

AGENDA

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

Commencing at 1:00PM
Sunday 10 August 2025

To be held at the
Ngakawau Community Resource and Information Centre
30A Main Road
Ngakawau 7824

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



10 August 2025 01:00 PM

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NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 1

Prepared by Jack Hill
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

10 AUGUST 2025

AGENDA ITEM: 2

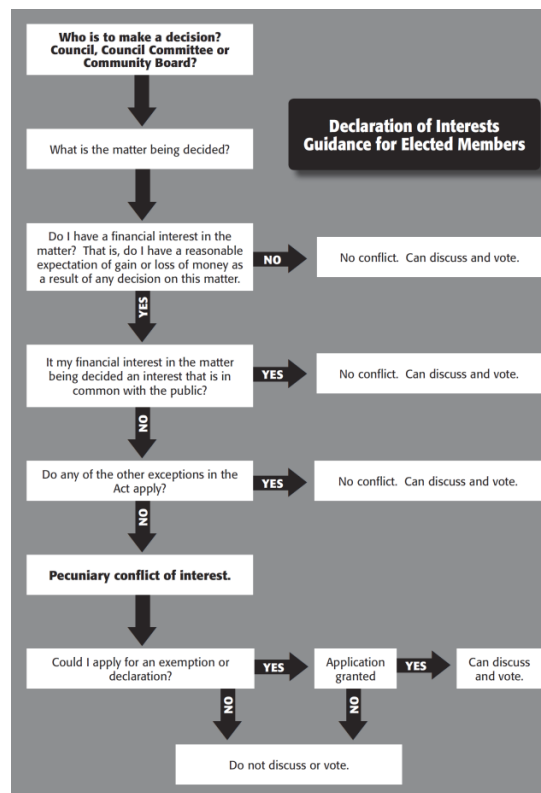
Prepared by Jack Hill
Subcommittee Liaison Officer

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).

3. 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

10 AUGUST 2025

AGENDA ITEM: 3

Prepared by Jack Hill
Subcommittee Liaison Officer

Attachments 1. Ngakawau-Hector Reserve Subcommittee Minutes 28 July 2024

CONFIRMATION OF MINUTES

1. **DRAFT RECOMMENDATION**

That the Ngakawau-Hector Reserve Subcommittee receive and confirm the minutes of 28 July 2024.



MEETING OF THE NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE, HELD AT 1:00PM ON SUNDAY 28TH JULY 2024 AT THE NGAKAWAU COMMUNITY RESOURCE AND INFORMATION CENTRE, 30A MAIN ROAD, NGAKAWAU.

PRESENT: Dick Marsh (Chair), Bart Gillman, Toni O'Keefe, Jackie Mathers, Marie Standing, Richard King-Turner

APOLOGIES: Sharlene Terry

IN ATTENDANCE: Jason Sellaiah (Subcommittee Liaison Officer)

MEETING DECLARED OPEN AT: 1.06pm

1. APOLOGIES (Page 9)

Discussion:

S Terry

RESOLVED

That the Ngakawau/Hector Reserve Subcommittee receive apologies from S Terry.

J Mathers/ B Gillman

5/5

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 10)

Discussion:

D Marsh – Agenda Item 7 (LTO Holder)

R King-Turner – Agenda Item 7 (LTO Holder)

J Mathers – Agenda Item 5 (Secretary/Chair of Northen Buller Communities Society Incorporated.)

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

B Gillman/ R King-Turner

5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 11)**Discussion:**

Nil

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

J Mathers/ R King Turner

5/5

CARRIED UNANIMOUSLY

4. ANNUAL ACCOUNTS (Page 33)**Discussion:**

The Annual Accounts were discussed and approved to be sent to Financial Services at Buller District Council for review.

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

B Gillman/ R King-Turner

5/5

CARRIED UNANIMOUSLY

5. BUDGETS – PROPOSED PROJECTS/EXPENDITURE 2024-2025 (Page 34)**Discussion:**

The proposed projects and expenditure budgets were discussed. This report included detail on the 70/30 split of the Subcommittee bank funds with Northern Buller Communities Society (NBCS) Incorporated effective from July 1st, 2024, as agreed by resolution of Council in December 2023 and in later discussion and approval from Council's Chief Financial Officer.

RESOLVED that the Ngakawau/Hector Reserve Subcommittee discuss the Budgets – Proposed Projects / Expenditure 2024-2025

B Gillman / R King-Turner

5/5

CARRIED UNANIMOUSLY

6. ELECTION OF TREASURER (Page 35)**Discussion:**

A letter of resignation from Treasurer Sharlene Terry was read to the meeting. Sharlene has been Treasurer for 10 years having joined the former Domain Board in 2014.

ST Sharlene Terry
Re: Domain Board
To: Bart & Jackie

📅 Meetings 27 July 2024 at 7:07 PM

To Whom It May Concern

As you are already aware, I have recently moved from Granity into Westport.

So with this in mind I feel that it is time for me to finish with my position as treasurer for the Ngakawau-Hector Reserve Subcommittee and pass the torch to someone 'local'.

Please accept this letter as my formal notification of resignation, effective from 28th July 2024.

The committee and its volunteers do an amazing job and I have enjoyed my time and learned a lot from this role.

I wish the committee all the best in its future endeavours.

*Regards
Sharlene Terry*

RESOLVED That the Ngakawau-Hector Reserve Subcommittee accepts the resignation of Sharlene Terry as Treasurer of the Subcommittee and thanks her for her service.

B Gillman/ R King-Turner
5/5
CARRIED UNANIMOUSLY

An expression of interest in the position of Treasurer was received from Marie Standing prior to the meeting and as per the nomination process outlined in the subcommittee Terms of Reference needs to be elected to the subcommittee before her nomination for Treasurer can be put forward.

RESOLVED That the Ngakawau-Hector Reserve Subcommittee appoint Marie Standing as a member of the subcommittee and accept her nomination as Treasurer.

J Mathers/ R King-Turner

5/5

CARRIED UNANIMOUSLY

7. GENERAL BUSINESS (Page 36)

Discussion: Presented to the meeting was a draft Licence to Occupy (LTO) between Council and the Northern Buller Communities Society Inc for the land under the Ngakawau Hall. Overall, the licence was acceptable to the subcommittee with some proposed boundary changes for signage and to enable access to the carpark and septic tank.

Jason provided an update to the meeting on his proposed timeline and scope for the Reserve Management Plan process which is expected to commence in September.

RESOLVED That the Ngakawau-Hector Reserve Subcommittee discuss general business and discuss further with Council the boundaries associated with the License To Occupy for the land related to the Ngakawau Hall in order to cater for signage, the septic tank, carparking and access.

D Marsh/ B Gillman

5/5

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at 2.06 pm
 - **Next meeting:** TBC
-

Confirmed: **Date:**

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE - Budgets

Proposed Expenditure Budgets 2024-2025

For Council Info

	Closing 2024	\$11,837	
Power account June (out 1/7/24)	\$ (219.45)	\$11,618	
Transfer of Hall Funds to NBCS	\$ (7,674.52)	\$3,943	Opening Revised
(See attached notes on this)			

PROPOSED EXPENDITURE

	BUDGET	Notes
Insurance (Fencing & Plant)	\$1,500	See below
Electricity	\$600	Contingency for flood lights
Volunteer Expenses	\$200	Mowing volunteers \$50 per qtr
Misc Stationery/Admin	\$100	
Capex (Domain fence gates)	\$1,130	Reserves Cont Held
General R&M	\$1,000	Field/Tractor Shed/Tractor prep for sale
total	\$4,530	

PROJECTED INCOME

Tractor Sale	\$	6,000
Land Leases	\$	1,790
Sports Body Fees	\$	50
Interest	\$	50
TOTAL		\$7,890

Closing	\$7,303
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Notes: Insurance is for tractor, flood lights, line marker and fencing only.
We expect to sell the tractor during the year

Presented at Meeting July 28 2024

Annual Report of Operations of the Ngakawau-Hector Reserve Subcommittee

For the financial year ended 30 June 2024

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

Members of the Reserve Subcommittee:

Sharlene Terry, Jackie Mathers, Bart Gillman, Dick Marsh, Richard King-Turner, Toni O'Keefe (Cr Rep)

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

Cleaning of hall and toilets (Volunteers)

Field mown and rugby field lines maintained (Rugby Club volunteers)

Carpark and surrounds sprayed by MBC

Permanent improvements now existing on Reserve:

New Fencing & improved carpark around hall

Proposed work and operations for next year:

July 1st - Transfer of Hall (asset & operations) to Northern Buller Communities Society Incorporated

July 31st - Transfer of 70% of funds in account (excluding field fencing funds held) to NBCS as agreed with Council CFO

Reserve Management Plan - Prep & Consultation for Reserve

Sale of old Tractor (Rugby Club purchased new one)

Disposal of old Mower (no longer repairable)

Complete Domain Fencing (pipe gates for entrance points)

Carpark and surrounds sprayed by MBC

Complete installation of new flood lights on domain (Rugby Club will do this)

Field mown and rugby field lines maintained (Rugby Club)

Total Area of Reserve: Approx. 21.1456 hectares

Reserve Leases 2023/24:

Name of Tenant	Area Leased	Term (years)	Date Lease Expires	Annual Rental	Rent Paid during Year	Rent Arrears 30/06/2024
RJ Marsh	0.5641 ha	1	31/01/25	\$ 190	\$ 190	Nil
BT Mining Ltd	14.4 ha	1	5/05/25	\$ 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	1/07/24	\$ 960	\$ 960	Nil

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 4

Prepared by Jack Hill
Subcommittee Liaison Officer

ANNUAL ACCOUNTS

1. DRAFT RECOMMENDATION

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

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 5

Prepared by Jack Hill
Subcommittee Liaison Officer

BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2025-2026

1. DRAFT RECOMMENDATION

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

1. Ground fees
2. Project options: trees, tractor shed, others

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 6

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 Ngakawau-Hector 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

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

NGAKAWAU-HECTOR RESERVE SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 7

Prepared by Jack Hill
Subcommittee Liaison Officer

Attachments 1. Ngakawau-Hector Action Points List

GENERAL BUSINESS AND ACTION POINTS

1. DRAFT RECOMMENDATION

That the Ngakawau-Hector Reserve Subcommittee discuss general business and advise of any action points to be completed or updated.

Ngakawau-Hector Reserve Subcommittee Action Points – CURRENT

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