



The Classification Process Under s.16(2A) Reserves Act

Stage	Who Does It	What Happens
1.	Officer	<ul style="list-style-type: none"> Makes a decision to begin the process. Verifies the existing purpose of the reserve. Clears action to proceed after completing pre-check. Devises a proposed classification(s) for the reserve. (NB different parts may be put in different classes/types or the whole reserve may be put in a single class/type.)
2.	Officer	<ul style="list-style-type: none"> Determines whether or not to undertake internal or external consultation on the proposal in accordance with Council practice and the Guidelines in Chapters 5 and Section 8.2 of this Chapter. If consultation takes place then determines how to have regard to views received from the consulted parties.
3.	Officer	<ul style="list-style-type: none"> Makes a recommendation to the Council on the classification of the reserve – Refer Appendix 8c.
4.	Council	<ul style="list-style-type: none"> Makes a decision about the classification of the reserve.
5.	Officer	<ul style="list-style-type: none"> Records the details of the classification in Council records. Notifies the Department of Conservation¹⁸ (s.16(2B)). Notifies the Registrar (s.112).¹⁹



18 This notice should include the date of the Council resolution, the class(es)/type(s) of reserve, and the legal description for each class or a suitable plan.

19 The land affected by the classification (whether in different parts or a single classification) will have to be sufficiently defined to meet the requirements of the Registrar (see Chapter 5).

