



AGENDA

Meeting of the:
**Ngakawau-Hector
Reserve Subcommittee**

Sunday 28 July 2024

1:00pm at the

**Ngakawau Community Resource
and Information Centre, 30A Main
Road, Ngakawau.**

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

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. The reserves managed by the Ngakawau-Hector Reserve Subcommittee are identified in Appendix 1.

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

1. PURPOSE:

- 1.1. 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 (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan (when it is completed and approved) with the support of Council;
- 1.2. Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 1.3. Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve.
- 1.4. Council and the Subcommittee recognise that Council is ultimately 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;

2. COUNCIL RESPONSIBILITIES:

- 2.1. Council recognises that Reserve Subcommittees are comprised of volunteers (with one ward 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.
- 2.2. The Risk and Audit Committee will appoint members of the Subcommittees under Schedule 7 s31(2) LGA 2002
- 2.3. 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.
- 2.3. 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;
- 2.4 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;
- 2.5 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.
- 2.6 To consider recommendations from the Subcommittee on property (including land & buildings) acquisitions and disposals in relation to the reserve.

3. GENERAL TERMS OF REFERENCE:

The Subcommittee:

- 3.1. Is to be formally appointed by the Risk and Audit 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.
- 3.2. 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.
- 3.3. Will have its members formally appointed by the Risk and Audit Committee following the Local Government triennial election of members (unless the Council resolves otherwise) in the following way:
- 3.3.1. 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;
- 3.3.2. A Special Meeting will be called by the Subcommittee and attended by the nominees and public;
- 3.3.3. All those attending the Special Meeting can vote on each of the nominees with a majority of 'yes' votes needed for a candidate's name to be forwarded to the Risk and Audit Committee for formal appointment;
- 3.3.4. On the re-establishment of the subcommittee the Risk and Audit Committee will formally appoint these individuals to the subcommittee for the period of the triennium.
- 3.3.5. If new members are required to be appointed during the triennium the same process in 3.3.1 to 3.3.4 will also be followed
- 3.4. Is subject in all things to the control of the Risk and Audit Committee (s30 (4) Schedule 7 LGA

2002) and must carry out all general and special directions of the Risk and Audit Committee given in relation to the Subcommittee or its affairs; and

3.5. Is prohibited from appointing any subordinate body.

4. DELEGATIONS

The delegations to the Subcommittee are as follows:

- 4.1. The maintenance and operation of the reserve as necessary for the safe, efficient and effective management of the reserve
- 4.2. 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)
- 4.3. The letting of facilities
- 4.4. 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)
- 4.5. The raising and expenditure of finance (in accordance with the financial delegations below)
- 4.6. To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

5. FINANCIAL

5.1. Invoices

5.1.1. All invoices for goods and/or services costing 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.

5.1.2. Approval for 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.

5.2. Contracts

5.2.1. 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.

5.2.2. 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

6. 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:

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

7. POWER TO DELEGATE

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

8. CESSATION OF SUBCOMMITTEE

- 8.1. The Subcommittee may be terminated by resolution of the Risk and Audit Committee or Council recognising the matters set out in 2.1 and 2.3 above
- 8.2. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee

9. MATTERS WHICH ARE NOT DELEGATED BY COUNCIL:

- 9.1 The power to:
 - 9.1.1. Make a rate or bylaw;
 - 9.1.2. Borrow money, or purchase or dispose of assets, unless budgeted for or approved;
 - 9.1.3. Acquire, hold or dispose of land;
 - 9.1.4. Appoint, suspend or remove staff;
 - 9.1.5. Institute an action for the recovery of any amount; or
 - 9.1.6. Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

10. MEMBERSHIP

The membership of the Subcommittee consists of:

- 10.1. One Ward member elected under the Local Electoral Act 2001; and
- 10.2. Appointed members – up to 10, (see 3.3 for method of appointment)

11. OFFICERS OF THE SUBCOMMITTEE

- 11.1. 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)
- 11.2. 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.
- 11.3. 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 Risk and Audit committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.
- 11.4. The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare 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 shall be June 30th.

12. FINANCIAL ACCOUNTABILITY

- 12.1. The Subcommittee shall:
 - 12.1.1. Develop and approve an annual budget each financial year
 - 12.1.2. Provide its Annual budget by the dates specified by Council's Risk and Audit Committee for approval;
 - 12.1.3. Present to the Council any other report it is requested to provide.
 - 12.1.4. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
 - 12.1.5. Provide its Annual Report and Annual Accounts to the Council's Chief Financial Officer, 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.

- 12.2. 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.
- 12.3. Council has the following two requirements for the review and verification of banking arrangements:
- 12.3.1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
- 12.3.2. A letter signed for and 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.
- 12.3.3. 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.

13. CONTACT WITH MEDIA

- 13.1 All Subcommittee Members are free to express a personal view in the media, at anytime, 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.

14. FREQUENCY OF MEETINGS

- 14.1. The Subcommittee shall hold at least one formal meeting per year.
- 14.2. 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 meeting if required and preparation and distribution of minutes;
- 14.3. 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.

15. CONDUCT OF AFFAIRS

- 15.1 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.

16. QUORUM

- 16.1 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.

17 REMUNERATIONS

- 17.1 No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed by formal resolution of the Risk and Audit Committee.

18 OTHER DELEGATIONS AND RESPONSIBILITIES

- 18.1 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 Risk and Audit Committee.

Ngakawau-Hector Reserve Subcommittee

VENUE: Ngakawau Community Resource and Information Centre, 30A Main Road, Ngakawau.



28 July 2024 01:00 PM

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NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 1

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

APOLOGIES

1. REPORT SUMMARY

That the Ngakawau-Hector Reserve 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 Subcommittee receives an apology from (insert committee members name).

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

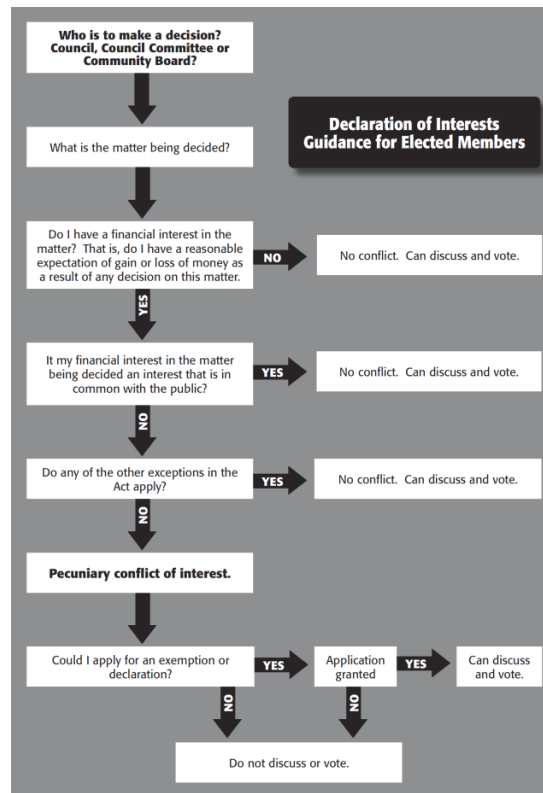
AGENDA ITEM: 2

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

MEMBERS INTEREST

Members of the Ngakawau-Hector Reserve 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 Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 3

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

Attachments 1. Ngakawau-Hector RHS Minutes 16 July 2023 Unconfirmed.

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Ngakawau-Hector Reserve Subcommittee receive and confirm previous minutes from 16 July 2023.



MINUTES

Meeting of the:
**Ngakawau/Hector
Reserve and Hall Subcommittee**

Sunday 16 July 2023

**2.00pm at the
Ngakawau Hall**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

16 JULY 2023

AGENDA ITEM 1

**Prepared by Jason Sellaiah
Subcommittee Liaison Officer**

APOLOGIES

1. REPORT SUMMARY

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

In attendance were J Mathers, D Marsh, B Gillman, R King-Turner, Cr T O'Keefe and Cr R Sampson.

2. DRAFT RECOMMENDATION

That the Ngakawau/Hector reserve and hall subcommittee receives apologies from Sharlene Terry and Jason Sellaiah.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee receive apologies from Sharlene Terry and Jason Sellaiah.

**B Gillman/R King-Turner
5/5
Carried Unanimously**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

16 JULY 2023

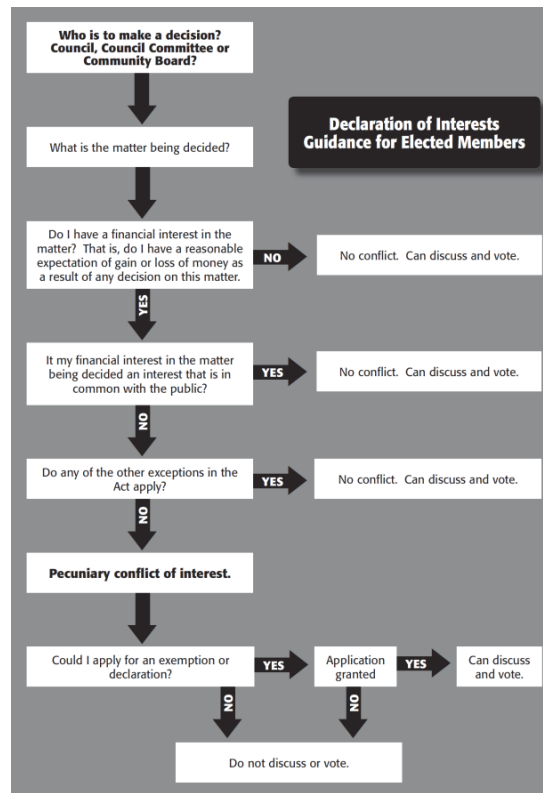
AGENDA ITEM 2

**Prepared by Jason Sellaiah
Subcommittee Liaison Officer**

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.

ISSUES AND DISCUSSION

J Mathers noted that two committee members hold land leases.

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

**D Marsh/B Gillman
5/5
CARRIED UNANIMOUSLY**

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE**16 JULY 2023****AGENDA ITEM 3**

Prepared by Jason Sellaiah
- Subcommittee Liaison Officer

CONFIRMATION OF MINUTES

1. BACKGROUND

The unconfirmed minutes for the meeting held on 25th July 2022 were provided for discussion and confirmation.

2. DRAFT RECOMMENDATION

That the Ngakawau/Hector reserve and hall subcommittee confirm the previous minutes from 25 July 2022.

3. ISSUES AND DISCUSSION

J Mathers noted a number of changes were requested from the previous meeting and these are attached as Appendix 2. The subcommittee agreed that the alterations requested give context to the previous meeting held.

RESOLVED that Ngakawau/Hector Reserve and Hall Subcommittee receive and confirm (with alterations as per Appendix 2) the previous minutes from 25 July 2022.

D March/J Mathers
5/5

CARRIED UNANIMOUSLY

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

16 JULY 2023

AGENDA ITEM 4

Prepared by **Jason Sellaiah**
Subcommittee Liaison Officer

ANNUAL ACCOUNTS

1. BACKGROUND

Financials

The subcommittee's Annual Report for the year ended 30 June 2023 was presented at the meeting (Appendix 3). The report is inclusive of Receipts & Payments along with an Annual Report on operations as presented in accordance with section 88 of the Reserves Act 1977, at the Annual Meeting of the Reserve Subcommittee.

2. DRAFT RECOMMENDATION

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

3. ISSUES AND DISCUSSION

It was noted that the Annual Accounts include an Annual Report of operations and that the title of this agenda item should be amended accordingly in future.

RESOLVED that Ngakawau/Hector Reserve and Hall Subcommittee approve the Statement of Receipts and Payments and Annual Report for 2022-23 and send these reports to the Community Environment and Services Committee for information and to Council's Finance Department for audit purposes.

R King-Turner/B Gillman

5/5

CARRIED UNANIMOUSLY

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE**16 JULY 2023****AGENDA ITEM 5**

Prepared by **Jason Sellaiah**
Subcommittee Liaison Officer

BUDGETS – PROPOSED PROJECTS/EXPENDITURE 2022-2023

1. BACKGROUND

The budgets for 2023/2024 will be discussed at the meeting. A copy is attached as Appendix 4.

2. DRAFT RECOMMENDATION

That the Ngakawau/Hector Reserve and Hall Subcommittee discuss the Budgets – Proposed Projects/Expenditure 2023-2024.

3. ISSUES AND DISCUSSION

The subcommittee noted that estimates provided in the budget related to a possible Reserves Contribution request during the Long Terms Plan process for 2024-25 will require further analysis and discussion. Workshops for this are proposed in the new year related to replacement of the main hall windows and a partial roof replacement (eastern side).

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee:

1. Discuss and approve Budgets – Proposed Projects / Expenditure 2022-2023
2. Recommend to the Community Environment and Services Committee the budgets as set out in Appendix 4.

J Mathers/T O’Keefe
5/5

Carried Unanimously

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

16 JULY 2023

AGENDA ITEM 6

Prepared by **Jason Sellaiah**
Subcommittee Liaison Officer

APPOINTMENT OF OFFICERS & MEMBERS

1. BACKGROUND

The Ngakawau/Hector Reserve and Hall Subcommittee is to publicly nominate subcommittee officers and members as per its membership criteria and provide these to the Community Environment & Services Committee for appointment until the next triennial as per clause 14.3 of its draft Terms of Reference.

2. DRAFT RECOMMENDATION

That the Ngakawau/Hector Reserve and Hall Subcommittee:

- a. **Elect the officers.**
- b. **Appoint subcommittee members.**

3. ISSUES AND DISCUSSION

D Marsh noted this appointment does not infer agreement with Terms of Reference outside of those endorsed at this meeting. (Refer Appendix 1, Agenda Item 7)

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee provide to the Community Environment and Services Committee the following nominations for appointment:

1. Dick Marsh as Chair
2. Jackie Mathers as Secretary
3. Sharlene Terry as Treasurer
4. Richard King Turner & Bart Gillman as members

T O'Keefe is the incumbent BDC Councillor Representative

D Marsh/B Gillman
5/5
Carried Unanimously

NGAKAWAU/HECTOR RESERVE AND HALL SUBCOMMITTEE

16 JULY 2023

AGENDA ITEM 7

Prepared by **Jason Sellaiah**
Subcommittee Liaison Officer

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:

- 1. Discuss general business items, to be limited to discussions and timelines.**

3. ISSUES AND DISCUSSION

3.1 Playing Field Fence

Confirmation was provided by Cr O'Keefe that this project has been approved with funding from Reserves Contribution channels. Confirmation will be coming by formal letter following the recent adoption of Council's Annual Plan. For background the Subcommittee's submission to Council for funding under the Annual Plan is attached as Appendix 4.

3.2 Terms of Reference

Cr O'Keefe advised the draft should be provided by July 24th, 2023, for discussion at the July 31st Council meeting. The subcommittee Chair expressed his disappointment that a resolution had not been reached to date.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee:

- 1. Receive the playing field fence verbal report for information.**
- 2. Endorse the Terms of Reference submitted to Council as provided in Appendix 1.**

D Marsh/T O'Keefe
5/5
Carried Unanimously

MEETING CLOSED 3.15PM, NEXT MEETING TBA

Appendix 1

Ngakawau-Hector Reserve Subcommittee

Reports To: Community, Environment & Services Committee

Chairperson:

Secretary:

Treasurer:

Committee Members:

Preamble:

The Ngakawau-Hector Reserves were vested in 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. The reserves managed by the Ngakawau-Hector Reserve Subcommittee are identified in Appendix 1.

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 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. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

The Community Services and Environment Committee of Council (CESC) has delegated authority under its Terms of Reference to perform the Council's functions, powers and duties under the Reserves Act and to act pursuant to Schedule 7 Pt 1 cl 32 (1, 3 & 4) of the Local Government Act (LGA) 2002.

1. Purpose:

1.1 The purpose of the Ngakawau-Hector Reserve Subcommittee, is to administer, manage and control the Ngakawau-Hector Reserves with the support of Council in accordance with the appropriate provisions of the Reserves Act 1977 and pursuant to Schedule 7 Pt 1 cl 30, 31 & 32 of the Local Government Act (LGA) 2002.

1.2 In making these delegations the Council recognises that it is ultimately responsible for the reserves in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and/or as the administering body (specific to each reserve)

2. Council (CESC) Responsibilities

2.1 As per Schedule 7 cl 31(2) of the LGA 2002, Council's Community Environment & Services Committee will formally appoint the Reserve Subcommittees and members of those subcommittees;

2.2 To support the Subcommittee and each local community to develop Reserve Management Plans for each reserve under the provisions of the Reserves Act 1977 Sec 41;

2.3 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; and

2.4 If a dispute resolution cannot be reached, to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a reasonable compromise;

2.5 Provide the Subcommittee with Secretarial and/or other staff support at formal subcommittee meetings if required and give public notice for formal meetings.

Appendix 1**3. General Terms of Reference:**

3.1 The Subcommittee is to be appointed by Council's Community Environment and Services Committee which also has the power to discharge members of the Subcommittee for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct and pursuant to Schedule 7 cl 30 (5b) of the LGA 2002;

3.2 The Subcommittee will be automatically discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise as per Schedule 7 cl 30 (7) and 31(5) of the LGA 2002;

3.3 Unless Council resolves otherwise as per clause 3.2 above, the Subcommittee will be appointed under Schedule 7 cl 30 (5b) of the LGA 2002 by the Community Environment and Services Committee following the Local Government triennial election of members and following a publicly advertised Special General Meeting of the subcommittee where officers and subcommittee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee;

3.4 The Subcommittee is subject in all things to the control of the Committee that appointed it and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs as per Schedule 7 cl 30 (4) of the LGA 2002;

3.5 The Subcommittee is prohibited from appointing any subordinate body.

4. Delegations

The delegations to the Subcommittee are as follows:

4.1 The maintenance and operation of the reserve;

4.2 The issuing of Licences to Occupy in accordance with the Reserves Act 1977 s 74;

4.3 The letting of facilities;

4.4 The setting of fees and charges for the reserve which will be provided to CESC with the Annual Report each year;

4.5 To raise and expend finance as per agreed budgets for the activity or reserves contribution allocations approved for the activity;

4.6 To enter into contracts necessary for the expenditure of finance as per 4.5 above; and

4.7 Any other powers necessary for the safe, efficient and effective management of the reserve

5. Financial Delegations

5.1 All invoices for goods and/or services costing 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.

5.2 Approval for 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.

6. Exercise of Delegations

In exercising its delegated powers, the Subcommittee will use its best endeavours to operate within:

6.1 Policies, plans, standards or guidelines that have been agreed, established and approved by Council;

6.2 Agreed budgets for the activity;

6.3 All general and special directions of the Community, Environment and Services committee, given in relation to the Subcommittee or its affairs.

7. Power to delegate

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

8. Cessation of Subcommittee

Appendix 1

8.1 The Subcommittee may be terminated for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.

8.2 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.

9. Matters which are NOT delegated by Council.

9.1 The power to:

- Make a rate or bylaw;
- Borrow money;
- Purchase or dispose of its assets (unless budgeted for/approved);
- Acquire or dispose of land;
- 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.

10. Membership

10.1 With the exception of the Seddon Ward member, eligibility for Subcommittee membership is restricted to residents of the Ngakawau, Hector or Granity townships.

10.2 The membership of the Subcommittee consists of: 1. One Seddon Ward member elected under the Local Electoral Act 2001; and 2. Appointed members – up to 10 nominated via a Subcommittee Special General Meeting in the year of the Local Government triennial election of members.

11. Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary and treasurer and up to seven committee members who shall be locally elected at a Special General Meeting of the Ngakawau-Hector Reserve Subcommittee in the year of the Local Government triennial election of members and which is publicly advertised.

11.1 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.

11.2 The Secretary shall summon the meetings, co-ordinate the agenda for meetings, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable.

11.3 The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare 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 shall be June 30th.

12. Accountability

12.1 The Subcommittee shall

- a) Develop and approve an annual budget each financial year
- b) Provide its Annual Report, Annual Accounts and Annual Budgets, by the date specified to Council's Community Environment and Services Committee for information and comment;
- c) Provide its Annual Report and Annual Accounts to Council for Auditing;
- d) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide;
- e) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Note: Buller District Council's auditors have the following two requirements for the audit verification of banking arrangements:

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

Appendix 1

- no monies were borrowed, and
- no guarantees were sought or given.

This audit method 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.

12.2 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.

13. Contact with Media

All Subcommittee members are free to express a personal view in the media, at any time, provided this is:

- a) Sanctioned by the Subcommittee Chair; and
- b) Does not state or imply that it represents the views of Council, its employees, or officers.

14. Frequency of meetings

14.1 The Subcommittee shall hold at least one formal meeting per year.

14.2 Secretarial and other staff support at meetings (including preparation and distribution of the minutes) will be provided by Council if required; and

Subject to clause 3.3 above

14.3 One Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) which will then be provided to the Community, Environment and Services Committee for appointment.

14.4 For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

15. Conduct of affairs

Council recognises that Subcommittee members are volunteers, and as such will use their best endeavours to conduct their affairs in accordance with the principles outlined Section 3 of Council's Code of Conduct.

16. 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.

17. Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed with the Community Environment and Services Committee.

18. Other Powers and Responsibilities

These general provisions and delegations may be partially superseded by specific Reserve Management Plans or amended by agreement with the subcommittee members with subsequent approval from the Community, Environment and Services Committee.



**Ngakawau/Hector Reserve and Hall Subcommittee
25 July 2022 at 5.00pm**

PRESENT: D Marsh, J Mathers, R King-Turner, S Terry, B Gillman

APOLOGIES: Cr R Sampson

IN ATTENDANCE: K Trigg, G Sran, G Barrell

MEETING DECLARED OPEN AT: 4.55pm

RESOLVED that Ngakawau/Hector Reserve and Hall Subcommittee members accept the late items on the agenda and address items 5-7 before item 4 currently on the agenda.

J Mathers/B Gillman

5/5

CARRIED UNANIMOUSLY

**1. APOLOGIES (Page 3)
Discussion:**

Cr R Sampson

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee receive apologies from Cr R Sampson.

R King-Turner/J Mathers

5/5

CARRIED UNANIMOUSLY

**2. MEMBERS INTEREST (Page 4)
Discussion:**

J Mathers noted that two committee members hold land leases.

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

B Gillman/S Terry

5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 5)

Discussion:

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee receive and confirm minutes from the meeting of 27 January 2022.

B Gillman/R King-Turner

5/5

CARRIED UNANIMOUSLY

5. ANNUAL ACCOUNTS (Page 13)

Discussion:

J Mathers spoke to the Annual Accounts and Report:

These will be delivered to Council this week once signed off.

Half share of insurance was currently placed as a liability.

Hall hire is very good. Sports body fees have dropped to \$50 as now only JAB and no Seniors. B Gillman noted that the JAB rugby matches held on the field have been very well attended and it was good to see so many young ones taking up the sport.

J Mathers outlined basic information of what has been done noting it had been 13 years since renovations on the hall were completed. Increased levels of R&M were now to be expected.

MBC is currently spraying the carpark and fence line on request which is great to see.

There are issues with some small leaks at the hall that need further investigation.

Flood lights are still to be installed.

Further field fencing options are still under review

Issues after storm surge and wind. Hall sign and road-side fence need work. Hard to get contractors.

Land leases have been paid in full for the year.

K Trigg acknowledged the hard work put in by the subcommittee.

She has names of some new contractors that might assist and she will pass these on to Jackie.

There is a new staff member who will be working with MBC when there are undesirable weeds found with the aim of assisting in removal. They will be speaking with landowners that may have noxious weeds and also following up of the process of eradication.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee discuss the Annual Accounts.

B Gillman/D Marsh

5/5

CARRIED UNANIMOUSLY

6. BUDGETS – PROPOSED PROJECTS/EXPENDITURE 2022-2023 (Page 14)
Discussion:

J Mathers spoke to the budget:

Based on half share of insurance for building at this point.

Subcommittee is covering plant and contents insurance as it has in the past.

G Sran advised Council will pay insurance for the hall. J Mathers advised the budget will be amended accordingly.

It was noted the Power bill keeps going up but is offset by hall hirers and the Resource Centre lease.

Cleaning costs are currently nominal as done by volunteers.

Budget estimate of \$5k for roof and window repairs. Biggest issue is possible need to replace the flashing between apex of hall and sloping roof of the Resource Centre. Also a few areas in the hall need to be checked to see where leaks may be coming from – possibly windows

Rugby field projects have money held for them from previous reserves funding

Aim is to be static, not to make money and it is being achieved.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee discuss the Budgets – Proposed Projects / Expenditure 2022-2023 with changes

J Mathers/S Terry

5/5

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS (Page 12)

Discussion:

Terms of Reference

J Mathers spoke to the requested changes as per correspondence sent.

Keen to get it right noting that the history and past needs to be written down so that potentially 40 years on, if it is not written down, there could be different versions of 'facts'.

There were promises made when the former Domain Board was first advised of changes. Were told nothing substantial would change from how we were doing things in the past; It had just been done incorrectly from a legislative side.

For our second review, the subcommittee held to that, and focussed on our Business as Usual. This is how we would expect to continue in what is a voluntary role.

A lot of research was done and a workshop was held. This is what we came up with and would like placed in front of Council.

Issue regarding the naming. Having to include the word 'Hall'. Can this not be removed? We weren't given the opportunity to have any say in this. The hall is on the Reserve. The name should continue as Ngakawau-Hector Reserve Subcommittee (formally board) keeping it simple and not so lengthy.

K Trigg said this is the first time subcommittees are going through a Local Body Election. After council reappoint the subcommittees, we can look at name changes. Some subcommittees are just halls, some are just reserves.

As an appointed Committee of Council, this is a legislative framework.

She advised she can feed back to council when they are selecting subcommittees.

G Sran explained the process for the new elections of subcommittees.

At that time, we can put in that you would like a name change.

G Sran will send out a guide to all the subcommittees to advise the process for reestablishment of these after election.

K Trigg said we now have a good team together for the subcommittee to make contact with where required.

J Mathers mentioned as a subcommittee, we have done well to get the Terms of Reference looking good. History had been researched and relevant Gazette Notices added. An example of changes made, was the concern we had around the termination rule which appeared to allow for blanket termination. We thought this should be tied into council's code of conduct to explain why council might decide to terminate a subcommittee or one of its members.

G Sran said we will try to put the changes through to CESC in September.

Jackie noted she and Dick were interested to possibly speak or answer questions regarding this at the meeting. K Trigg will advise Mayor J Cleine and let her know if he feels it necessary for them to attend or Zoom in.

J Mathers spoke regarding the gentleman that mows the rugby club. He is volunteering for the rugby club, not the Council. G Sran to check with Health and Safety as to whether he needs to hold a Health and Safety ticket. J Mathers said that as per section 19(3)(b) he is not required to hold a ticket.

K Trigg said she is still waiting on legal advice regarding the use of a purpose-built room in the hall for Dialysis. SLT are aware of this. Floods and covid have caused a lot of delays, this is not forgotten about.

J Mathers said this use is contributing to the offset of costs, it is helping the intended person and is a good partnership between public health and community users. D Marsh said it is a major asset to community.

The Resolution was amended and agreed to include as below.

RESOLVED that the Ngakawau/Hector Reserve and Hall Subcommittee *agree to:*

1. Discuss general business items.
2. *Discuss the Draft Terms of Reference and recommend that Appendix 3 go through to CESC for approval in September.*

B Gillman/D Marsh
5/5

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at **5.34pm**.
 - **Next meeting:** 16/07/2023
-



Confirmed:

Date: 16-07-2023

Ngakawau-Hector Reserve Subcommittee

Statement of Receipts and Payments
For the Year Ended 30 June 2023

RECEIPTS		\$		PAYMENTS		\$	
Opening Bank A/c Balance on 1 July 2022		11985	95	Capital:	Buildings/Fencing	0	0
Less Unpresented Cheques					Drainage	0	0
Plus Cash on Hand		0	0		Grass & Sports Fields	0	0
Plus Investment A/c's		0	0		Plant/Tools	0	0
Sub-total		11985	95				
Grants:	Government	0	0	Operations:	Cleaning	321	60
	Council	0	0		Materials & Tools	0	0
					General Repairs	4701	20
					Power	1579	55
					Fuel/Lawn Mowing	0	0
Rents:	Lease Rentals	3139	29				
	Hall Hire	1728	68	Admin:	Printing, Stationery & Postage	861	30
	Camping Fees	0	0		Advertising	0	0
	Sports Bodies Fees	50	0		Secretary Salary	0	0
				Plant/Contents	Insurance	1063	61
Sales:	Fundraising	0	0	Building	Insurance (paid direct by BDC)	0	0
	Events	0	0		Rates	0	0
					Bank Fees/RWT	0	0
				Sub-total		8527	26
Interest Received		73	78	Closing Bank A/c Balance on 30 June 2023		8450	44
Donations (insurance paid direct by BDC)				Less Unpresented Cheques		0	0
Other				Plus Cash on Hand		0	0
				Plus Investment A/cs		0	0
TOTAL		16977	70	TOTAL		16977	70

Statement of Assets and Liabilities as at 30 June 2023

LIABILITIES	\$	ASSETS	\$
		Reserve Assets	
		Fencing & Grass	2000
		Flood Lights	3267
		Tractor/Mower	14000
		Line Marker	1734
		Subtotal	21,001
		Community-Owned Assets Ngakawau Hall	325672
		Heat Pump	2427
TOTAL		TOTAL	349100

I declare that the information in this report is correct, and that it provides a true and complete account of both the receipts and payments of the Reserve Sub-Committee for the year ended 30 June 2023 and of the assets and liabilities at that date.

Dated at: 16 JULY 2023 Alfred Chairperson

The Buller District Council having performed an audit of this annual report is of the opinion that it presents a true and fair view of the Reserve Sub-Committee's financial position as at 30 June 2023 and the results of operations for the year ended at that

Dated at: _____ 2023 _____ Accountant

Annual Report of Operations of the Ngakawau-Hector Reserve Sub-Committee

For the financial year ended 30 June 2023

Presented in accordance of section 88 of the Reserves Act 1977, at the Annual Meeting of the Reserve Subcommittee.

Members of the Reserve Sub-Committee:

Sharlene Terry, Jackie Mathers, Bart Gillman, Dick Marsh, Richard King-Turner

Name and address of Secretary:

Jackie Mathers - 170 Torea Street, Granity

Bank:

BNZ

Branch:

Westport

Classification of Reserve and its principal use (e.g. camping, sports):

Recreation Reserve - Sports and Community use

Number of days on which charges were made for admission:

Refer Hall hire in Cashbook records

Work done during the year (either completed or in progress):

Repairs to roof above Resource Centre north end of hall	Community
Cleaning of hall and toilets	Community
Field mown and rugby field lines maintained	Reserve
Carpark and surrounds sprayed by MBC	Reserve

Permanent improvements now existing on Reserve / in Hall:

Nil - new

Proposed work and operations for next year:

Replace Domain Fencing (funded by Reserves Contribution)	Reserve
Carpark and surrounds sprayed by MBC	Reserve
Installation of new flood lights on domain (Rugby Club will do this)	Reserve
Field mown and rugby field lines maintained	Reserve
Reserve Management Plan - Prep & Consultation for Reserve	Reserve
Work with Council on lease of reserve under community-owned hall	Community
Repair plaster damage after leaks in resource centre rooms	Community
Investigate Funding to replace windows (main hall)	Community
Investigate Funding to replace /repair roof (eastern - main hall & pavilion)	Community

Total Area of Reserve: Approx. 21.1456 hectares

Reserve Leases:

Name of Tenant	Area Leased	Term (years)	Date Lease Expires	Annual Rental	Rent Paid during Year	Rent Arrears 30/06/2023
RJ Marsh	0.5641 ha	1	31/01/24	\$ 190	\$ 190	Nil
BT Mining Ltd	14.4 ha	1	5/05/24	\$ 1,150	\$ 1,150	Nil
R King-Turner	.1993 ha	1	31/07/24	\$ 100	\$ 100	Nil
Northern Buller Communities Society Inc	1/3rd Hall	5	4/11/24	\$ 960	\$ 960	Nil

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE - Budgets

Proposed Expenditure Budgets 2023-2024

For Council Info

	Opening		\$8,450
PROPOSED EXPENDITURE	BUDGET	Notes	ACTUAL
Insurance (Plant & Contents)	\$1,277	20% increase	
*Insurance (Building)	\$0	(see below)	
Electricity	\$1,600		
Cleaning	\$350		
Misc Stationery/Admin/WOF	\$600		
Capex (replacement of domain fence)	\$18,771	Reserves Cont	
General R&M	\$5,000		
total	\$27,598		
PROJECTED INCOME			
Annual Plan (Reserves Contribution)	\$ 18,771	approved	
Hall Hire/Land Leases	\$ 4,800		
Sports Body Fees	\$ 50		
Interest	\$ 50		
TOTAL	\$23,671		
	Closing		\$4,523
Reserves Contribution to be sought 2024/25 for window and roof repairs/replacement Estimate	\$ 50,000		

* Anticipated BDC donation of insurance for the Ngakawau Hall building 2023-24 via its Council Schedule of Insurance

Presented & Approved at Meeting July 16 2023

Feedback Form – Annual Plan 2023-24

From: Ngakawau-Hector Reserve Subcommittee

Contact Info: Jackie Mathers, Ph 0210402132 or theworx@actrix.co.nz

Our only opportunity to ask Council to consider proposals funded by Reserve Contributions is during the Annual Plan deliberations. Therefore, we seek consideration of the following through the engagement process. The draft plan notes that the opening balance of Reserve Contributions is \$995,000 and there is a forecast transfer to this account of \$55,000 and a transfer from this account of \$146,000. We also note the Isdell Trust has a bequeathed total available which includes “improvement of public reserves” of \$14,000. We would like to ask that Council consider the following expenditure from one (or a combination of) these reserves for 2023-24 for the replacement of the 200m long playing field fence on the public reserve at Ngakawau which borders SHW 67.

Originally a picket fence, the current posts are all rotten at ground level and although we have tried to patch it over the years, it is now in need of replacement. With rugby games a regular feature over winter and a large number of junior teams present, the fence is an important safety measure to ensure balls do not exit the field pursued by players or onlookers into oncoming traffic. Sports such as rugby are a big part of life in our rural area and encourage not only health and fitness, but participation and teamwork.

We have costed this project at \$18,771. We have no other sources of funding available for this replacement and seek your support.

Reserve Contributions	Regulatory	Proceeds from subdivision for public reserve upgrades	995	55	146	904
Isdell Trust	Community Facilities	Funds bequested for the purpose of providing assistance towards relief of poverty, improvement of public reserves, parks and Crown Land, the erection of public or school gymnasiums, all educational purposes and recreations pursuits of benefit to society in promotion of public welfare.	14	0	0	14



NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 4

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

ANNUAL ACCOUNTS

1. DRAFT RECOMMENDATION

That the Ngakawau-Hector Reserve Subcommittee discuss the Annual Accounts.

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 5

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2024-2025

1. DRAFT RECOMMENDATION

**That the Ngakawau-Hector Reserve Subcommittee discuss the
Budgets – Proposed Projects / Expenditure 2024-2025**

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 6

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

ELECTION OF TREASURER

1. DRAFT RECOMMENDATION

That the Ngakawau-Hector Reserve Subcommittee accepts the resignation of (insert name) as Treasurer of the Subcommittee.

2. That the Ngakawau-Hector Reserve Subcommittee elect (insert name) as the appointed Treasurer of the Subcommittee.

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

28 JULY 2024

AGENDA ITEM: 7

Prepared by Jason Sellaiah
Subcommittee Liaison Officer

GENERAL BUSINESS

1. DRAFT RECOMMENDATION

That the Ngakawau-Hector Reserve Subcommittee discuss general business.