

DELEGATIONS TO

ADVISORY HALL

AND

RESERVE

COMMITTEES

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DELEGATIONS TO ADVISORY HALLS AND RESERVE COMMITTEES

- (a) Delegations to Advisory Hall/Community Centre and Reserve Committees that have day to day administration responsibilities

The Council has approved the following constitution which applies to the Advisory Hall and Reserve Committees in the Rodney District that have day to day administration responsibilities.

Note: Exception to the requirements relating to election of an Advisory Committee

Notwithstanding the requirements of the Standard Constitution relating to election to an Advisory Committee, it has been resolved that the following exception shall apply:

Orewa Community Centre Advisory Committee. Membership of this Committee shall comprise a councillor appointed by the Council, three members of the Orewa Residents' and Ratepayers' Association appointed by that Association, and five members elected at a public meeting and permanently resident in the Eastern Ward.

1. Definitions

"Council" means the Rodney District Council.

"Chief Executive Officer" means the Chief Executive Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties of such manager for the time being.

"Finance Manager" within its context means the same as "Chief Executive Officer".

"Public Notice" means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

2. Name of Committee

That the Committee be a Sub-Committee of the Strategy and Community Committee known as the "..... Advisory Committee".

3. Composition of Committee

The composition and number of members of the Committee shall be:

(a) *A councillor appointed by the Council.*

(b) *Not less than 5 nor more than 10 members elected at a public meeting. This number excludes the Council representative.*

4. Term of Office of Committee

The term of office of the Committee shall be three years commencing three months after the local authority triennial elections.

5. Members of Committee

Within three months of each triennial election of councillors the Council shall appoint its representative to the Committee for the ensuing term and the Chief Executive Officer shall:

- Call a public meeting for the purpose of electing the public's representatives and discussing any other matters of general interest relating to the amenity.
- *When public notice is given that a public meeting will be held and the meeting does not take place due to lack of attendance or for any other reason, the Council may appoint an advisory committee or make such other arrangements as it thinks fit for carrying out the powers and duties which would otherwise have been delegated to the Committee.*

- No one user group shall have more than two representatives on the advisory committee without specific approval of the Council. This provision is to ensure balanced representation.

6. Formal appointment of Committee

The Strategy and Community Committee will formally appoint the advisory committee when the names of the persons elected at the public meeting are known.

7. Appointments to be made at first meeting of Committee

At its first meeting following each triennial election, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary/Treasurer

8. Extraordinary Vacancies

In the event of a vacancy occurring on the Committee during its term of office, the Committee shall advise the Council, and the Council shall take such action as it deems necessary in the circumstances.

An extraordinary vacancy will be deemed to have occurred if a user group is disestablished and any elected member was the formal representative of that user group, or if any new user group has been formally established without representation.

9. Honoraria

The Committee may, if it wishes, recommend to the Strategy and Community Committee that an honorarium be paid to the Secretary or some other member of the Committee, provided, however, that any honorarium so agreed to shall only be paid from surplus funds at the end of a financial year.

10. Duties of Committee

The amenity will be administered by the Committee as an advisory committee and that committee shall be subject in all things to the jurisdiction of the Strategy and Community Committee.

The Committee shall be empowered to arrange works (under the Public Bodies Contracts Act 1959) relating to the approved estimates up to a limit of \$250 for any one contract, and then only strictly in accordance with such general administrative procedures as may be stipulated by the Chief Executive Officer from time to time.

The Committee:

- (a) *Will represent the local community and reserve hall user groups in consultation with the Strategy and Community Committee on matters relating to the management of the hall and/or reserve, to the level deemed appropriate by the Strategy and Community Committee in giving effect to the policies of the relevant Management Plan.*
- (b) *Will submit for approval (if so required) prior to a date determined by the Chief Executive Officer each year, its proposed budget for the ensuing year for the revenue and discretionary expenditure for which it is responsible. If the Committee requires any changes to the estimates (e.g. an increased maintenance budget) then the Committee must advise the Chief Executive Officer promptly. Once adopted by the Council it is the Advisory Committee's responsibility to see that the budget is strictly adhered to in terms of addressing the projected income stream and keeping discretionary expenditure within the budget set.*

- (c) *Must manage the bookings for the hall by regular and casual users and collect and bank income received in accordance with the Council's requirements.*
- (d) *Must arrange for any hall/community centre to be kept clean, tidy and adequately maintained. Prior to the periodic maintenance inspection of the halls/community centres by Council staff, the Committee shall complete a maintenance schedule for use by Council staff in assessing the building.*
- (e) *Must arrange for the surrounding grounds of any hall/community centre to be regularly and properly maintained.*
- (f) *Must prepare and submit for the Chief Executive Officer's approval a scale of hire charges to which it must normally adhere. The Committee may, however, at any properly called meeting, by unanimous resolution, give dispensation in any particular cases to the normal charges.*
- (g) *In fixing the scale of charges and annual revenue budgets, will bear in mind the fact that the revenue derived from the charges should really be sufficient to cover annual costs of maintenance and repairs, insurance, power, light and rates and if possible also be sufficient to enable a reserve to be built up to form the nucleus of a fund to finance major repairs and renovations.*
- (h) *In the case of halls/community centres, shall ensure that a suitable sign is erected and maintained on the exterior of the hall in a prominent position to advise where bookings for the hall can be made.*
- (i) *In the case of any land that is not maintained under the Council maintenance contract, will be responsible for ensuring that:*
 - (i) Fences are kept in good order;
 - (ii) Playing fields are cared for;
 - (iii) Grass is mown;
 - (iv) Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
 - (v) Where the land is not being used by the public and is suitable for grazing, will recommend to the Strategy and Community Committee that the land be let or leased for such purpose. The contract arrangements for any such lease once approved are the responsibility of the Council.
- (j) *Will be responsible for controlling the use of the hall/community centre or reserve or property by any club, sports body, lessee or any other person enjoying its use.*
- (k) *Must ensure that "Conditions of Hall Hire" as are approved by the Council from time to time are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard, as it thinks fit.*

11. Reporting

The Council will report to the Committee quarterly on the financial performance of the hall in the previous quarter as well as any administrative or maintenance issues that need to be communicated.

After the end of each financial year (30 June), the Accounting Manager will send to the Committee a copy of the previous year's audited accounts.

12. Duties of Secretary

The Secretary shall:

- (a) Advise the Chief Executive Officer of the names of the officers of the Committee as soon as they are elected.
- (b) Record the minutes of all meetings of the committee and shall forward a duplicate copy of the minutes to the Chief Executive Officer as soon as possible after each meeting.

So long as it is acting within the clearly defined policy of the Council, the Committee is authorised to communicate direct with any third party.

In cases where it is not absolutely clear that the subject matter falls within existing Council policy the matter must be referred to the Chief Executive Officer for action.

13. Duties of Treasurer and/or Custodian

The Treasurer and/or Custodian shall:

- (a) Record and issue receipts for all monies received, from the official receipt book supplied by the Finance Manager.
- (b) Pay into the Council's bank account, in a manner approved by the Finance Manager, all money received.
- (c) Record all lettings in a diary showing the name and address of the hirer and the amount charged.

14. Other Duties

- (a) Either the Chairperson, Secretary, or Treasurer shall certify all accounts as correct for payment and forward them promptly to the Finance Manager for payment.
- (b) All books and records including correspondence and files must be maintained carefully, neatly and accurately and will be made available immediately to the Finance Manager for inspection upon request.
- (c) The Committee has no power to dispose of any of the facility's assets without the consent of the Council first having been obtained.
- (d) Notwithstanding the powers and functions of the Committee it will be required to submit to the Strategy and Community Committee for its approval all proposals for renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Strategy and Community Committee where appropriate.

15. Other Matters

The Advisory Committee shall meet a minimum of four times each year, unless this requirement is varied by the Chairperson of the Strategy and Community Committee.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

It is expected that meetings of the Committee will be conducted on a generally informal basis but in the event of any dispute arising the Council's approved "Standing Orders" shall apply.

All correspondence from the Committee to the Council should be addressed to the Property Administration Officer. Telephone calls should, in the first instance, be directed to the Property Administration Officer wherever possible.

The Chief Executive Officer will forward all correspondence to the Secretary of the Committee and the Committee will advise the name of the Committee member to whom it is preferred verbal messages be conveyed at other times.

(b) Delegations to Advisory Reserve Committees (where there is an advisory and coordination role only)

The Council has approved the following constitution which applies to the Advisory Reserve Committees in the Rodney District which have an advisory and coordination role only.

1. Definitions

"Council" means the Rodney District Council.

"Chief Executive Officer" means the Chief Executive Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties of such manager for the time being.

"Finance Manager" within its context means the same as "Chief Executive Officer".

"Public Notice" means a notice published in some newspaper circulating in the District, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the district.

2. Name of Committee

That the Committee be a Sub-Committee of the Strategy and Community Committee known as the "..... Advisory Committee".

3. Composition of Committee

The composition and number of members of the Committee shall be:

(a) A councillor appointed by the Council.

(b) Not less than 5 nor more than 10 members elected at a public meeting. This number excludes the Council representative.

4. Term of Office of Committee

The term of office of the Committee shall be three years commencing three months after the local authority triennial elections.

5. Members of Committee

Within three months of each triennial election of Councillors the Council shall appoint its representative to the Committee for the ensuing term and the Chief Executive Officer shall:

- Call a public meeting for the purpose of electing the public's representatives and discussing any other matters of general interest relating to the amenity.
- When public notice is given that a public meeting will be held and the meeting does not take place due to lack of attendance or for any other reason, the Council may appoint an advisory committee or make such other arrangements as it thinks fit for carrying out the powers and duties which would otherwise have been delegated to the Committee.
- No one user group shall have more than two representatives on the Advisory Committee without specific approval of the Council. This provision is to ensure balanced representation.

6. Formal Appointment of Committee

The Strategy and Community Committee will formally appoint the Advisory Committee when the names of the persons elected at the public meeting are known.

7. Appointments to be made at first meeting of Committee

At its first meeting following each triennial election, the Committee will from its members elect:

- (a) a chairperson
- (b) a secretary

Note: These may be two separate positions if desired.

It shall also appoint (in the case of halls etc), but not necessarily from amongst its members, a custodian who shall control keys, record bookings, collect at hall hire charges, and issue receipts as necessary.

8. Extraordinary Vacancies

In the event of a vacancy occurring on the Committee during its term of office, the Committee shall advise the Council, and the Council shall take such action as it deems necessary in the circumstances.

An extraordinary vacancy will be deemed to have occurred if a user group is disestablished and any elected member was the formal representative of that user group, or if any new user group has been formally established without representation.

9. Honoraria

The Committee may, if it wishes, recommend to the Strategy and Community Committee that an honorarium be paid to the Secretary or some other member of the Committee, provided however that any honorarium so agreed to shall only be paid from surplus funds at the end of a financial year.

10. Duty of Committee

The purpose of the Committee is to:

- (a) Represent the local community and reserve user groups in consultation with the Strategy and Community Committee on matters relating to the management of the reserve, to the level deemed appropriate by the Strategy and Community Committee in giving effect to the policies of the Management Plan.
- (b) To ensure that all user groups work together to optimise the use of the reserve and respect each others requirements and accordingly approve sportsfield allocations annually.

11. Duties of Secretary

The Secretary shall:

- (a) Advise the Chief Executive Officer of the names of the officers of the Committee as soon as they are elected.
- (b) Record the minutes of all meetings of the Committee in the minute book provided by the Chief Executive Officer and shall forward a duplicate copy of the minutes to the Chief Executive Officer as soon as possible after each meeting.

So long as it is acting within the clearly defined policy of the Council, the Committee is authorised to communicate direct with any third party.

In cases where it is not absolutely clear that the subject matter falls within existing Council policy the matter must be referred to the Chief Executive Officer for action.

12. Other Duties

- (a) All books and records including correspondence and files must be maintained carefully, neatly and accurately and will be made available immediately to the Council for inspection upon request.
- (b) The Committee has no power to dispose of any of the facility's assets without the consent of the Council first having been obtained.

13. Other Matters

The Advisory Committee shall meet a minimum of four times each year, unless this requirement is varied by the Chairperson of the Strategy and Community Committee.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

It is expected that meetings of the Committee will be conducted on a generally informal basis but in the event of any dispute arising the Council's approved "Standing Orders" shall apply.

All correspondence from the Committee to the Council should be addressed to the Chief Executive Officer. Telephone calls should, in the first instance, be directed to the Property Administration Officer wherever possible.

The Chief Executive Officer will forward all correspondence to the Secretary of the Committee and the Committee will advise the name of the Committee member to whom it is preferred verbal messages be conveyed at other times.