

# AGENDA

Meeting of the  
**Karamea Reserve Subcommittee**

**Commencing at 10:00am**  
Sunday 10 August 2025

*To be held at the*  
Karamea RSA  
100 Bridge Street  
Karamea 7893

# Reserves And Halls Subcommittees

**Reports to:** Risk and Audit Committee

**Meeting Frequency:** Annually and as required

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## 1. PURPOSE:

- 1.1 The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
- 1.2 In making these delegations the Council recognises that it is ultimately 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.

## 2. COUNCIL RESPONSIBILITIES:

- 2.1 The Risk and Audit Committee will appoint members of the Subcommittees under Schedule 7 cl31(2) LGA 2002
- 2.2 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.
- 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;
- 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 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;

## 3. GENERAL TERMS OF REFERENCE:

The Subcommittees

- 3.1 Are to be formally appointed by the Risk and Audit Committee under cl30 (2), Schedule 7 LGA Act 2002, which has the power under cl30(b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee and under cl31(2) to appoint and discharge members 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
- 3.3 Will be formally appointed by Council following the Local Government triennial election of members in the following way:  
  
Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

- 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;
- 3.5 Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Risk and Audit Committee and/or Council, whichever is appropriate; and
- 3.6 Is prohibited from appointing any subordinate body.

#### **4. The role of Reserve and Halls Subcommittees is to:**

- 4.1 Manage the reserve and hall 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;
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 4.3 Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve or hall.
- 4.4 Develop and approve an annual budget each financial year to achieve 4.1 above

#### **5. Delegations**

The delegations to the Subcommittee are as follows:

- 5.1 The maintenance and operation of the reserve
- 5.2 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
- 5.3 The letting of facilities
- 5.4 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)
- 5.5 The raising and expenditure of finance (in accordance with the financial delegations below)
- 5.6 To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

#### **6. FINANCIAL**

- 6.1 Invoices  
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.  
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.
- 6.2 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

#### **7. EXERCISE OF DELEGATIONS**

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

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

#### **8. POWER TO DELEGATE**

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

## **9. CESSATION OF SUBCOMMITTEE**

9.1 The Subcommittee may be terminated by resolution of the Risk and Audit Committee or Council;

9.2 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

## **10. Matters which are not delegated by council:**

- 10.1 The power to:
- Make a rate or bylaw;
  - Borrow money, or purchase or dispose of assets;
  - Acquire, hold or dispose of property;
  - Appoint, suspend or remove staff;
  - Institute an action for the recovery of any amount; or
  - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
- 10.2 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

## **11. Membership**

The membership of the Subcommittee consists of:

- 11.1 One Ward member elected under the Local Electoral Act 2001; and
- 11.2 Appointed members – up to 10 following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

## **12. 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 in 3.3 above)

- 12.1 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.
- 12.2 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.
- 12.3 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.

## **13 FINANCIAL ACCOUNTABILITY**

- 13.1 The Subcommittee shall:
- i) Develop and approve an annual budget each financial year
  - ii) Provide its Annual budget by the dates specified by Council's Risk and Audit Committee for approval;
  - iii) Present to the Council any other report it is requested to provide.
  - iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

- v) 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.
- 13.2 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.

#### **14 CONTACT WITH MEDIA**

Chairperson may speak on behalf of the subcommittee provided that:

- i) media comments must not state or imply that they represent the views of the Council;
- ii) 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;
- iii) 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
- iv) 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 anytime, provided i) to iv) above are observed.

#### **15 Frequency of meetings**

- 15.1 The Subcommittee shall hold at least one formal meeting per year.
- 15.2 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;
- 15.3 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

#### **16 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.

#### **17 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.

#### **18 REMUNERATION**

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

#### **19 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 Risk and Audit Committee.

# Karamea Reserve Subcommittee

Venue: Karamea RSA, 100 Bridge Street, Karamea 7893

10 August 2025 10:00 AM



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**KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 1**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**APOLOGIES**

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1. **REPORT SUMMARY**  
That the Karamea Reserve Subcommittee receive any apologies or requests for leave of absence from members.
2. **DRAFT RECOMMENDATION**  
  
That there are no apologies to be received.  
  
OR  
  
That the Karamea Reserve Subcommittee receives an apology/apologies from (insert committee members name/s).



## KARAMEA RESERVE SUBCOMMITTEE

10 AUGUST 2025

### AGENDA ITEM: 2

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

#### MEMBERS INTEREST

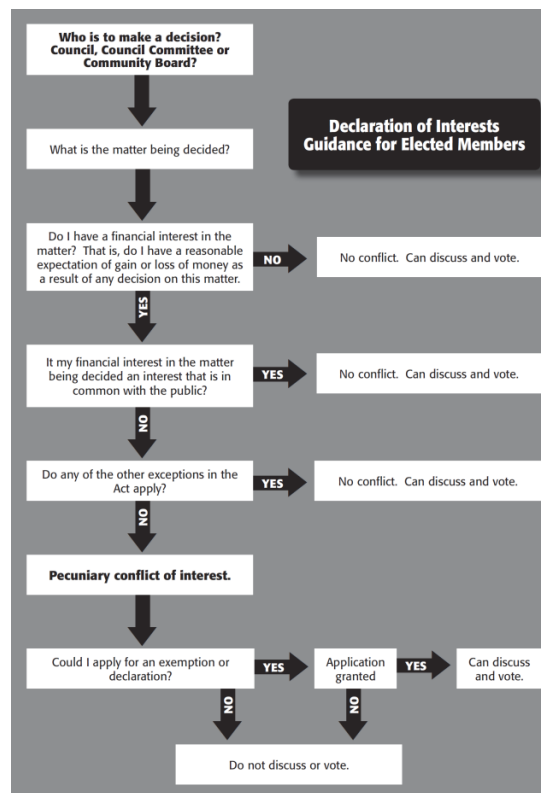
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1. Members of the Karamea Reserve Subcommittee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.
2. The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).

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#### 3. DRAFT RECOMMENDATION:

That the Karamea Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.



**KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 3**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments** 1. Karamea Reserve Subcommittee Minutes 27 February 2024

**CONFIRMATION OF MINUTES**

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1. **DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee receive and confirm the minutes of 27 February 2024.**



**MEETING OF THE KARAMEA RESERVE SUBCOMMITTEE, HELD AT 11AM ON TUESDAY 27<sup>TH</sup> FEBRUARY 2024 AT THE KARAMEA RSA, 100 BRIDGE STREET, KARAMEA.**

**PRESENT:** J Cole (Chair), P Gibson (Secretary), C Meakin, P Moynihan, V Moynihan, R Pope, S Tristram, L Cook, Cr R Sampson, J Sellaiah

**APOLOGIES:** B Chalmers, P Jones, C Hynes

**MEETING DECLARED OPEN AT: 11.03am**

**1. APOLOGIES (Page 3)**

**Discussion:**

B Chalmers, P Jones, C Hynes

**RESOLVED** That the Karamea Reserve Subcommittee receive apologies from B Chalmers, P Jones, C Hynes.

**P Gibson / V Moynihan**

**9/9**

**CARRIED UNANIMOUSLY**

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

**Discussion:**

Nil

**RESOLVED** that Karamea Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

**Cr R Sampson / P Gibson**

**9/9**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 5)**

**Discussion:**

**RESOLVED** that the Karamea Reserve Subcommittee receive and confirm minutes from the meeting of 11 November 2021.

**P Gibson / Cr R Sampson**

**9/9**

**CARRIED UNANIMOUSLY**

**4. APPOINTMENT OF CHAIR, SECRETARY AND TREASURER (Page 10)**

**Discussion:**

**RESOLVED**

- a) That the Karamea Reserve Subcommittee elect Jonathan Cole as Chairperson.

**P Gibson / P Moynihan**

**9/9**

**CARRIED UNANIMOUSLY**

- b) That the Karamea Reserve Subcommittee elect Peter Gibson as Secretary.

**J Cole / S Tristram**

**9/9**

**CARRIED UNANIMOUSLY**

- c) That the Karamea Reserve Subcommittee elect Val Moynihan as Treasurer.

**J Cole / Cr R Sampson**

**9/9**

**CARRIED UNANIMOUSLY**

Application will be made to Council for the appointment of Val Moynihan to the Committee and for her to receive remuneration for her work as Treasurer. Jason Sellaiah to arrange for confirmation.

Page 2 Minutes of Karamea Reserve Subcommittee meeting 27 Feb 2024

**5. FINANCE REPORT (Page 11)**

**Discussion:**

Jason Sellaiah tabled the audited financial report for the year ending 30 June 2023.

There was discussion about the investment accounts, and it was then resolved that the Karamea Reserve Subcommittee receive the finance report 2022/23.

**RESOLVED** That the Karamea Reserve Subcommittee receive the financial report for information.

**Cr R Sampson / J Cole**

**9/9**

**CARRIED UNANIMOUSLY**

**6. BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2024-2025 (Page 12)**

**Discussion:**

The budget for Income and expenditure, and for planned amenities upgrades was tabled and discussed.

**RESOLVED** That the Karamea Reserve Subcommittee discuss the Budgets – Proposed Projects / Expenditure 2024-2025

**V Moynihan / R Pope**

**9/9**

**CARRIED UNANIMOUSLY**

**6. GENERAL BUSINESS (Page 13)**

**Discussion:**

**a. LADIES TOILET/SHOWER FACILITY**

The meeting was advised that two local builders have been asked for estimates to upgrade this facility but are having trouble sourcing materials for costing purposes. Tiling was suggested as an alternative but would probably be too expensive although its longevity would be an advantage.

**b. MOBILITY TOILET/SHOWER FACILITY**

Discussions have commenced with Supersub Builders in Cambridge and some initial prices have been provided. Ron Pope has offered to call on the firm over the next couple of weeks to seek clarification on various issues, including the supply of plans (quoted at \$2500). Jason Sellaiah will discuss with the Council building inspectors their possible requirements for a building consent which will presumably have to include a site plan and a foundation plan, and possibly an engineering report (at significant cost) Peter Moynihan suggested we could possibly use Chat GPT to assist.

Page 3 Minutes of Karamea Reserve Subcommittee Meeting 27 FEB 2024

Rosalie Sampson commented that there could be significant delays with the building consent, as the Council are outsourcing some of the work to a Christchurch firm. Jason Sellaiah to ascertain if this could be a problem. It was noted that the formal application for a building permit may need to be made by a Council officer as the Domain is a Council property.

**RESOURCE MANAGEMENT PLAN**

Jason Sellaiah advised that it is his intention to talk to subcommittees before proceeding with the development of the plan. A generic plan is not available, but he has available a plan developed by another Council which he will circulate to members. The section on camping grounds will be relevant plus some of the general policies relating to domains.

It was agreed that a meeting with Council to discuss a Resource Management Plan would be held in Karamea on 23rd April, 11.00 a.m. at the Domain. (the RSA is already booked for this day)

Prior to this date The Karamea Reserve Subcommittee will meet as a workshop to discuss the document...

**OMBUDSMANS REPORT**

Jason Sellaiah advised (but was seeking confirmation) that the Ombudsman's recommendation that all subcommittee meetings were to be advertised and open to the public has been adopted by Council.

Clarification is needed as to the procedure at meetings, especially as to speaking rights and whether they are limited to a public forum at the start of meetings.

## GOVERNANCE STRUCTURE,

The history of the hall at Ngakawau was discussed and the decisions reached over ownership and the implications eventuating therefrom.

The question of a licence to Occupy was mentioned. We currently have no problems,

Further advice is awaited from Council as to changes to the governance structure with the possibility of subcommittees being integrated under the Risk and Audit Committee.

**RESOLVED** That the Karamea Reserve & Hall Subcommittee discuss general business items, to be limited to discussions and timelines.

**P Gibson / J Cole**

**9/9**

**CARRIED UNANIMOUSLY**

- 
- There being no further business the meeting concluded at **12.40pm**
  - **Next meeting:** TBC
- 

**Confirmed:** ..... **Date:** .....

## **KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 4**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments:** 1. Resignation Letter

### **APPOINTMENT OF CHAIRPERSON AND SECRETARY**

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#### **1. DRAFT RECOMMENDATION**

- 1. That the Karamea Reserve Subcommittee accept the resignation of Jonathan Cole as Chairperson and Acting Secretary.**
- 2. That the Karamea Reserve Subcommittee appoint (insert name) as Chairperson.**
- 3. That the Karamea Reserve Subcommittee appoint (insert name) as Secretary.**

Jonathan Cole  
4504 Karamea Highway  
Karamea 7893  
Ph: 0274879728  
E: [jpcole@xtra.co.nz](mailto:jpcole@xtra.co.nz)

14 July 2025

Jack Hill  
Subcommittee Liason Officer  
Buller District Council

Dear Jack

Please accept this letter as formal notification that I am resigning from my position as Chairperson at the Karamea Reserve Subcommittee, effective 10 August 2025

I am committed to ensuring a smooth transition during my departure. I am willing to assist the new Chairperson and Secretary in their new positions with any help I can give.

Sincerely,

Jonathan Cole



## **KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 5**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

### **BANK ACCOUNT SIGNATORIES**

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#### **1. DRAFT RECOMMENDATION**

- 1. That the Karamea Reserve Subcommittee remove (insert name/s) as the Bank Account Signatories of the Subcommittee.**
- 2. That the Karamea Reserve Subcommittee appoint (insert name/s) as the Bank Account Signatories of the Subcommittee.**

**KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 6**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**ANNUAL ACCOUNTS**

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**1. DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee discuss the Annual Accounts.**

**KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 7**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments:** 1. Domain Budget 2025-26

**BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2025-2026**

**1. DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee discuss the Budgets –  
Proposed Projects / Expenditure 2025-2026**

# KARAMEA RESERVE SUBCOMMITTEE

## BUDGET 1-7-25 to 30-06-26

### **INCOME**

Camping Fees	90000	
Laundry	1600	
		91600

### **EXPENSES**

Admin/stationary	450	
Book Keeping Services	2400	
Advertising & Marketing	170	
Merchant/Bank Fees	500	
Cleaning Materials	1500	
Cleaning Services	100	
Electricity	15000	
Contract Services	18000	
Other Contract Expenses	75	
EFTPOS Rental	365	
R & M	2000	
Fuel	2000	
Freight	150	
Sundry	900	
Mowing	3000	
Mowing R&M	500	
Grounds Maintenance	6000	
Assets/Improvements	50000	
Rubbish Disposal	500	
Septic Tank Maintenance	618	
Telephone & Communication	600	
Renewals/Replacements	1500	
Venue Hire	50	
<b>TOTAL EXPENSES</b>		106378
<b>OPERATING PROFIT</b>		-14778
<b>TOTAL OTHER INCOME</b>		23483
<b>NET</b>		8705

## **KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 8**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments** 1. Continuation of Subcommittees Report Council Meeting 25 June 2025  
2. Council Resolution

### **SUBCOMMITTEE CONTINUATION FOLLOWING 2025 LOCAL BODY ELECTION**

#### **1. DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee discuss the “Continuation of Subcommittees Report” presented to Council at the 25 June 2025 Meeting, and resulting Council resolution.**

**BULLER DISTRICT COUNCIL**

**25 JUNE 2025**

**AGENDA ITEM: 5**

**Prepared by** Bronwyn Little  
Senior Policy Advisor

**Reviewed by** Krissy Trigg  
Group Manager Community Services

**Public Excluded:** No

**CONTINUATION OF SUBCOMMITTEES**

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1. **EXECUTIVE SUMMARY**  
Eleven Reserves and Halls Subcommittees were originally established in April 2020 as subcommittees of the Community, Environment and Services Committee.
2. The Creative Communities Subcommittee was established as a way of distributing external funding to our arts community via a governance structure.
3. All subcommittees were re-established after the October 2022 election as subcommittees of the Community, Environment and Services Committee and after dissolution of this committee in 2024 to the Risk and Audit Committee.
4. Re-establishing the subcommittees requires a full public process calling for nominations and Council must then make appointments to each subcommittee which can take up to 3 months. Some of these subcommittees have high operational needs (such as the campgrounds) and this process can be quite disruptive to their business as usual.
5. This report recommends that Council resolves to not discharge the eleven Reserves and Halls Subcommittees after the next election in line with Clause 30(7) and Clause 31(5) Schedule 7 LGA 2002.
6. Noting that Council may replace individual members of the committee and subcommittees after the election.

7. **DRAFT RECOMMENDATION**

**That Council:**

1. **Receives this report;**
2. **Resolves to not discharge the eleven Reserves and Halls Subcommittees, and the Creative Communities Subcommittee, following, the triennial general election of members on 11 October 2025 under Clause 30(7), Schedule 7 Local Government Act 2002.**

8. **ISSUES & DISCUSSION**

9. **BACKGROUND**

In April 2018 Council became aware that the groups managing reserves and halls around the district had not been established under the proper legal process. Council staff researched options and sought legal advice to find a way forward that would meet the legal requirements. It was important to council that any solution still allowed for volunteer groups from the community to manage their reserves and halls – which was the expressed preference of the community for the continued operation of the reserves in question.

10. In May 2019 Council agreed to follow the committee/subcommittee process which is allowed for by the Local Government Act 2002 (LGA2002) as the appropriate legal process. This enabled Council to appoint groups of community members to manage halls and reserves, and to give them delegated authority to carry out that management in partnership with the Council.
11. In April 2020 the full Council approved the establishment of subcommittees under the Community Environment and Services Committee for each of the reserves and/or halls. In total there were 12 subcommittees established however the Mawheraiti Reserve subcommittee was disestablished due to a lack of membership. The first subcommittees were appointed after an Expressions of Interest process. In the months that followed, further appointments were made to some subcommittees and a number of individual resignations were received.
12. Under the LGA2002, all committees and subcommittees of councils are automatically dissolved following each council election and must be reappointed following the election unless there is a specific resolution for them to continue. In November 2022, following the election of the new Council, the Community Environment and Services Committee—along with its subcommittees—was re-established. A second Expressions of Interest process was undertaken and in December 2022 appointments were once again made to each of the subcommittees. In 2024 the subcommittee became part of the Risk and Audit Committee.

13. The Creative Communities subcommittee was established in 2019 to distribute funding from the Creative Communities Scheme (CCS) which is part of Creative New Zealand. It was also established under the Community, Environment and Services Committee originally and responsibility transferred to the Risk and Audit Committee in 2024.
14. **Discharge of committees and subcommittees**  
As noted above all committees and subcommittees of councils are automatically discharged following each council election and must be reappointed following the election unless there is a specific resolution to not be discharged. If a committee is discharged then the subcommittees under it are also discharged.
15. In order to retain a committee or subcommittee Council must resolve to not discharge the committee or subcommittee.
16. Clause 30(7), Schedule 7 Local Government Act 2002  
*'A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.'*
17. If a committee or subcommittee is not discharged the members of that committee or subcommittee can be replaced in the new triennium:
18. Clause 31(5) Schedule 7 Local Government Act 2002  
*'If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under clause 30(7), the local authority may replace the members of that committee, subcommittee, or other subordinate decision-making body after the next triennial general election of members.'*
19. It should be noted that because these clauses refer specifically to subcommittees they can be retained by way of resolution even if the committee they report to has been discharged.
20. **Implications:**  
As a consequence of the discharging of the subcommittees after the last election, a call for expressions of interest and nominations for places on the subcommittees process had to be undertaken. In the interim period between the discharge of the subcommittee and re-appointment the work of the subcommittees was suspended. This means that workshops and meetings could not be held, bank accounts could not be accessed or invoices paid.
21. For subcommittees responsible for the more operational aspects of their reserves—such as campgrounds and high-use halls—the process has proven to be highly disruptive. For all the subcommittees, including Creative Communities, a



full public process for appointing new members is required to re-appoint members. It has been noted that many of the same individuals consistently apply for membership, and feedback indicates that they find the process frustrating.

22. **OPTIONS**

23. **Option 1 – Status Quo**

No action required - all subcommittees are discharged at the end of the triennium.

24. **Advantages**

- A refresh of subcommittee membership after the elections

25. **Disadvantages**

- Work of subcommittees suspended for 2-3 months
- Difficulty using bank accounts and paying invoices without appointed subcommittee members and executive positions in place
- Serving members may not want to go through the expression of interest process again and as a result experience could be lost

26. **Option 2 – Resolve to not discharge the committee and subcommittees**

Council resolves to not discharge the eleven Reserves and Halls Subcommittees or the Creative Communities subcommittee allowing the subcommittees to effectively function over the two trienniums.

27. **Advantages**

- Work of subcommittees can continue over the two trienniums
- Bank accounts can be accessed and invoices paid by existing subcommittee members
- Appointed members do not have to re-apply for positions

28. **Disadvantages**

- No disadvantages have been identified.

29. **PREFERRED OPTION**

The preferred option is Option 2 which provides for the operation of the Reserves and Halls subcommittees and the Creative Communities Subcommittee over the period of the two elections.

30. **NEXT STEPS**

- Resolution to not discharge the Reserves and Halls subcommittees.
- Advise the subcommittees of the decision.
- Incoming Council will determine which committee the subcommittees will be overseen by and will include this in the identified committee's Terms of Reference.
- At any time, Council can review the committee and subcommittee structure.

31. **CONSIDERATIONS**

32. **Strategic Impact**

The appointment of members to subcommittees ensures that the management and maintenance of reserves and halls are aligned to the Council's policy and direction. Subcommittees made up of local community members allow for decisions to be made at a more localised level.

33. **Significance Assessment**

This report is assessed as being low significance. "Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing reserve and/or hall subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council.

34. In addition, there is provision under Clause 31(5) Schedule 7 LGA2002 to reassess subcommittees and/or appoint new members after the new Council comes into office.

35. **Risk Management Implications / Opportunities**

The following risks or opportunities are identified with the issues identified in this report.

36. **Engagement - external**

Feedback from the subcommittees has consistently been that the need to reappoint subcommittees at the beginning of a new triennium is problematic and creates difficulties in the smooth running of the halls and reserves.

37. **Engagement – internal**

Discussions regarding this matter has taken place within the Community Services and Infrastructure teams.

38. **Policy & Legislative Considerations**

Legal considerations have been outlined in the body of this report.

39. It is noted that the Creative Communities Subcommittee was established as a way of distributing external funding from Creative New Zealand to our arts community via a governance structure.

40. **Māori Impact Statement**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.

41. **Financial Considerations**

There is no financial implication relevant to this decision.

42. **Communication Internal / External**

The decision of Council on this matter will be communicated with all the Reserves and Halls subcommittees and the members of the Creative Communities subcommittee.



**5. CONTINUATION OF SUBCOMMITTEES (Page 44)**

**Discussion:**

K Trigg spoke to the report and answered questions.

Cr L Webb returned to the meeting at 3:59pm

**RESOLVED** That Council:

1. Receives this report;
2. Resolves to not discharge the eleven Reserves and Halls Subcommittees, and the Creative Communities Subcommittee, following, the triennial general election of members on 11 October 2025 under Clause 30(7), Schedule 7 Local Government Act 2002.

**Cr C Reidy/Cr R Sampson**

**10/1**

**MOTION CARRIED**

**KARAMEA RESERVE SUBCOMMITTEE**

**10 AUGUST 2025**

**AGENDA ITEM: 9**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments** 1. Karamea Action Points List

**GENERAL BUSINESS AND ACTION POINTS**

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**1. DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee discuss general business and advise of any action points to be completed or updated.**

**Karamea Reserve Subcommittee Action Points – CURRENT**

No	Meeting Date / Action Point	Responsible	Update	Date Required By
1				
2				
3				