Far North District Council
Te Kaunihera o Tai Tokerau ki te Raki

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
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Phone: (09) 401 5200
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Date

Domain / Reserve Management Committee
ADDRESS

Kia ora

As per Council's 2017 Reserves Policy (as attached), Council may provide an operational grant to support the Committee to ensure the provision of basic maintenance of the rural domain.

Prior to the allocation of the grant, the Committee are required to provide a basic income and expenditure type of account information (a full audit will only be required every three years) and an activity report.

It is also noted a Service Level Agreement is required which will need to be developed however in the meantime, if you could please provide the information as requested.

The period for this will cover the term of 1 July 2024 to 30 June 2025.

To assist with the necessary information, if you could complete the template as follows. This also includes the addition of key contacts of the committee as well as an afterhours / emergency contact.

Therefore, can you please complete the information and return it by 31 January 2026.

It is proposed this information will be presented to your local Community Board early 2026 and as noted, the grant cannot be uplifted until such time as this information is received and presented to Council.

As such, please find attached the following documents:

- 2017 Reserve Policy: Section 3 – Reserve Management Committees
- Reserve Management Committee details and statics template

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029.

Nga mihi

Cheryl Henry
Property & Facilites Support Officer
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