

Policy:	Management of domains
Department:	Assets
Approved by:	Policy & Services Committee
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1. Purpose

The purpose of this policy is to provide a framework for the responsible and beneficial management and administration of domains within the District that meets the legal requirements of the Reserves Act 1977 and the Local Government Act 2002, while providing for the maximum input by the local community.

In order to achieve the objective stated above, and meet Council's obligations and responsibilities in terms of the Reserves Act 1977 and the Local Government Act 2002. As Council considers that these small, local reserves would be better managed with a maximum of local community input it has determined that it shall appoint either a suitable, legally constituted body to manage the reserve pursuant to Section 53(1)(o) of the Reserves Act 1977 or, in the absence of such a body, establish a subordinate committee under the provisions of Schedule 7 of the Local Government Act 2002 to carry out this function.

2. Schedule of domains covered by this policy

Midhirst Domain	Tahora Domain	Whangamomona Domain
Croydon Domain	Te Popo Domain	Douglas Domain
Huiroa Domain	Toko Domain	Tututawa Domain

3. Appointment of legally constituted body

In order to meet the requirement of "legally constituted", such a body must be incorporated under the provisions of the Incorporated Societies Act 1908. Only in this manner is it legally capable of carrying out the duties and responsibilities outlined in this policy. Appointment shall be way of a Management Agreement.

4. Appointment of committees of council

Section 30(1) of Schedule 7 of the Local Government Act 2002 empowers Council to appoint a subordinate committee to carry out delegated functions in terms of the Reserves Act 1977. It may appoint anyone to that committee that it considers "has the skills, attributes or knowledge that will assist the work of the committee". The committee must comprise a minimum of 3 members.

Accordingly, to meet the objective of this policy, whenever it is necessary to appoint or replace any new member(s) to a Domain Management Committee, Council shall:

4.21 Advertise in a local newspaper calling for expressions of interest from persons residing in the respective communities interested in serving on the local Domain

Management Committee. Expressions of Interest should include a statement of each person's skills, attributes and knowledge relative to the role.

4.22 Interview each person expressing an interest to fully determine their suitability for the role.

4.23 Formally, by resolution, appoint to the committee, those persons deemed suitable.

5. Duties and responsibilities of committees or other appointed bodies

In terms of Sections 53, 54 and 74 of the Reserves Act 1977 Council, as administering body, has many diverse powers in respect of Recreation Reserves. It is not considered appropriate to delegate all these powers to the Management Committees, however, the following shall be delegated and considered to be the limited duties and responsibilities of each committee:

5.11 Maintain the grounds within the Domain to the standard necessary to accommodate the sports or other activities that normally occur, whether seasonally or casually. This will include mowing, rolling and fertilising as appropriate and necessary.

5.12 Maintain any structures or other built features in a clean, structurally sound and safe condition at all times.

5.13 Ensure the Domain maintains a tidy appearance at all times.

5.14 Prohibit from time to time the public from entering or encroaching on any part of the Domain that has undergone any renewal of grass or other rehabilitation, or to protect the public from any unsafe condition of the grounds or structures.

5.15 Prescribe the games, sports or other activities for public recreation or enjoyment which may take place on the Domain, and regulate the use of the Domain for those activities.

5.16 Grant the exclusive use of the Domain or any part thereof to any person, body, voluntary organisation or society for the purpose of particular games, sports or other activities for public recreation and enjoyment, provided that such grant shall not be for a period in excess of 6 consecutive days.

5.17 Charge the public for admission to the Domain, or any part thereof, or authorise an exclusive user of the Domain to charge for admission, provided that such charges shall be reasonable and not levied on more than 40 days in any calendar year.

5.18 Set apart as it sees fit any part or parts of the Domain for gardens, open spaces, footpaths, driveways, picnic grounds or other like facilities and amenities necessary for the public using the Domain.

5.19 For the purpose of maintaining the grounds of the Domain, grant a grazing licence to any person, provided such licence shall be temporary in nature and capable of being terminated on no more than one month's notice, and that such termination is affected giving sufficient time to carry out any ground rehabilitation required to accommodate seasonal sporting activities normally utilising the Domain.

Note: Grazing Licences must be approved and executed by Council Officers

5.20 Expend any funds derived from admission charges or grazing licences only in carrying out any of the duties and responsibilities listed above.

5.21 Submit for Council's audit, annual financial records of income and expenditure and statement of accounts by 1 September in each and every year.

5.22 Obtain Council's prior consent to any other matter or activity not contained herein.