

# **AGENDA**

Meeting of the:  
**Karamea Reserve Subcommittee**

**Monday 1 August 2022**

**11.00 am at the**

**Karamea RSA**

# Karamea Reserve Subcommittee

Venue: Karamea RSA, Bridge Street, Karamea



01 August 2022 11:00 AM

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**KARAMEA RESERVE SUBCOMMITTEE**

**1 AUGUST 2022**

**AGENDA ITEM: 1**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**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 and no requests for leave of absence.**

**OR**

**That the Karamea Reserve Subcommittee receives an apology from (insert committee members name).**

# KARAMEA RESERVE SUBCOMMITTEE

1 AUGUST 2022

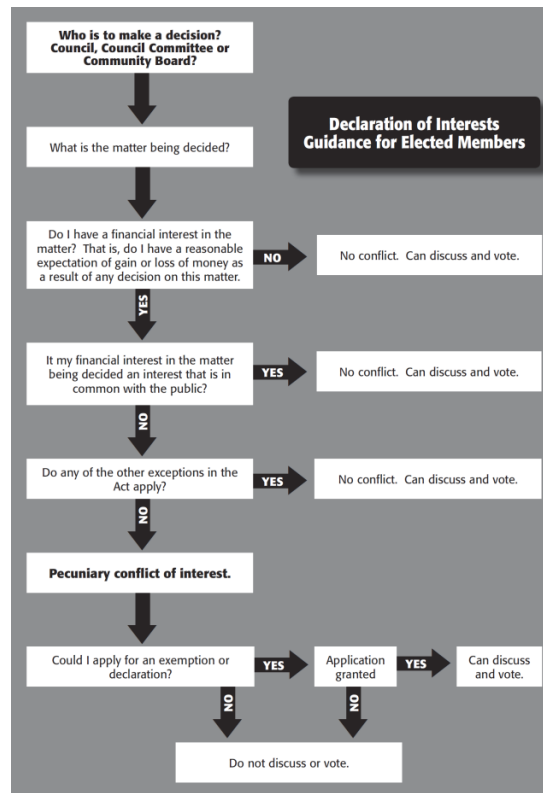
## AGENDA ITEM 2

Prepared by Krissy Trigg  
Acting Group Manager Community Services

### MEMBERS INTEREST

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.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).



### DRAFT RECOMMENDATION:

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

**KARAMEA RESERVE SUBCOMMITTEE**

**1 AUGUST 2022**

**AGENDA ITEM 3**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That the Karamea Reserve Subcommittee receive and confirm previous minutes from the meeting held 11 November 2021.**



**MEETING OF THE KARAMEA RESERVE SUBCOMMITTEE AT 11.00AM, 11 NOVEMBER 2021 AT THE KARAMEA RSA.**

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**PRESENT** Cr R Sampson, Christine Hynes, Peter Gibson (Secretary), Jonathon Cole (Interim Chairman), Barry Chalmers, Lesley Cook, Val Moynihan

**IN ATTENDANCE:** K Trigg (Acting Group Manger Community Services), B Little (Policy Advisor), V Hill (Governance Assistant)

Apologies: Pat Jones

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**MEETING DECLARED OPEN AT 11.07am**

Meeting chaired by K Trigg (Acting Group Manager Community Services)

**1. APOLOGIES (p3)**

**Discussion:**

An apology was received from Pat Jones.

**RESOLVED** that the Karamea Reserve Subcommittee receives an apology from Pat Jones.

**J Cole/C Hynes**

**7/7**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (p4)**

**Discussion:**

Nil

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

**P Moynihan/Cr R Sampson**

**7/7**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (p5)**

**Discussion:**

No corrections required

**RESOLVED** that the Karamea Reserve Subcommittee receive and confirm minutes from the meeting of 26 June 2020

**J Cole/P Moynihan**  
**7/7**

**CARRIED UNANIMOUSLY**

**4. GENERAL BUSINESS (p10)**

**Discussion:**

K Trigg (Acting GM Community Services) apologised to the subcommittee for the lack of communication in the previous 18 months, acknowledging that Council had not supported the Karamea Reserve Subcommittee through recent changes.

Ms Trigg explained that Rick Barry was no longer in the role of Team Leader Property & Reserves, however she was willing to be the main point of contact to provide cover until an appointment for his replacement is made. This position is currently being advertised.

Peter Gibson responded, saying that there had been no involvement by Council for many years apart from audit and health inspections. Mr Gibson noted that the camping ground is well run and the audit report from Council had been excellent.

A lot of maintenance had been completed, including water tanks and heat pump and there had been no concerns about administration or financial management.

Any suggestion that controls are to be imposed other than annual audit and health inspections were not welcome.

It seems the obligation for wheelchair access to toilets will be onerous.

Costing will be difficult. That costs need to be preauthorised by Council with delegated authority is an affront and the suggestion of the subcommittee not managing financial affairs was not welcome.

Mr Gibson did however acknowledge and thank Council for support provided.

Income of over \$100,000 was received last year and the camp is extremely busy at times.

Ms Trigg explained the responsibility and liability that the Council had with the campground as it is a Council asset.

Recent changes to the structure of the committee were in no way a reflection on the Karamea Domain Board and were the result of a legal opinion received by the Council.

Council would like to offer the correct support and the Terms of Reference presented at the meeting held 26 June 2020 were generic to all subcommittees.

Ms Trigg explained that Council would assist in the development of a reserve management plan and asset management plan.

Mr Gibson provided an alternative Terms of Reference for Council to consider.

Ms Trigg noted that it was unlikely that councillors would accept the suggested alternative Terms of Reference. It will be presented to councillors at the next Community, Environment and Services Committee meeting.

Cr R Sampson would like to promote the alternative Terms of Reference.

J Cole noted that there had been full agreement and discussion by the subcommittee and that this is what is wanted.

K Trigg updated the subcommittee on progress with the domain water supply, saying the specifications for water at the school were only received from the Ministry of Education last week.

Twelve months was the agreed period to supply with campground with water.

It was uncertain how the Three Waters reform will change things and the Infrastructure team were working on a paper to be presented to Council.

A small treatment plant may be needed and different options are being investigated.

Specifications and piping etc were discussed. There seemed to be some confusion about existing infrastructure, however infrastructure staff are preparing a paper to present to Council in this regard.

Cr R Sampson indicated there had been conflicting advice received following a meeting with V Smith

Ms Trigg will follow up with Mr Smith and continue working with Infrastructure Services as a liaison to ensure there is progress.

B Chalmers understood there was a water supply until March 2022, however there was a verbal agreement for water to be supplied until March 2023. Mr Chalmers would like that extension to be confirmed.



Cr R Sampson is of the understanding that the water supply is until October 2022, which is 12 months from signing the agreement.

J Cole commented that information on the quality and quantity of water from the bore was gathered in 2014 and should still be available.

Cr Sampson has checked twice however this information is not in the Council records.

Cr Sampson suggested M Williams (Manager Infrastructure Services) should travel to Karamea, noting the Ministry of Education was working independently with four different people in Council. This needs to be co-ordinated so that all of the right people are around the table, including the subcommittee members so there is a common understanding.

K Trigg (Acting GM Community Services) will call a meeting with a few others to get the process moving forward, saying this is an important issue and needs to be treated as such.

P Gibson also queried restricting the amounts of spending with the delegated spending authority.

B Little (Policy Advisor) reminded the group that the delegated authority in the Terms of Reference is a suggestion only.

J Cole and P Gibson believe the subcommittee should not have to ask for permission to spend their own funds.

K Trigg advised that the delegated authority can be decided at another time and that this will be included in the Terms of Reference, adding that the budget is primarily to protect the subcommittee's own accountability.

B Little explained the budget and suggested amounts for delegated authority.

P Gibson asked if there was any possibility of work on the toilet project speeding up if there is not sufficient finance.

Cr R Sampson reminded the subcommittee to leverage to advantage any projects that may come out of the Reserves budgets as a Council asset, suggesting the group get together a request in February and March 2022 to put to the Annual Plan.

P Gibson observed the group is unsure of costing for toilets and would appreciate support from the Council.

K Trigg suggested estimates be prepared for the Annual Plan process in May.

V Moynihan said a workshop will need to be held to produce a budget.

B Little reassured the subcommittee that the reserve management plan and budget mesh in an integrated way, and that the requirement being put upon subcommittees to produce these documents will be adequately resourced.

The subcommittee was reassured reports regarding the water and toilets will be presented to the subcommittee before being taken to Council.

P Gibson acknowledged all of the help received from Rick Barry.

Cr R Sampson reiterated that a report to the Karamea Reserve Subcommittee prior to the meeting is important.

V Hill (Governance Assistant) is to write up the minutes from the meeting today before the end of November.

P Gibson asked that there be a meeting held in July to ratify accounts at the Annual General Meeting to be audited.

K Trigg advised that there are no Annual General Meetings for the Council subcommittees and that appointments are made every three years.

If someone wanted to step down however, they may at any point.

**RESOLVED** that the Karamea Reserve Subcommittee:

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

**P Gibson/C Hynes**

**7/7**

**CARRIED UNANIMOUSLY**

2. That the alternative Karamea Reserve Subcommittee Terms of Reference be presented to the Community, Environment and Services Committee.

**J Cole/P Gibson**

**7/7**

**CARRIED UNANIMOUSLY**

3. Receive the Annual Financial Return for the year ended 30 June 2021 for information

**J Cole/Cr R Sampson**

**7/7**

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded at 12pm
  - **Next meeting:** To Be Confirmed
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**Confirmed:** ..... **Date:** .....

# KARAMEA RESERVE SUBCOMMITTEE

01 AUGUST 2022

## AGENDA ITEM 4

**Prepared by** Gary Sran  
Team Leader Community Facilities

### GENERAL BUSINESS

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#### 1. BACKGROUND

The Karamea Reserve Subcommittee is 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. RECOMMENDATION

**That the Subcommittee discusses general business items.**

#### 3. ISSUES AND DISCUSSION

##### 3.1 Water Supply:

1. Progress Update
2. Conditions of Loan of up to \$100,000+GST

##### 3.2 Disabled Toilet Facility:

1. Progress Update
2. Conditions of Grant of up to \$50,000+GST

##### 3.3 Clarification of process for future appointment of reserve committee after October local elections.

### **3.4 Other General Business:**

The Secretary has forwarded the following for consideration under General Business:

- 1. Clarification of the Procedure of Payment of accounts for the above-mentioned projects.**
- 2. Driveway to the Campground.**

## **4. CONSIDERATIONS**

### **4.1 Strategic Impact**

The appointment of reserve and hall subcommittees ensures that the running of reserves is aligned with Council's policy and direction. Terms of reference and delegations mean that the subcommittees are able to carry out their functions, duties and powers.

### **4.2 Significance Assessment**

The decisions to be made in this report are not deemed significant under Council's Significance and Engagement Policy.

### **4.3 Values**

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The decisions to be made in this report are consistent with these values.

### **4.4 Risk Analysis**

The key risk identified from the matters discussed in this report relate to compliance with statutory requirements. Where relevant these have been discussed above with information and recommendations given to help mitigate this risk.

### **4.5 Policy/Legal Considerations**

- Local Government Act 2002
- Reserves Act 1977

### **4.6 Tangata Whenua Considerations**

No specific considerations have been identified.

**4.7 Views of Those Affected**

No affected persons have been identified, based on the information available at the time of writing this report.

**4.8 Costs**

No additional costs have been identified, based on the information available at the time of writing this report.

**4.9 Benefits**

Through this report the Subcommittee can discuss and make decisions on the matters outlined above, to enable it to carry out its business.

**4.10 Media/Publicity**

There is likely to be some local interest in the activities of the Subcommittee.