

Governance Structure

Terms of Reference and Delegations for Council and Committees of Council.

2025–2028 Triennium

Adopted: 17 December 2025

Introduction

Governance Structure

This document sets out the Governance Structure by which Buller District Council:

- carries out its governance functions; and
- formally delegates its powers and responsibilities.

The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002 and is based on the following Governance principles:

1. Transparency and Accountability

Council decisions and operations must be open and transparent, with clear lines of accountability to the public.

2. Effective Representation

Elected members represent the interests of their constituents and the wider district, ensuring diverse voices are heard.

3. Strategic Leadership

The Council provides strategic direction for the district, setting priorities and long-term goals through plans and policies.

4. Collaboration and Inclusivity

The Council works with iwi, community groups, and stakeholders to ensure inclusive decision-making, including a non-elected Māori representative position.

5. Ethical Conduct and Integrity

Members are expected to act with honesty, fairness, and integrity, avoiding conflicts of interest and maintaining public trust.

6. Responsiveness and Adaptability

Council structures and delegations are reviewed and amended as needed to respond to changing circumstances and community needs.

The Governance Structure for Buller District Council is adopted at the beginning of each triennium. It sets out in full the delegations to the Risk and Audit Committee, Community Committee, Regulatory Hearings Committee, Chief Executive Review and Performance Committee, Resource Management Act (RMA) Hearings Panel, Inangahua Community Board and Subcommittees.

The Governance Structure may also be reviewed and amended as necessary throughout the Triennium.

The Role of the Mayor

Section 41A of the Local Government Act 2002 confers a number of powers and responsibilities to the Mayor.

The Mayor may:

- Define and promote a vision for the advancement of Buller and the people of Buller and provide leadership to achieve that vision.
- Lead the development of council plans, policies and budgets (including the Annual Plan and Long-Term Plan) for consideration by the Council.
- Ensure effective engagement between the Council and the people of Buller.
- Appoint the Deputy Mayor.
- Establish committees of the governing body (Council) and appoint the chairperson and deputy chairperson for each of those committees.

Non-elected Māori Representation

The inclusion of a non-elected, Iwi Representative role into the Buller District Council Governance structure formally recognises the importance of the crucial relationship with Te Rūnanga o Ngāti Waewae.

Te Rūnanga o Ngāti Waewae will have a non-elected, voting Māori Representative position on all Council Committees and will hold a non-elected, non-voting Māori Representative position at full Council meetings.

Te Rūnanga o Ngāti Waewae are already legally recognised as mana whenua by Council in regard to meeting its existing obligations under legislation around consenting.

The appointment further strengthens, develops and extends the Council relationship with Te Rūnanga o Ngāti Waewae especially across Council's wider cultural, social, economic, environmental and legal interests in regard to its district obligations.

Under the Crown's obligations arising from Te Tiriti o Waitangi, Te Rūnanga o Ngāti Waewae as mana whenua are always going to be heavily engaged in future direction setting for the West Coast Te Tai Poutini in general, and also, specifically, for the Buller district. For Council then, a strong and positive relationship with Te Rūnanga Ngāti Waewae is important on every level.

Ambiguity and Conflict

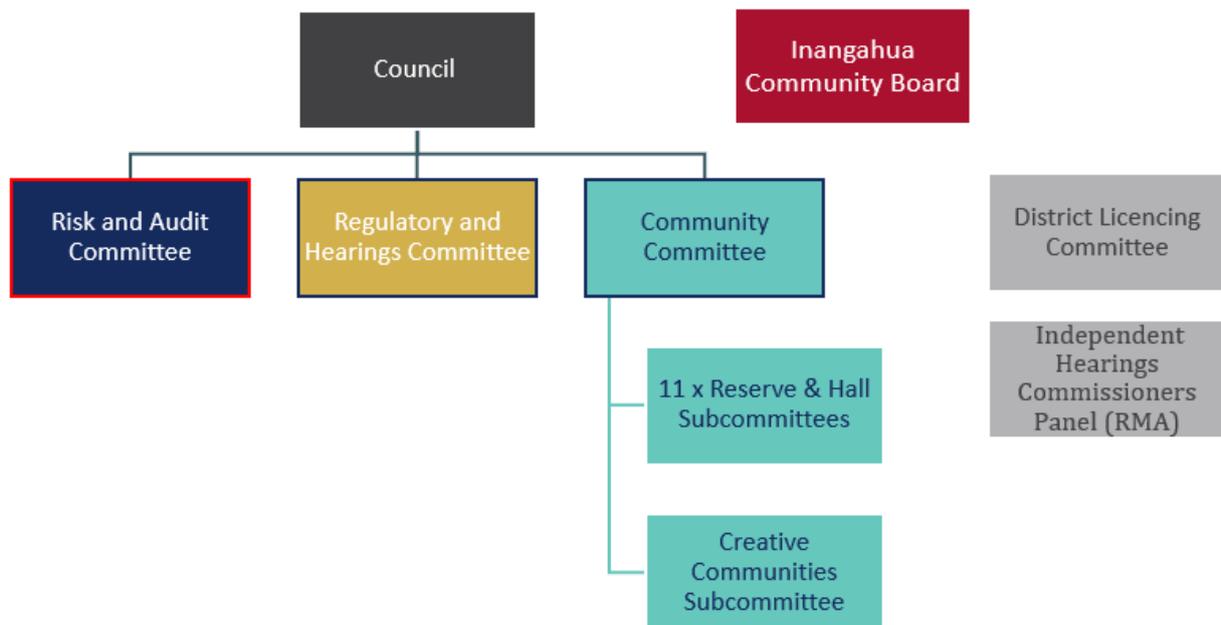
For clarity, matters that are not delegated by the Council to a committee or another subordinate decision-making body, or to the Chief Executive Officer or other Council officer, are to be determined by the whole of Council.

In the event of uncertainty or dispute as to the authorisation of the Risk and Audit Committee to act in respect of a particular matter, due to ambiguity or conflict between the provisions of the Terms of Reference, the Chief Executive Officer will prepare a written report on the matter for Council's consideration. The decision of Council will be final and binding.

Interpretation

References to legislation in this Governance Structure include its amendments, re-enactments and substitutions, as well as any regulations made under that legislation.

Council Structure



Council

Chairperson:	Mayor
Membership:	Mayor and all Councillors
Meeting Frequency:	Monthly – or as required
Quorum:	A Majority of Members (including vacancies)

Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Buller district.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
 - a. The power to set district rates.
 - b. The power to create, adopt and implement a bylaw.
 - c. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
 - d. The power to adopt a Long-Term Plan or Annual Plan, or Annual Report.
 - e. The power to appoint a Chief Executive Officer.
 - 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 Council's governance statement, including the Infrastructure Strategy.
 - g. The power to adopt a remuneration and employment policy for Chief Executive Officer.
 - h. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.

- i. The power to approve or amend the Council's Standing Orders.
 - j. The power to approve or amend the Code of Conduct for Elected Members.
 - k. The power to appoint and discharge members of committees.
 - l. The power to establish a joint committee with another local authority of other public body.
 - m. The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
 - n. Health & Safety obligations and legislative requirements are met.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
- a. Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b. Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c. Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.
 - d. Approval of the Triennial Agreement.
 - e. Approval of the local governance statement required under the Local Government Act 2002.
 - f. Approval of a proposal to the Remuneration Authority for the remuneration of Members.
 - g. Approval of any changes to the nature and delegations of the Committees.
 - h. Approval of funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District

- i. Ensuring Buller is performing to the highest standard in the area of civil defence and emergency management through:
 - i. Implementation of Government requirements
 - ii. Contractual service delivery arrangements with the West Coast Regional Group Emergency Management Office
- j. All other powers and responsibilities not specifically delegated to the Risk and Audit Committee, Community Committee, Regulatory Hearings Committee, Subcommittees, independent hearing panels or Inangahua Community Board.

Common Delegations

The following delegations from Council are common to the Risk and Audit Committee, the Community Committee, the Regulatory Hearings Committee and Chief Executive Review and Performance Committee within their respective areas of responsibility.

General Principal

1. The work of these Committees will be in accordance with the priorities and work programme agreed by the Council.
2. These Committees have the powers necessary to perform the Committee's responsibilities, in accordance with the approved Long-Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the financial strategy.

Consultation and engagement

1. Ensure appropriate, effective, and transparent engagement with the community, tangata whenua and other stakeholders.
2. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.
3. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for Council to decide.

Submissions and legislation

1. Approve submissions to external bodies/organisations on legislation and proposals, related to the Committee's areas of responsibility, that impact governance policy or matters.
2. Monitor and oversee strategic projects and programmes.
3. Monitor Council's Asset Management Plans/Strategic Infrastructure Plan.

Contracts

1. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a. Do not require the approval of the whole of Council; and

- b. Fall within the budget approved under the Long-Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

Other

1. Consider and make decisions which are within the Chief Executive Officer's delegations, and which the Chief Executive Officer has referred to the Committee for recommendation to Council.
2. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive Officer or other Council officers.
3. Commission new Committee reports, and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
4. Monitor Audit recommendations and ensure completion.

Risk and Audit Committee

Reports to:	The Council
Independent Chairperson:	Rachael Dean
Membership:	The Mayor, all Councillors and Māori Representative
Meeting Frequency:	Quarterly
Quorum:	A majority of members (including vacancies)

Purpose

The Risk and Audit Committee provides independent oversight of Council's risk management, internal controls, audit processes, and compliance systems. It supports Council in fulfilling its governance responsibilities under the Local Government Act 2002 and promotes transparency, accountability, and continuous improvement across Council operations.

The Committee is responsible for:

1. Providing independent oversight of Council's risk management, internal control, audit, and compliance frameworks.
2. Supporting Council's governance responsibilities under the Local Government Act 2002.
3. Ensuring transparency, accountability, and continuous improvement in Council's assurance systems.
4. Overseeing risk and governance matters related to Council-Controlled Organisations (CCOs), including reviewing Statements of Intent, quarterly performance reports, and major transaction proposals

In addition to the common delegations, the Risk and Audit Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

The Committee will:

1. Review Council's risk management framework, including the risk register, and provide assurance that risks are identified, assessed, and managed effectively.

2. Assess the effectiveness of internal controls, including Council's approach to insurance and business continuity.
3. Engage with external auditors, agree on audit scope and terms, and review audit findings and management responses.
4. Approve and monitor the internal audit programme, ensuring independence, access, and adequate resources.
5. Assess whether Internal Audit recommendations have been effectively implemented by management, including follow-up on agreed actions and timelines.
6. Review and endorse the annual Internal Audit Plan, ensuring appropriate organisational structures, authority, access, independence, resourcing, and reporting arrangements are in place, and recommend its adoption to Council.
7. Monitor Council's compliance systems, including legislative, regulatory, and policy obligations.
8. Oversee the implementation of audit recommendations, ensuring timely and appropriate action.
9. Review governance and risk matters related to CCOs, including feedback on Statements of Intent and major governance transactions.
10. Receive quarterly reports from CCOs, including board performance, and undertake reviews or make recommendations to Council as appropriate.
11. Commission independent reviews or investigations, where significant risk or compliance issues arise.
12. Receive assurance reports, including accountability statements from funded entities where relevant.
13. Review Council's Annual Reports and Long-Term Plans (LTPs) with a focus on identifying risks of error, legislative compliance, and assurance of integrity in reporting, and recommend these documents to Council for adoption.

The Committee is delegated authority to:

1. Recommend improvements to Council's risk, audit, and compliance frameworks.
2. Recommend governance actions in response to audit findings or risk assessments.

3. Recommend changes to Council's internal audit programme or risk management strategy.
4. Provide quarterly reports to Council summarising Committee activities, findings, and recommendations.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Special Notes: / Reporting and Administration:

1. The Committee is chaired by an independent appointee who is not an elected member, ensuring impartial oversight and alignment with best practice governance standards.
2. All other members are elected representatives appointed for a term aligned with the triennial election cycle, with eligibility for reappointment.
3. Committee members must act independently and in the best interests of Council's governance.
4. The Chief Executive Officer and Group Manager Corporate (and Commercial) Services attend all meetings but are not members and hold no voting rights. Other officers may attend as required to support governance reporting.
5. The Chairperson shall present an annual self-review to Council summarising the Committee's performance and key governance outcomes.
6. The Chief Executive shall promptly advise the Committee of any material governance risks, breakdowns in internal controls, or incidents of fraud or malpractice.

Resource Management Act (RMA) 1991 Hearings Commissioners' Panel

Reports to:	The Council
Chairperson:	As Appointed
Membership:	With up to three sitting at any one time (including the Chairperson, if required.)
Meeting Frequency:	As required

Purpose:

To undertake certain hearings under the Resource Management Act 1991 (RMA), unless otherwise reserved by full Council.

Terms of Reference

1. The power to hear and decide any of the following RMA matters:
 - a. Application for a resource consent or change to conditions of resource consent;
 - b. Notice of objection;
 - c. Notice of requirement to designate land and later a designation; for a heritage order and alteration to a heritage order; and
 - d. Any other RMA matter as directed by Council
2. The power to exercise all procedural powers under the RMA relevant to the matter to be heard from the date selection being confirmed by the Group Manager Regulatory Services until the date the final decision is delivered by the hearings commissioner(s).

Special Notes:

- The Group Manager Regulatory Services is delegated authority to select the Hearings Panel Commissioner/s from the Ministry of Environment list of certified RMA decision makers.
- The Group Manager Regulatory Services is delegated authority to appoint a Commissioner as Chairperson to a Hearings Panel who has chair certification from the Ministry for Environment list of certified RMA decision makers.
- It is noted that, in accordance with Section 100A of the RMA, if an applicant or submitter requests that the Council delegate its functions, powers, and duties to

hear and decide an application to one or more hearings commissioners who are not councillors, then the Group Manager Regulatory Services must action this request and delegate the hearing and decision-making responsibilities accordingly.

Regulatory Hearings Committee

Reports to:	The Council
Chairperson:	Cr Linda Webb
Deputy Chairperson:	Cr Phil Rutherford
Membership:	The Mayor, all Councillors and Māori Representative
Meeting Frequency:	As required
Quorum:	A panel of three members to be appointed for each hearing.

Purpose

1. To conduct fair and effective hearings and make determinations or recommendations on the Council's regulatory functions under legislation and other matters as referred to the Committee as set out below.

In addition to the common delegations, the Regulatory Hearings Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To hear and determine any statutory or regulatory hearings under relevant legislation unless otherwise delegated or retained by the Council, including (but without limitation):
 - objections under the Dog Control Act 1996;
 - matters under the Impounding Act 1955;
 - matters concerning road stopping or closures under the Local Government Act 1974.
2. To hear and determine matters arising under Council bylaws and policies, including applications for dispensation from compliance with the requirements of bylaws or policies.
3. To hear and determine other matters that require hearings or submissions following the completion of a special consultative process, where directed by Council.
4. To determine matters under any other legislation requiring a hearing process, where directed by Council.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Special Note:

- The Committee may request expert advice through the Chief Executive Officer when necessary, within budget and the Committee's terms of reference.
- The Chairperson of the Committee, in consultation with the Group Manager Regulatory Services, is delegated the power to determine the composition of any hearings panel to be convened under the Committee's terms of reference.
- When determining the make-up of the Panels, the following factors must be considered:
 - Any conflict of interest (known, perceived or potential).
 - Any conflict of interest identified by the Chair or raised by applicants and/or submitters.
 - The need for specific expertise in particular cases.
 - The need for any particular local knowledge.
- The Chief Executive Officer (or their delegate) and Group Manager Regulatory Services are required to attend all meetings but are not members and have no voting rights. Other Council officers may attend the committee meetings, as required.
- Written updates may be requested to be provided to Council meeting from the Chair and Group Manager Regulatory Services from time to time.

Community Committee

Reports to:	Council
Chairperson:	Deputy Mayor Shayne Barry
Deputy Chairperson	Cr Toni O’Keefe
Membership:	The Mayor, all Councillors and Māori Representative
Meeting Frequency:	Quarterly
Quorum:	5

Purpose

The Community Committee provides strategic oversight of Council’s community funding initiatives, as outlined in the Long-Term Plan and Annual Plan, and upholds Council’s commitment to the four well-beings. It also supports Council-appointed subcommittees—such as those overseeing reserves, halls, and creative initiatives—by providing governance oversight to strengthen their effectiveness, ensure alignment with Council’s strategic priorities, and promote transparent, accountable operations.

The Community Committee is responsible for:

1. Approving and allocating Council’s community grants and related funding initiatives, as outlined in the Long-Term Plan. This includes supporting projects that promote the social, economic, environmental, and cultural well-being of Buller District communities, in alignment with Council’s strategic priorities, Reserve Management Plans (once adopted) and the Local Government Act 2002.
2. Providing leadership and support to Council-appointed subcommittees overseeing reserves and halls. This includes enabling effective operation within delegated responsibilities, fostering community representation, and ensuring alignment with Council’s objectives and statutory obligations.
3. Overseeing the Creative Communities Subcommittee in accordance with the agreement between Council and Creative New Zealand (CNZ), ensuring responsible administration of arts funding and support for community-led creative initiatives.
4. Overseeing the Rural Travel Fund (RTF) in accordance with the funding agreement with Sport New Zealand (SPARC), ensuring responsible administration of external grant revenue to support equitable access to sporting opportunities for rural youth.
5. Exercising responsibilities in accordance with the principles of local government, including promoting community well-being and enabling democratic decision-

making. These principles are reflected in the Long-Term Plan, noting proposed amendments to section 10 of the Local Government Act 2002 under the System Improvements Bill.

In addition to the common delegations, the Community Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

The Committee will:

1. Receive and consider presentations and reports from stakeholders, government departments, organisations, and interest groups on community development and well-being. This includes presentations from recipients of Council grants (e.g., sports trusts and community groups).
2. Approve and set priorities for community funding, including the Community Grants and Rural Travel Fund, within the parameters of the Long-Term Plan and Annual Plan. Significant changes to funding structures or priorities must be progressed through the Long-Term Planning process.
3. Coordinate, assess and decide on proposals and applications for external and Council funding related to environmental initiatives, public art, recreational and community facilities, and local amenities.
4. Monitor and oversee the Reserves and Halls Subcommittees, ensuring alignment with Council's strategic objectives and reporting requirements. Subcommittees will report to the Committee on a six-monthly basis.
5. Monitor and oversee the Creative Communities Subcommittee, including approval of funding allocations in accordance with CNZ guidelines and Council policy. Reports will be received following each CNZ funding round

The Committee is delegated authority to:

1. Approve applications and distribute funding through the Community Grants, Rural Travel Fund, and other community-focused funding streams, in line with the Long-Term Plan, Annual Plan, and relevant Council policies.
2. Review the processes and criteria used to assess funding applications, ensuring transparency, equity, and alignment with Council's strategic priorities and the four well-beings as retained in the Long-Term Plan.
3. Receive and request accountability statements from grant recipients and direct the Chief Executive to follow up on any outstanding reporting requirements.

4. Appoint and remove members of Reserves and Hall Subcommittees considering the recommendations of the respective Subcommittees.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Special Notes: / Reporting and Administration:

1. The Chief Executive Officer (or their delegate) and Group Manager Community Services are required to attend all meetings but are not members and do not hold voting rights. Other Council officers may attend as required.
2. Written updates may be requested from the Chair and Group Manager Community Services for Council meetings.
3. The Reserves and Halls Subcommittees shall report to the Community Committee on a half-yearly basis, or as otherwise directed, providing updates on activities and alignment with Council objectives.

Chief Executive Review and Performance Committee

Reports to:	Council
Chairperson:	Mayor
Deputy Chairperson	Deputy Mayor
Membership:	The Mayor, Deputy Mayor and One Councillor
Meeting Frequency:	Annually as required

Purpose

The Chief Executive Review and Performance Committee is responsible for:

1. Acting for and advising Council on matters pertaining to the employment and performance of the Council's Chief Executive Officer.

Terms of Reference:

1. To develop and consult with Council annually on performance targets and key performance indicators for the Chief Executive, including associated methods of measurement and processes of judgement.
2. To negotiate annually with the Chief Executive performance targets and key performance indicators including associated methods of measurement and processes of judgement.
3. To conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes, in April/May of each year or such other time as agreed with the Chief Executive.
4. To develop and consult with Council, appropriate amendments or adjustments to the terms and conditions of employment and the remuneration of the Chief Executive arising from the annual review.
5. To negotiate and determine any agreed amendments or adjustments to the terms and conditions of employment and the remuneration with the Chief Executive annually.
6. To develop and agree with the Chief Executive, an annual development plan to address any training needs or preferences.

7. To meet with the Chief Executive at least once each year to discuss progress on performance targets and key result areas and the agreed personal development plan and negotiate any revision or change as is considered necessary.
8. To consider and advise Council on all matters relevant to the employment of the Council's Chief Executive.
9. To represent Council in regard to any issues which may arise in respect of the Chief Executive's job description, agreement, performance objectives, or other similar matters
10. To conduct and complete a review of employment under clause 35 schedule 7 Local Government Act 2002 and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 Local Government Act 2002.

The Committee is delegated the following powers to act:

- To make all decisions necessary to fulfil the role and scope of the committee subject to the limitations imposed.
- To negotiate and recommend to Council on performance agreement measures and annual remuneration.
- To engage external advisors where required in order to fulfil its responsibilities.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.

Special Notes:

- The Chief Executive Review and Performance Committee is not delegated authority to:
 - Approve the Chief Executive's annual remuneration; or
 - Appoint the Chief Executive.
 - Set the Chief Executive's Key Performance Indicators (KPI's)

Creative Communities Subcommittee

Reports to:	Community Committee
Chairperson:	To be elected annually by the Subcommittee
Meeting frequency:	Biannually
Quorum	A majority of members (excluding vacancies)

Purpose:

The Creative Communities Subcommittee is the assessment committee for assessing applications and allocating funding provided to Council by Creative New Zealand through the Creative Communities Scheme.

Terms of Reference:

The Creative Communities Subcommittee considers local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

The Subcommittee is delegated the following powers:

The Creative Communities Subcommittee has full delegated authority to make distributions from the funding received annually from Creative New Zealand in line with the agreement between Creative New Zealand and Buller District Council.

The Committee is delegated the following recommendatory powers:

The Subcommittee may make recommendations to the Community Committee on local priorities for arts participation.

Special Notes:

- The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.
- Verbal updates may be requested to be provided to the Community Committee meetings from the Group Manager Community Services from time to time.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members annually.

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 Community Committee meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval for elected members to function 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 two formal meetings per year for funding rounds.

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

Remuneration

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

Other delegations and responsibilities

None

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

Reports to:	Community Committee
Meeting Frequency:	Annually and as required

Preamble:

The administration of the Ngakawau-Hector Reserves was transferred to the Buller District Council by The Local Government (West Coast Regional) Reorganisation Order 1989. The role of the former Reserve Boards and subsequent Subcommittees has been to manage reserves in accordance with the Reserves Act 1977 for the benefit of the local community and wider Buller District.

In making these Terms of Reference and Delegations Council recognises the functions, powers, and duties delegated to the Ngakawau-Hector Reserve Subcommittee by this document are important to the community and therefore require legislative standards to be met. In making these delegations Council also recognises there are a range of community facilities located on public land that are and will remain in community ownership. These aspects are to be managed through Licences to Occupy and Reserve Management Plans specific to each Reserve.

Terms of reference

Purpose:

1. The purpose of Ngakawau-Hector Reserve Subcommittee (Subcommittee) is to manage the Ngakawau/Hector Recreation Reserve ('the reserve') for the benefit of the local community and wider district in accordance with the Reserves Act 1977 and the Reserve Management Plan (when it is completed and approved) with the support of Council;
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. Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve.
4. Council and the Subcommittee recognise that Council is responsible for the reserve in the district under the Instrument of Delegation for Territorial Authorities (dated 12 June 2013) and as the administering body under S.40 Reserves Act 1977;

Council responsibilities:

1. Council recognises that Reserve Subcommittees are comprised of volunteers (with one elected member) and that in undertaking its work with the Subcommittee it has a responsibility to work in partnership with its subcommittees and their members for the benefit of communities and the region as a whole.
2. The Community Committee will appoint members of the Subcommittees under Schedule 7 s31(2) LGA 2002
3. In partnership with the Subcommittee and local community develop Reserve Management Plans in accordance with S41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
4. If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee, Council agrees to work cooperatively to find a resolution with all parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
5. If a dispute resolution cannot be reached, Council agrees to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
6. To produce and distribute the Subcommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, to provide secretarial support at the meeting.
7. To consider recommendations from the Subcommittee on property (including land & buildings) acquisitions and disposals in relation to the reserve.

General terms of reference:

The Subcommittee:

1. Is to be formally appointed by the Community Committee under S30 (2), Schedule 7 LGA Act 2002, which also has the power:
 - under s30 (5b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee; and
 - under s31 (2) Schedule 7 LGA 2002 to appoint and discharge any member of the Subcommittee.

2. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise under s30 (7) Schedule 7 LGA2002.
3. Will have its members formally appointed by the Community Committee following the Local Government triennial election of members (unless the Council resolves otherwise) in the following way:
 - a. Prior to each Local Body election Council to call for expressions of interest from those living within the local area who have the skills, attributes or knowledge that will assist the work of the subcommittee and who have been nominated by at least two residents or ratepayers within the local area;
 - b. A Special Meeting will be called by the Subcommittee and attended by the nominees and public;
 - c. All those attending the Special Meeting can vote on each of the nominees with a majority of votes needed for a candidate's name to be forwarded to the Community Committee for formal appointments;
 - d. On the re-establishment of the subcommittee the Community Committee will formally appoint these individuals to the subcommittee for the period of the triennium.
 - e. If new members are required to be appointed during the triennium the same process above will also be followed
4. Is subject in all things to the control of the Community Committee (s30 (4) Schedule 7 LGA 2002) and must conduct all general and special directions of the Community Committee given in relation to the Subcommittee or its affairs; and
5. Is prohibited from appointing any subordinate body.

Delegations

The delegations to the Subcommittee are as follows:

1. The maintenance and operation of the reserve as necessary for the safe, efficient, and effective management of the reserve
2. The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with the Reserves Act 1977 (Section 74 Licences to Occupy reserves temporarily)

3. The letting of facilities
4. The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
5. The raising and expenditure of finance (in accordance with the financial delegations below)
6. To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

Financial

Invoices

- All invoices for goods and/or services cost no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.
- Approval of the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Contracts

- All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.
- Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

Exercise of delegations

The exercising of delegations are to be read in conjunction with clause 2.1 (Council Responsibilities) above.

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

- Policies, plans, standards, or guidelines that have been established and approved by Council;
- The annual budget as approved by the Council.
- All general and special directions of the Community Committee and Council given in relation to the Subcommittee.

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 Community Committee or Council recognising the matters set out above
2. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated with the terminated Subcommittee

Matters which are not delegated by council:

The power to:

1. Make a rate or bylaw;
2. Borrow money, or purchase or dispose of assets, unless budgeted for or approved;
3. Acquire, hold, or dispose of land;
4. Appoint, suspend, or remove staff;
5. Institute an action for the recovery of any amount; or
6. Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

Membership

The membership of the Subcommittee consists of:

- One elected member (elected under the Local Electoral Act 2001); and
- Appointed members – up to 10,

Officers of the Subcommittee

1. The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined in 3.3 above)
2. The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.
3. The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Community committee as soon as practicable – noting that council staff will manage the annual meeting.

4. The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and preparing income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports will be June 30th.

Financial accountability

The Subcommittee shall:

1. Develop and approve an annual budget each financial year
2. Provide its Annual budget by the dates specified by Council's Community Committee for approval;
3. Present to the Council any other report it is requested to provide.
4. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
5. Provide its Annual Report and Annual Accounts to the Council's Group Manager Corporate Services, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit. 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.

Council has the following two requirements for the review and verification of banking arrangements:

1. Copies of all bank account and investment statements as of 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

The above has been agreed to on the understanding that it does not detract from the ability of an external auditor appointed by the Office of the Auditor-General to request bank confirmation if deemed necessary.

Contact with media

1. All Subcommittee Members are free to express a personal view in the media, at any time, provided that this is:
 - Sanctioned by the Subcommittee Chair; and
 - Does not state or imply that it represents the views of Council, its employees, or officers.

Frequency of meetings

1. The Subcommittee shall hold at least one formal meeting per year.
2. This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meetings if required and preparation and distribution of minutes;
 - For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

Subcommittee members, Councillors, and council staff will work together in partnership in accordance with Standing Orders, Council's Codes of Conduct (for both Councillors and Staff), and any relevant legislation.

Quorum

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

- Half of the members if the number of members (including vacancies) is even; or
- 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 Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Community Committee.

Reserve And Halls Subcommittees

Reports to: Community Committee
Meeting Frequency: Annually and as required.

Purpose:

1. The purpose of Reserve and Hall Subcommittees is to manage the reserves and/or halls with the support of Council;
2. In making these delegations the Council recognises that it is responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and as the administering body (specific to each reserve) under S.40 Reserves Act 1977.

Council responsibilities:

1. The Community Committee will appoint members of the Subcommittees under Schedule 7 cl31(2) LGA 2002
2. In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans in accordance with s41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
3. If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee, cooperatively work to find a resolution with all parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
4. If a dispute resolution cannot be reached, use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
5. To produce and distribute the Subcommittee Agenda for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, provide secretarial support at the meeting;

The Subcommittee:

6. Is to be formally appointed by the Community Committee under s30 (2), Schedule 7 LGA Act 2002, which also has the power:
 - under s30 (5b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee; and
 - under s31 (2) Schedule 7 LGA 2002 to appoint and discharge any member of the Subcommittee.
7. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise under s30 (7) Schedule 7 LGA2002.
8. Will have its members formally appointed by the Community Committee following the Local Government triennial election of members (unless the Council resolves otherwise) in the following way:
 - a. Prior to each Local Body election Council to call for expressions of interest from those living within the local area who have the skills, attributes or knowledge that will assist the work of the subcommittee and who have been nominated by at least two residents or ratepayers within the local area;
 - b. A Special Meeting will be called by the Subcommittee and attended by the nominees and public;
 - c. All those attending the Special Meeting can vote on each of the nominees with a majority of votes needed for a candidate's name to be forwarded to the Community Committee for formal appointments;
 - d. On the re-establishment of the subcommittee the Community Committee will formally appoint these individuals to the subcommittee for the period of the triennium.
 - e. If new members are required to be appointed during the triennium the same process above will also be followed
9. Is subject in all things to the control of the Community Committee (s30 (4) Schedule 7 LGA 2002) and must conduct all general and special directions of the Community Committee given in relation to the Subcommittee or its affairs; and
10. Is prohibited from appointing any subordinate body.

The role of reserve and halls subcommittees is to:

1. Manage the reserve and hall for the benefit of the local community and wider district in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved;
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. Make recommendations to council on property (including land, buildings, and permanent assets) acquisitions and disposals in relation to the reserve or hall.
4. Develop and approve an annual budget each financial year to achieve 4.1 above

Delegations

The delegations to the Subcommittee are as follows:

1. The maintenance and operation of the reserve
2. The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to Occupy reserves temporarily
3. The letting of facilities
4. The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
5. The raising and expenditure of finance (in accordance with the financial delegations below)
6. To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

Financial

Invoices

All invoices for goods and/or services cost no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.

Approval of the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Contracts

All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.

Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

Exercise of 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 annual budget as approved by Council.
3. All general and special directions of the Community Committee and Council given in relation to the Subcommittee.

Power to delegate

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

Cessation of subcommittee

The Subcommittee may be terminated by resolution of the Community Committee or Council;

If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated with the terminated Subcommittee

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 or assets;
 - Appoint, suspend, or remove staff;
 - Institute an action for the recovery of any amount; or
 - 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:

- One elected member (elected under the Local Electoral Act 2001); and
- Appointed members – up to 10,

Officers of the subcommittee

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined above)

- The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.
- The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Community Committee as soon as practicable - noting that council staff will manage the annual meeting.
- The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and preparing income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports will be June 30th.

Financial accountability

The Subcommittee shall:

- a. Develop and approve an annual budget each financial year
- b. Provide its Annual budget by the dates specified by Council's Community Committee for approval;
- c. Present to the Council any other report it is requested to provide.
- d. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
- e. Provide its Annual Report and Annual Accounts to the Council's Group Manager Corporate Services, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit.

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.

Contact with media

Chairperson may speak on behalf of the subcommittee provided that:

- a. media comments must not state or imply that they represent the views of the Council;
- b. where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
- c. media comments must observe the other requirements of the Code (of Conduct), e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- d. media comments must not be misleading and should be accurate within the bounds of reasonableness.

All Subcommittee Members are free to express a personal view in the media, at any time, provided a) to d) above are observed.

Frequency of meetings

1. The Subcommittee shall hold at least one formal meeting per year.
2. This formal meeting will be administered by Council Staff and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meetings if required and preparation and distribution of minutes;
3. For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, 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:

- Half of the members if the number of members (including vacancies) is even; or
- 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 unless first agreed by formal resolution of the Community Committee.

Other delegations and responsibilities

These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Community Committee.

Inangahua Community Board

Reports to:	Council
Chairperson:	Anthony Fortune
Deputy Chairperson:	Cr Linda Webb
Quorum:	A majority of members (including vacancies)
Meeting Frequency:	Bimonthly

Purpose:

1. The purpose of these delegations is to give effect to the local community empowerment model which is a partnership approach to the governance of the District that will primarily be delivered through the Inangahua community board.
2. The intent of these delegations is to delegate authority and, as far as possible, responsibility to the Inangahua community board to allow the community board to effectively govern and provide recommendations to the Buller District Council regarding local issues associated with their areas.
3. In making these delegations the Council recognises that it is responsible for the governance of the district and therefore retains the right to set minimum standards and to review community board recommendations associated with the exercise of these delegations.

In making these delegations the Council undertakes to:

- Provide for and consider community board input into significant governance decisions affecting the respective community board area.

The Inangahua Community Board is delegated the following Terms of Reference and Powers:

Terms of Reference:

Community Board Status

A community board (Local Government Act 2002, s.51) is:

1. An unincorporated body; and
2. Not a local authority; and
3. Not a committee of the Council.

Role

The legislative role of community boards (*Local Government Act 2002, s.52*) is to:

1. Represent, and function as an advocate for, the interests of its community, and
2. Consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board: and
3. Maintain an overview of services provided by the Council within the community: and
4. Prepare an annual submission to the Council for expenditure within the community: and
5. Communicate with community organisations and special interest groups within the community: and
6. Undertake any other responsibilities delegated to it by Council.

Delegations

In exercising the delegated powers, the community board 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

In addition to the community board's legislative role the community board is responsible for and accountable to the Council for:

1. Providing local leadership and developing relationships with Council, the community, and community organisations in developing local solutions within the Community board area.
2. Assisting the organisation with consultation with local residents, ratepayers, Iwi, community groups, and other key stakeholders on local issues including input into the Long Term Plan and the Annual plan.
3. Making recommendations to Council on leases, licenses or concessions associated with all Council owned property included within the locally funded activities of the community board area, excluding Council administration land and buildings.
4. Making recommendations to council on property (including land & buildings) acquisitions and disposals in the local area.

Note:

None of the delegations may be sub delegated

- Council retains decision making authority associated with new or existing maintenance contracts.

Additional financial delegations

Community Board has the authority to approve annual expenditure from a discretionary fund determined by Council on an annual basis, for local activities with the following parameters:

1. The decision meets relevant legislation and Council policy requirements including any controls on the use of funds from the respective accounts.
2. The decision is made after considering a report from staff or community members.
3. This expenditure may be operating or capital in nature, or a mixture of the two.
4. This expenditure cannot fund the “additional capacity” component of capital projects. It can only fund renewal or increased level of service components of capital projects

Power to delegate

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

Matters which are not delegated.

Council does not delegate:

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.
 - Adopt a long term plan or annual plan or annual report.
 - 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.
 - Enter into contracts and agreements.
 - Incur expenditure in excess of the approved Community budget; or

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

Review of a Community Board decision

In recognition of Council's ultimate responsibility for the governance of the District, that Council retains the right to review any decision of a community board where it believes:

1. The decision is not consistent with the Council's vision, mission, values, and goals.
2. Where it believes the community board decision has contravened any relevant legislation.
3. The powers and functions of community boards as defined in the Local Government Act 2002 have been exceeded.
4. The delegations of the community board have been exceeded.
5. The decision will unduly impact on the ability of the Council to provide a district wide level of service where it believes it is necessary to do so.
6. The decision is contrary to the Council's Ten Year Plan, adopted council policy, plan or strategy or any other authority, license, consent, or approval.

Decision review process

A decision to review and determine the associated course of action associated with a community board decision will be made jointly by the Mayor and Chief Executive. The relevant community board chairperson will be consulted in the process of the Council determining whether a community board decision will be reviewed. Generally, the course of action will include one of the following:

1. Refer the decision back to the community board for reconsideration; or
2. Refer the decision to the Council, one of its committees or its delegated representative for determination.

Community Board to Council decision referral process

In exceptional circumstances, community boards may refer any decision to Council or its delegated committee for determination subject to that referral including the reasons the decision has been referred to the Council for determination.

Membership

The membership of the community board (Local Government Act 2002, s.50) consists of:

1. Members elected under the Local Electoral Act 2001; and
2. Members appointed in accordance with the Local Electoral Act 2001 by the Buller District Council.

Chairperson

The community board must have a chairperson (Local Government Act 2002, Schedule 7, Clause 37), who shall be elected at the first meeting of the community board in accordance with the Local Government Act 2002, Schedule 7, Clause 25 or in accordance with any subsequent amendment to this Act.

The chairperson is responsible for:

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

Contacts with media and outside agencies

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

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

The Group Manager for the community board area, after consultation with the Community Board Chair, will manage formal communications between the community board and its constituents, and for the community board 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 community board shall meet at least every two months.

Conduct of affairs

The community board 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*, Councils Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the community board 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

Elected members will be reimbursed in accordance with the current Local Government Elected Members' Determination.