) to (c) of clause 50(2) of this order, who shall be non-voting members of the committee; and

(e) The Chief Executive designate, when appointed in accordance with clause 54 of this order, who shall be a non-voting member of the transitional committee; and

(f) One member appointed by the New Zealand Council of Trade Unions, being an employee of a local authority named in clause 50(2) of this order, who shall be a non-voting member of the transitional committee.

52 NO CASTING VOTE

The Chairperson of the transitional committee for the Buller District or other person presiding at any meeting of the committee shall not have a casting vote in the case of equality of votes.

53 EXCLUSION OF NON-VOTING MEMBERS

The transitional committee for the Buller District may resolve to exclude any non-voting member of that committee from any meeting or part of a meeting where it proposes to consider any matter that affects that member personally.

54 OBLIGATION OF TRANSITIONAL COMMITTEE TO APPOINT CHIEF EXECUTIVE

The transitional committee for the Buller District shall appoint a person to be the Chief Executive of the Buller District Council.

55 PRINCIPAL LOCAL AUTHORITY

The principal local authority for the transitional committee for the Buller District shall be the Westport Borough Council.

56 COSTS OF TRANSITIONAL COMMITTEE

The costs of the transitional committee for the Buller District (including the costs of providing administrative services to it) shall be borne and paid by the local authorities named in clause 50(2) of this order either:

(a) In accordance with a formula agreed to by that committee; or

(b) If there is no such agreement, in accordance with the following formula—

The proportion of those costs to be borne and paid by each local authority shall equal the proportion that the population (as at the time of the Census of Population and Dwellings held on the 4th day of March 1986) of:

- (i) The district of that local authority; or
- (ii) Those parts of the district of that local authority to be included in the Buller District,

as the case may be, bears to the total of the populations (as at the time of that census) of all of the districts of the local authorities or parts of the districts of the local authorities to be included in the Buller District.

57 CONSULTATION WITH ADMINISTERING AUTHORITIES OF RESERVES

(1) The transitional committee for the Buller District shall consult with each administering body under the Reserves Act 1977 for each reserve whose functions, duties, and powers are, by this order, allocated to the Buller District Council.

(2) The consultation shall be for the purpose of discussing the possible establishment of a committee of management for each reserve being administered by those administering authorities.

(3) Where, following that consultation, the transitional committee for the Buller District considers it desirable that any committee or committees of management be established, the transitional committee shall recommend to the Buller District

Council that it establish such a committee or committees of management.

PART IV

Grey District

58 CONSTITUTION OF GREY DISTRICT

There is hereby constituted a district, to be known as "The Grey District", which shall comprise the area delineated on S.O. Plan No. 11457 deposited with the Chief Surveyor of the Westland Land District.

59 GREY DISTRICT COUNCIL

A territorial authority, to be known as "The Grey District Council", is hereby constituted for the Grey District.

60 INTERPRETATION

In this Part of this order, "the former authorities" means:

- (a) The Grey County Council; and
- (b) The Greymouth Borough Council; and
- (c) The Runanga Borough Council; and
- (d) Subject to Part VI of this order, the Greymouth Harbour Board; and
- (e) The Blackball Reserve Board; and
- (f) The Dobson Reserve Board; and
- (g) The Garth Reserve Board; and
- (h) The Ngahere Reserve Board; and
- (i) The Paroa Reserve Board; and
- (j) The Rapahoe Reserve Board; and
- (k) The Taylorville Reserve Board; and
- (l) The Ogilvie Reserve Board,

and any reference to "former authority" shall be a reference to any of the former authorities named in this clause.

61 WARDS

(1) The Grey District shall be divided into 5 wards.

(2) Those 5 wards are:

(a) The Ahaura Ward, comprising the area delineated on S.O. Plan No. 11455 deposited with the Chief Surveyor of the Westland Land District;

(b) The Moana Ward, comprising the area delineated on S.O. Plan No. 11456 deposited with the Chief Surveyor of the Westland Land District;

(c) The Cobden Ward, comprising the area delineated on S.O. Plan No. 11453 deposited with the Chief Surveyor of the Westland Land District;

(d) The Karoro Ward, comprising the area delineated on S.O. Plan No. 11452 deposited with the Chief Surveyor of the Westland Land District;

(e) The Runanga Ward, comprising the area delineated on S.O. Plan No. 11454 deposited with the Chief Surveyor of the Westland Land District.

62 MEMBERSHIP

(1) The Grey District Council shall consist of a Mayor and 12 members.

(2) The members of the Grey District Council to be elected at the first election of that Council shall be elected as follows:

(a) Two members shall be elected by the electors of the Ahaura Ward; and

(b) Two members shall be elected by the electors of the Moana Ward; and

(c) Three members shall be elected by the electors of the Cobden Ward; and

(d) Three members shall be elected by the electors of the Karoro Ward; and