

AGENDA



Wednesday, 6 May 2026

Time: 10:00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Chairperson Jessie McVeagh - Chairperson
Deputy Chairperson Scarlet Mocaraka
Member Arohanui Allen
Member Eddie Court
Member Denis Orme
Member Doug Te Wake
Member Kelly van Gaalen
Member John Vujcich

The Local Government Act 2002 states the role of a Community Board is to:-

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 6 May 2026 at 10:00 am

Te Paeroa Mahi / Order of Business

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| | 8.4 Petition "Historic Racing Car Housed and Displayed in Te Ata Haere Kaikohe Library and Civic Hub Building" Supplementary Report - Distributed Under Separate Cover | |
| 9 | Karakia Whakamutunga / Closing Prayer | 232 |
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1 KARAKIA TĪMATANGA / OPENING PRAYER**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

[Elected Member - Register of Interests](#)

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**4 NGĀ TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5669742

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirm the minutes of the meeting held 8 April 2026 to be a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Kaikohe-Hokianga Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meetings.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

ĀPITIHINGA / ATTACHMENTS

1. 2026-04-08 Kaikohe-Hokianga Community Board Minutes - A5665849 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | This is a matter of low significance. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | This report complies with the Local Government Act 2002 Schedule 7 Section 28. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports. |
| State the financial implications and where budgetary provisions have been made to support this decision. | There are no financial implications or the need for budgetary provision arising from this report. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

8 April 2026

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 8 APRIL 2026 AT 10:03 AM**

PRESENT: Chairperson Jessie McVeagh, Deputy Chairperson Scarlet Mocaraka, Member Arohanui Allen, Member Eddie Court, Member Denis Orme, Member Doug Te Wake, Member Kelly van Gaalen

STAFF PRESENT: Kathryn Trewin – Funding Advisor , Melissa Wood – Community Board Coordinator, Peggy Veen – Principal Advisor, Estee Rapatini – Senior Technical Officer, Nicola Griffin – Senior Communications & Engagement Advisor, Rhonda-May Whiu – Democracy Advisor

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Doug Te Wake opened the meeting with a Karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Member Denis Orme declared a conflict of interest in relation to agenda item 7.5d – Picnic Shade Sails funding application.

Note: Deputy Chair Scarlet Mocaraka will be attending virtually and apologies received for Kohepu - Deputy Mayor Chicky Rudkin and Councillor John Vujcich.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no speakers for public forum.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Sandra Mutu representing Utakura, Horeke, Motukioire Community Trust regarding footpath concerns on Horeke road (Photo provided A5674731)

At 10:12 am, Deputy Chairperson Scarlet Mocaraka joined the meeting.

Moana Tuwhare representing Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to provide an overview of the Kaikohe Kaiwhiringa (Town Activator) initiative and invited Kaikohe-Hokianga Community Board to appoint a member to sit on the Kaikohe Kaiwhiringa (Town Activator) initiative Project Board.

5 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- Maryann Connor and Hayley Paul representing Paua Trust. Item 7.5 c) refers. Posters provided A5674732.
- Bronwyn Harvey via video conference representing NZ Plunket Trust. Item 7.5 b) refers.
- Denis Orme. 7.5 d) refers.

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

8 April 2026

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A5632920, pages 10 - 11 refers.

RESOLUTION 2026/18

Moved: Member Doug Te Wake

Seconded: Member Denis Orme

That the Kaikohe-Hokianga Community Board confirm the minutes of the meeting held 11 March 2026 to be a true and correct record.**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.2 REMOVAL OF TREES FROM 1 TAHEKE ROAD RESERVE, KAIKOHE**

Agenda item 7.2 document number A5638255, pages 21 - 26 refers.

RESOLUTION 2026/19

Moved: Chairperson Jessie McVeagh

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board approve the removal of five healthy Poplar trees located within road reserve adjoining 1 Taheke Road, Kaikohe**CARRIED****7.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A5643786, pages 34 - 35 refers.

RESOLUTION 2026/20

Moved: Member Doug Te Wake

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) **Nopera Pikari**
- b) **Hokianga Community Education Trust – Website Project**

CARRIED**7.4 WINTER 2026 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.4 document number A5642762, pages 40 - 43 refers.

RESOLUTION 2026/21

Moved: Member Kelly van Gaalen

Seconded: Chairperson Jessie McVeagh

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Kaikohe-Hokianga Community Board Meeting Minutes

8 April 2026

That Kaikohe-Hokianga Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

- a) Bay of Islands Hockey Association \$1,597
 - b) Dynasty Netball Team \$100
 - c) Hokianga Sports Club \$663
 - d) Opononi JMB \$414
- TOTAL \$2,774**

CARRIED

The meeting was adjourned from 10.57 am to 12.10 pm.

At 10.57 am, Deputy Chairperson Scarlet Mocaraka left the meeting.

At 12.10 pm, Member Arohanui Allen had left the meeting.

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A5643669, pages 44 - 47 refers.

RESOLUTION 2026/22

Moved: Chairperson Jessie McVeagh

Seconded: Member Doug Te Wake

That Kaikohe-Hokianga Community Board defer pride of place funding applications

i) Royal New Zealand Plunket Trust – Kaikohe Plunket Playground

ii) Denis Orme - Picnic Shade Sales

to 6 May 2026 to allow all applications to be considered at the same meeting.

Abstained: Member Denis Orme

CARRIED**RESOLUTION 2026/23**

Moved: Chairperson Jessie McVeagh

Seconded: Member Denis Orme

- a) **That Kaikohe-Hokianga Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Paua Trust for costs towards Youth Week 2026.**

CARRIED

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Kaikohe-Hokianga Community Board Meeting Minutes

8 April 2026

7.6 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.6 document number A5528225, pages 96 - 96 refers.

RESOLUTION 2026/24Moved: Chairperson Jessie McVeagh
Seconded: Member Denis Orme**That the Kaikohe-Hokianga Community Board note the March 2026 member report from Chair McVeagh, and Member Orme.****CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 TE PUNA O KUPENUKU LEASE UPDATE**

Agenda item 8.1 document number A5630931, pages 103 - 105 refers.

RESOLUTION 2026/25Moved: Chairperson Jessie McVeagh
Seconded: Member Denis Orme**That the Kaikohe-Hokianga Community Board receive the report Te Puna o Kupenuku Lease Update.****CARRIED****8.2 OPEN RESOLUTIONS AND ACTIONS UPDATE - APRIL 2026**

Agenda item 8.2 document number A5632943, pages 106 - 106 refers.

RESOLUTION 2026/26Moved: Member Doug Te Wake
Seconded: Member Kelly van Gaalen**That the Kaikohe-Hokianga Community Board receive the report Open Resolutions and Actions Update - April 2026.****CARRIED**

Member Arohanui returned to the meeting at 12.22 pm

7.1 KAIKOHE-HOKIANGA TOWN BEAUTIFICATION PRIORITISATION 2025/26

Agenda item 7.1 document number A5636309, pages 17 - 20 refers.

RESOLUTION 2026/27Moved: Chairperson Jessie McVeagh
Seconded: Member Kelly van Gaalen**That the Kaikohe-Hokianga Community Board**

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Kaikohe-Hokianga Community Board Meeting Minutes

8 April 2026

- a) confirms allocation of up to \$58,254 of the FY2025/26 Town Beautification capital budget to Horeke village for a coordinated programme of eligible town beautification works:
- b) notes that specific project components will be refined through Board and community input and internal feasibility, and maintenance checks consistent with capital budget eligibility requirements.

CARRIED

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Member Doug Te Wake closed the meeting with a Karakia

10 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12.29 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 6 May 2026.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 APPOINTMENT TO ACCESSIBILITY ACTION GROUP

File Number: A5679477

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to give the Kaikohe-Hokianga Community Board the opportunity to appoint a member to the Accessibility Action Group.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Accessibility Action Group includes a representative from Council and each of the community boards.
- The Kaikohe-Hokianga Community Board is able to appoint a member as their delegate to the group.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board appoint member _____ as its representative on the Accessibility Action Group.

1) TĀHUHU KŌRERO / BACKGROUND

The Accessibility Action Group (AAG) is a stakeholder engagement body established by the Far North District Council.

Formed in 2008 as the Disability Action Group (DAG), it served as a liaison and advisory body to the Council, government agencies, and service providers on disability-related issues. Its core functions include advocacy, communication, capacity building, and promoting positive representation of people with disabilities.

In 2019, work began on a regional strategy to improve accessibility across Northland, leading to the Te Tai Tokerau Regional Accessibility Strategy, adopted by Council in July 2024 with input from DAG. To align with this strategy, the group was renamed the Accessibility Action Group, with revised Terms of Reference adopted in July 2025.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Board can appoint one of its members to the Accessibility Action Group. The appointee would enable communication between the group and the board and ensure the community's views are represented in the group.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To allow for appointment of a Community Board member to the Accessibility Action Group.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

1. **Accessibility Action Group - Terms of Reference - A5685872**  

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | This matter is of low significance. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Accessibility Action Group - Terms of Reference |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This is a community board report. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no implications specific to Māori. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | This does not impact on any identified person. |
| State the financial implications and where budgetary provisions have been made to support this decision. | There are no financial implications or budgetary provisions required as a result of this report. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

Accessibility Action Group – Terms of Reference

July 2025

1. Constitution:

The Accessibility Action Group (AAG) is established as a stakeholder liaison group within the Far North district to provide advice to the Far North District Council, Government and its Agencies, Disability Service Providers; and to engage with the community on issues of accessibility.

AAG operate under Far North District Councils *Accessibility Policy* and aligns its work with the *Te Tai Tokerau Regional Accessibility Strategy*, promoting regional consistency and collaboration across Northland.

2. Purpose:

The purpose of AAG is:

- To identify and take up opportunities to advocate for equity and access for all people.
- To provide ongoing communication and advice to Council, Government Agencies and Service Providers to advocate for equity and accessibility for all people.
- To provide opportunities for people with accessibility requirements to engage with Council and other service providers e.g. Top Energy.
- To advocate for policies, programmes, practices, and procedures that guarantee equal opportunity for all people with accessibility requirements
- To encourage the portrayal of persons with accessibility requirements by the media in a positive way, including in the Council's own publications and publicity material
- Align local action with the strategic goals of the *Te Tai Tokerau Regional Accessibility Strategy*.

3. Membership:

The membership of AAG shall be comprised of the following:

- 2 appointees from Council, one general Councillor and one Māori Ward Councillor
- 1 appointee from Te Hiku Community Board, Kaikohe-Hokianga Community Board, and the Bay of Islands-Whangaroa Community Board
- Representatives from stakeholder and advocacy bodies for people with accessibility requirements across the Far North District
- Residents with an interest in accessibility in the Far North District on accessibility

4. Meetings:

- A quorum of members of AAG shall be two.
- AAG meetings shall be held bi-monthly. Minimum of two physical meetings throughout the year.
- The chair of the AAG may request additional meetings as necessary.

1

- At these meetings AAG may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information and to receive feedback from stakeholders as to how people with accessibility requirements can be supported to fully participate in the life of their communities.
- Minutes of all meetings shall be kept and distributed to members after each meeting.
- Meeting decisions that require a response from Council will be lodged using either the AAG action sheet or the Report Request Form

5. Structure:

- AAG shall elect a Chairperson and Deputy Chairperson once each triennium.
- Voting members of AAG shall be the AAG members but not Council staff.

6. Principles:

- Advocacy – representing the interests of people with accessibility requirements with fairness and equity
- Inclusiveness – a wide range of views are sought
- Openness – communicating clearly and providing as much information as possible to facilitate open and free exchange of information within the group
- Honesty and respect – treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
- Responsiveness – dealing with issues within agreed timeframes
- Accountability – issues raised are followed up as appropriate
- Alignment with *Te Pae o Uta* – embracing the Council's Te Ao Māori framework to guide inclusive, place-based approaches that support meaningful engagement and equitable outcomes for accessible communities.

7. Planning:

AAG will develop annual strategic goals through an annual workshop. Staff members may support this workshop if requested.

8. Reporting Procedures:

AAG will produce an annual report on its activities, achievements, and concerns to the three Community Boards.

9. Staff Support:

Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with sufficient notice.

10. Administration:

- Support for administration of AAG, including the agenda, invitations, meeting venues (cost for non-Council venues will be met from the AAG budget), meeting minutes, claim form distribution will be undertaken Council staff.
- The Chair of AAG or delegate (including responsible staff member) will be responsible for lodging Report Request Forms to the relevant Council departments regarding AAG issues

2

- Approval of funds from the AAG budget is the responsibility of the Manager - Democracy Services, and AAG will recommend expenditure via meeting resolutions.

11. Resourcing for AAG Operation:

- Funding for the AAG through the Long-Term Plan shall be used to assist the AAG to meet its strategic goals and operational costs, such as travel expenses, reimbursement of costs for accessibility assistance and meeting venues for the AAG.
- Individual AAG expenses must be submitted via the claim form.

12. Definitions:

Accessibility:

Accessibility means creating environments, information, services, and systems that enable all people, regardless of their abilities, to participate fully and equitably in society. It includes physical, digital, communication, and attitudinal access, and is about removing barriers so that everyone can thrive.

What do we mean by accessible?

We understand an accessible community to be where everyone:

- Has realised rights,
- Is treated with dignity and respect, and
- Can access all places, activities, services and information easily and appropriately.

When we say all people with access needs, we mean:

- Tamariki and whānau
- Older adults/kuia and kaumātua
- Disabled people
- People with conditions
- People with language difficulties.

Disability:

People with Disabilities are “...those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others...”

This definition draws on the social model of disability and is used in the NZ Disability Strategy and is sourced from the UN Convention on the Rights of Persons with Disabilities, Article 1.

7.2 APPOINTMENT TO KAIKOHE KAIWHIRINGA (TOWN ACTIVATOR) INITIATIVE PROJECT GROUP

File Number: A5672851

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Jacine Warmington, Group Manager - Strategic Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide the Kaikohe-Hokianga Community Board the opportunity to appoint a member to Te Rūnanga-Ā-lwi-Ō-Ngāpuhi Kaikohe Kaiwhiringa (Town Activator) initiative group.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- An invitation was extended during the deputation from Te Rūnanga-Ā-lwi-Ō-Ngāpuhi Kaikohe Kaiwhiringa (Town Activator) to appoint a member of the Kaikohe-Hokianga Community board to the group.
- The focus of the group is to develop the market area located at 65-67 Broadway, Kaikohe.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board appoint Member _____ as its representative on the Kaikohe Kaiwhiringa (Town Activator) Initiative Project Group.

1) TĀHUHU KŌRERO / BACKGROUND

At the 8 April Kaikohe-Hokianga Community Board meeting Moana Tuwhare from Te Rūnanga-Ā-lwi-Ō-Ngāpuhi attended and provided an overview of the Kaikohe Kaiwhiringa (Town Activator) initiative and invited Kaikohe-Hokianga Community Board to appoint a member to sit on the Kaikohe Kaiwhiringa (Town Activator) initiative Project Group.

At the deputation, the Board was advised the Kaikohe Kaiwhiringa initiative relates to the development of 'The Green' space located at 65-67 Broadway, Kaikohe that is owned by Te Rūnanga-Ā-lwi-Ō-Ngāpuhi where they are wanting to formalise a Market. The proposed Market will continue with the current market that is held onsite with expansions to Farmer market stalls, Toi Ngāpuhi stalls and with a component of entertainment for a safe healthy environment for the community to gather.

The farmers market will be working with a network of local growers with a focus on kai security and healthy choices. The market will provide the opportunity for low-risk economic pathways for stall holders.

The Relationship Protocol & Mana Whakahono ā Rohe with Te Rūnanga ā lwi o Ngāpuhi agreement signed in August 2025 provides the foundation for Council and Te Rūnanga-Ā-lwi-Ō-Ngāpuhi to work together in good faith, supporting shared decision-making and collaboration on initiatives such as Kaikohe Kaiwhiringa.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Board can appoint one of its members to the Kaikohe Kaiwhiringa (Town Activator) Initiative Project Group. The appointee would enable communication between the group and the Board and ensure the community's views are represented in the group.

The Board should consider the level of communication and reporting they expect from it's appointed members. In the past members have included commentary in members reports back for the Board's, and public information, for example.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To allow for appointment of a Community Board member to the Kaikohe Kaiwhiringa (Town Activator) initiative Project Group

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision.

ĀPITIHINGA / ATTACHMENTS

Nil

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | This matter is of low significance |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Under legislation, Community Boards advocate for community and have a role to represent the voice of their community. Appointments such as this provide opportunity for Board members to do so. The Mana Whakahono a Rohe with Te Runanga ā Iwi o Ngapuhi agreement. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This is a community board report. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no implications specific to Māori. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | This does not impact on any identified person. |
| State the financial implications and where budgetary provisions have been made to support this decision. | There are no financial implications or budgetary provisions required as a result of this report. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

7.3 FUNDING APPLICATIONS

File Number: A5721564

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

1. This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four new applications have been received, and three applications received at the April meeting were left to lie to the May meeting, requesting a total of **\$178,437**.
- An application was also received from the South Hokianga Growers Market for costs towards developing a community garden area at Freese Park, in the amount of \$28,184. This application is subject to further information and approvals being obtained before it is brought to the board.
- The Board has **\$12,029** to allocate for the Community Board Fund in the **2025/2026** financial year.
- The Board has **\$95,273** to allocate for the Pride of Place Fund in the **2025/2026** financial year.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Rawene Community Hall Committee for costs towards Civil Defence upgrades 2026.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Jacman Entertainment Ltd towards the costs for Savour Northland 2026.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Royal New Zealand Plunket Trust for costs towards Whānau Āwhina Plunket Kaikohe Playground.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Sharee Wilkinson for costs towards the kura dome.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to South Hokianga Growers Market for costs towards work at Freese Park upgrades, subject to all appropriate permits and approvals being granted by Council before any work commences.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Waitapu Community Centre for costs towards repiling and re-roofing of the centre.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Denis Orme for costs towards the installation of shade sails over FNDC picnic tables in Opononi/Omapere.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

Each application must meet at least one community outcome from the Council's LTP. The six community outcomes are as follows:

1. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
2. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.
3. Proud, vibrant communities;
4. Prosperous Communities supported by a sustainable economy;
5. Communities that are safe, connected and sustainable;
6. Communities that are prepared for the unexpected;

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

| Applicant and Project | Requested | Recommend | Comments |
|---|------------------|------------------|---|
| a) Rawene Community Hall Committee – Civil Defence Upgrades | \$2,380 | \$2,380 | The applicant is seeking funding to purchase equipment to better meet community needs in a civil defence emergency, as it is an evacuation centre. This meets community outcomes 2,3,5,6 |

| Applicant and Project | Requested | Recommend | Comments |
|---|-----------|-----------|--|
| b) Jacman Entertainment Ltd – Savour Northland 2026 | \$6,244 | \$2,500 | <p>The applicant is seeking funding for the Savour Northland food festival for promotion and events in Kaikohe-Hokianga Ward.</p> <p>The Board granted the applicant \$2,106 to the applicant for the 2025 festival.</p> <p>The applicant has been granted \$4,000 by Te Hiku Community Board for the 2026 event, and \$15,379 for both the 2026 and 2027 event by Bay of Islands-Whangaroa Community Board (both from their 2025/26 funding budget).</p> <p>This application was left to lie at the March 2026 meeting and the applicant has provided additional supplementary information which is included in the confidential information circulated to the Board under separate cover.</p> <p>This meets community outcomes 2,3,4,5</p> |
| c) Royal New Zealand Plunket Trust – Kaikohe Plunket Playground | \$17,000 | \$10,000 | <p>The applicant is seeking funding to upgrade the playground at Kaikohe Plunket to be accessible and usable for tamariki in the area. Significant upgrades were undertaken in 2024 to bring the building up to modern standards, and they wish to now bring the outside area up to the same standard. They note that they have a donor who is willing to match the contribution from the Board up to \$25,000.</p> <p>This meets community outcomes 2,3,5</p> |
| d) Sharee Wilkinson – Kura Dome | \$23,000 | \$15,000 | <p>The applicant is seeking funding towards the costs of installing a dome to enclose an area at the Waikiwi Papakāinga at Panguru to allow it to be used as a community space that can host wānanga and hauora activities for the wider community (not just the residents of the papakāinga). This supports a community that struggles to attract funding and a group that has already secured funding for the majority of the project.</p> <p>This meets community outcomes 1,2,3,5,6</p> |

| Applicant and Project | Requested | Recommend | Comments |
|--|-----------------|-----------------|--|
| <p>e) South Hokianga Growers Market – Freese Park upgrades</p> | <p>\$22,021</p> | <p>\$13,054</p> | <p>The applicant is seeking funding towards work at Freese Park, Omapere, where a regular growers market is held. The primary issue at this stage relates to drainage in the area, which is currently being investigated by FNDC staff. It is anticipated that by the time this application is heard, a solution and timeframe will be available, which will better inform the decision-making of the Board. The application has also been supplied to the Reserve Planner, who has provided feedback and recommended funding not be provided for a shipping container at this time, as it will require further public consultation. The amount recommended for funding covers topsoil to remedy any drainage works undertaken, a gravel path, lawn seed and a picnic table. The application for the table is being considered, but verbal indications from staff is that it would be approved, subject to the table being installed being a wooden table, not concrete, as the area proposed would not support the weight of the equipment necessary to install a concrete table. It is recommended that any funding granted be subject to confirmation of written approval of all appropriate FNDC teams (Water, District Facilities and Asset Management) be provided before any works are undertaken by the applicant. The amount recommended covers topsoil and grass seed, a picnic table and a gravel path. This meets community outcomes 2,3,4,5,6</p> |
| <p>f) Waitapu Community Centre – repiling and reroofing</p> | <p>\$57,525</p> | <p>\$50,000</p> | <p>The applicant is seeking funding towards the repiling and reroofing of the Waitapu Community Centre, a historic building that was formerly a “Native” school. The amount recommended is not the full amount that will be required, as the applicant has yet to secure consents and will be applying to additional funding sources and fundraising for these, as well as the costs to undertake upgrades to the building (such as painting etc). This project is well supported by the local community (including an offer from the contractor to cover the labour costs) and is part of a larger vision of the community to be able to host groups and events in the area (such as wananga, schools and retreats). The building needs to be secured first, to prevent further deterioration of the facility. The amount recommended would put the applicant in a strong position for securing additional funding elsewhere. This meets community outcomes 1, 2, 3, 4, 5, 6</p> |

| Applicant and Project | Requested | Recommend | Comments |
|------------------------------------|-----------|-----------|--|
| g) Denis Orme – Picnic Shade Sales | \$50,267 | Decline | <p>The applicant is a member of the Kaikohe-Hokianga Board, but has made this application as an individual member of the community.</p> <p>The request has been made to install shadesails over FNDC owned picnic tables in the Hokianga. The request was taken to the District Facilities team and FNDC Asset Managers for their input. At this time, they state that they are unable to support this request and are not in a position to take on any unbudgeted assets on Council land. They have recommended that it needs to go to Council as an item to be included in the LTP, at which time, if it is accepted, they can consider the project. (This is included in the confidential supporting information circulated under separate cover).</p> <p>It is noted that this is not one of the 12 priorities the Board has put forward for Council to include in the AP/LTP, although this does not preclude Mr Orme putting it forward in a private capacity when the AP/LTP is open for public consultation. This meets community outcomes 2,3,4,5</p> |

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicants are required to complete a standard application form and provide supporting information.

For each application the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.








Option 3 Decline funding.

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP and the conditions listed on the application form.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary Provisions have been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Rawene Community Hall - A5721141 [↓](#) 
2. Savour Northland - A5585354 [↓](#) 
3. Plunket - A5643665 [↓](#) 
4. Sharee Wilkinson - A5743770 [↓](#) 
5. South Hokianga Growers Market - A5743767 [↓](#) 
6. Waitapu Community Centre - A5743770 [↓](#) 
7. Mr Denis Orme - A5643664 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | This is a matter of low significance. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Community Grant Policy and Te Pae o Uta. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This report does not have district-wide relevance. Community Boards hold the delegation to approve Community Grant Funds. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no implications for Māori in relation to land and/or water. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | Considered in each of the individual applications. |
| State the financial implications and where budgetary provisions have been made to support this decision. | Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

Form Submitted 26 Mar 2026, 10:10AM NZDT

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following **must** be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

- Community Grant Fund Pride of Place Fund

Applicant details

Applicant *

Rawene Community Hall Management Committee

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

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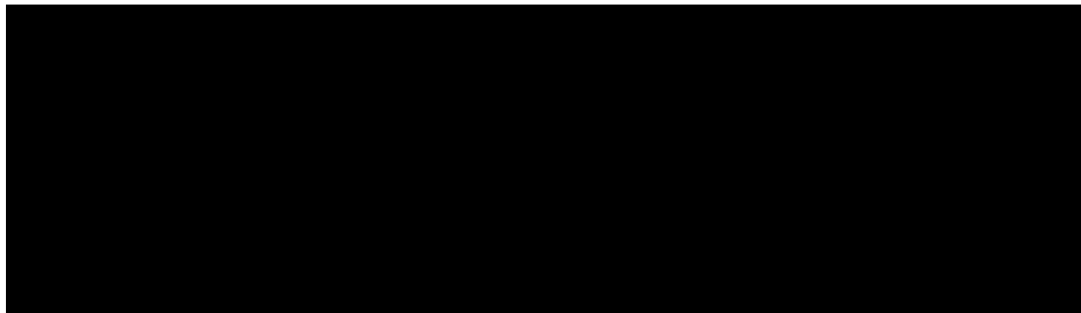
**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB76 From Rawene Community Hall Management
Committee**

Form Submitted 26 Mar 2026, 10:10AM NZDT

| |
|---------------------------------|
| Reg Number |
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Community/Social Services



Website

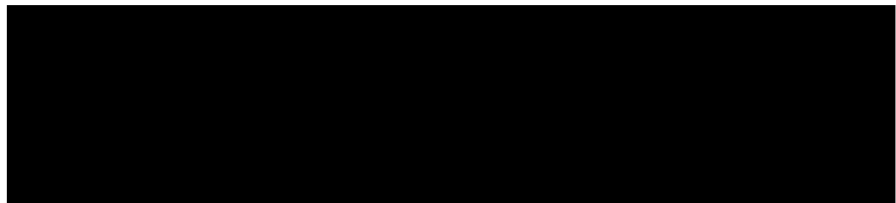
Must be a URL.

Facebook page

Contact details

Contact Person One:

Contact Person Two:



Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

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Purpose of organisation

Please briefly describe the purpose of the organisation *

The Rawene Hall Committee exists to manage the use, bookings and interior maintenance of the Town Hall to maximise the benefit for all local and Hokianga wide residents

Must be no more than 50 words.

Number of Members *

seven

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board Bay of Islands-Whangaroa (Eastern) Community Board Kaikohe-Hokianga (Western) Community Board

Project name *

Rawene Hall Emergency Evacuation Centre Upgrade

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

Form Submitted 26 Mar 2026, 10:10AM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

05/06/2026

Must be a date.

End Date:

Date:

31/10/2026

Must be a date.

Project Details

Location *

Rawene Town Hall

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- Yes
- No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

10

Must be a number.

How many visitors/audience members/clients do you expect? *

164

Must be a number.

Have you engaged with tangata whenua about your project? *

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

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- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

The whole Community will benefit as the Hall is the main Emergency Evacuation Centre for Civil Defence Emergencies.

We would like to upgrade our current situation significantly by;

- Purchasing a quality 4Kw inverter generator
- Providing an adequate supply of petrol cans for storage of life extended fuel.
- Building a waterproof, lockable storage space outside the Hall, under a landing to the stage door on the back deck, for these items
- Purchasing adequate power leads, power boards and LED portable lights to enable better functionality of the Hall in an emergency.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- Proud, vibrant communities
- Prosperous communities supported by a sustainable economy
- Communities that are healthy, safe, connected and sustainable
- Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

During and after Cyclone Gabriel, Rawene Hall was and still is now, a designated Emergency Evacuation Centre for Rawene Civil Defence.

Since then, Rawene CD and the Hall Committee have been meeting, discussing and planning how to make the Hall better equipped for this essential role. So far, we have;

- Had the bathrooms and kitchens significantly upgraded
- Obtained funding to install and set up an account for Starlink WiFi internet
- This robust satellite system performs in power cuts (so long as we can provide power for the modem)

We would like to upgrade our current situation significantly by;

- Purchasing a quality 4Kw inverter generator

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

Form Submitted 26 Mar 2026, 10:10AM NZDT

- Providing an adequate supply of petrol cans for storage of life extended fuel.
- Building a waterproof, lockable storage space outside under a landing to the stage door on the back deck for these items
- Purchasing adequate power leads, power boards and LED portable lights to enable better functionality in an emergency.

Must be no more than 250 words.

Project Cost

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$4,760.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$2,380.00

Must be a dollar amount.

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

Form Submitted 26 Mar 2026, 10:10AM NZDT

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|-----------------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| generator | \$1,553.00 | \$1,553.00 | Filename: New Inverter, Generator from Riequip Ltd , Auckland.png File size: 599.0 kB |
| USB outlet | \$32.00 | \$32.00 | Filename: New dual USB wall charger, Noel Leeming.png File size: 319.1 kB |
| petrol cans+ funnel | \$96.00 | \$96.00 | Filename: petrol cans and funnel.docx File size: 13.4 kB |
| Leads and powerboards | \$132.00 | \$132.00 | Filename: Extension leads and power boards.docx File size: 13.7 kB |
| LED lights on Tripods | \$63.00 | \$63.00 | Filename: Arlec 2 x 20W LED light with tripod ,each.png File size: 254.0 kB |
| Plywood and Timber | \$198.00 | \$198.00 | Filename: Plywood and Timber.docx File size: 13.4 kB |
| Hardware | \$121.00 | \$121.00 | Filename: Hinges, padbolt, padlock and screws.docx File size: 13.7 kB |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB76 From Rawene Community Hall Management
Committee**

Form Submitted 26 Mar 2026, 10:10AM NZDT

| | | | | |
|------------------------|----------|----------|--|--|
| Travel @ \$1.17/ km | \$185.00 | \$185.00 | Filename: Travel costs for project .docx File size: 13.7 kB | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$16,877.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$16,558.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

| Purpose | Amount |
|---------|--------|
| | |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB76 From Rawene Community Hall Management
Committee**

Form Submitted 26 Mar 2026, 10:10AM NZDT

| | |
|--------------------------|-------------|
| Annual operational costs | \$10,458.00 |
| hall heating | \$3,900.00 |
| audio system | \$2,200.00 |
| | |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

\$16,558.00

This number/amount is calculated.

Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|----------------|--------------------------|----------|
| | Must be a dollar amount. | |
| | | |
| | | |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

2024-2025 RCHMC Performance Report Final

1 Supporting Financial document *

Filename: 2024 -2025 Rawene_Community_Hall_Management_Committee_-_Performance_R

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB76 From Rawene Community Hall Management Committee

Form Submitted 26 Mar 2026, 10:10AM NZDT

eport Final.pdf
File size: 209.1 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** indicates a required field**

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following **must** be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

- Community Grant Fund Pride of Place Fund

Applicant details

Applicant *

Jacman Entertainment Ltd on behalf of Savour Northland

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

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**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
 Community Board Funding Application Form (Dec 2024)
 Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour
 Northland**

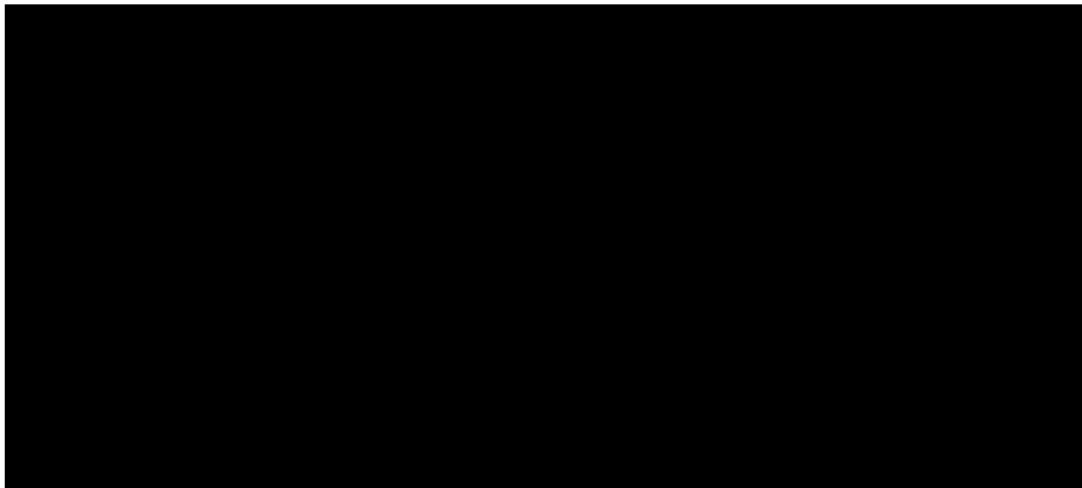
Form Submitted 13 Feb 2026, 3:49PM NZDT

| |
|---------------------------------|
| Reg Number |
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Events



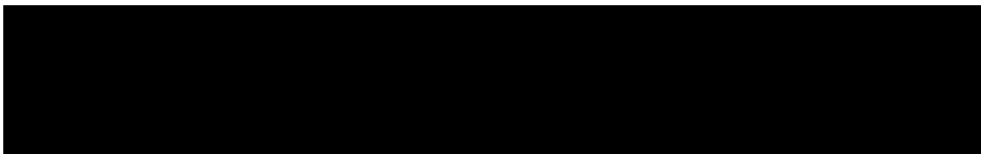
Contact details

Contact Person One:

Contact Person Two:

Applicant Project Contact *

Applicant Admin Contact

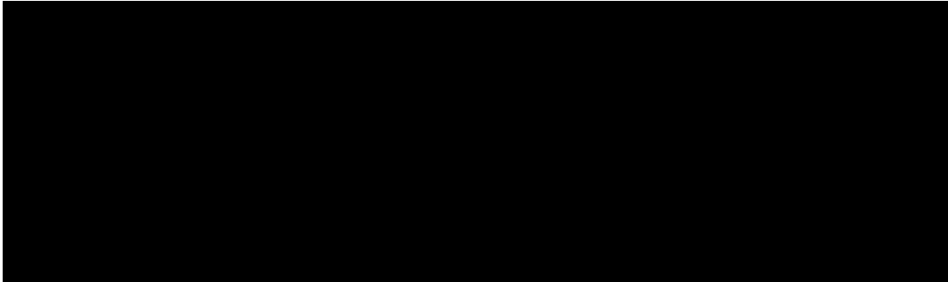


Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

Phone Number

Phone Number



Purpose of organisation

Please briefly describe the purpose of the organisation *

1. Position Northland as a must-visit culinary destination.
2. Support local hospitality, producers and artisans.
3. Increase off-peak visitor traffic and spend.
4. Foster collaboration across food, beverage, producer and tourism sectors.
5. Develop an annual event framework with long-term regional ownership.

Must be no more than 50 words.

Number of Members *

8 including advisory board

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

- Te Hiku (Northern) Community Board
 Bay of Islands-Whangaroa (Eastern) Community Board
 Kaikohe-Hokianga (Western) Community Board

Project name *

Savour Northland

Type of Activity

Page 3 of 15

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

01/10/2026

Must be a date.

End Date:

Date:

31/10/2026

Must be a date.

Project Details

Location *

Northland Wide - Application is for Support in Kaikohe Hokianga

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- Yes No

If yes, how much?

\$30.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

500

Must be a number.

How many visitors/audience members/clients do you expect? *

6000

Must be a number.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

Have you engaged with tangata whenua about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Savour Northland is a month-long, region-wide food and beverage festival delivered throughout October, celebrating Northland's rich culinary identity. The festival shines a light on local producers, hospitality businesses and artisans through curated experiences and the Savour Challenge, where venues create dishes inspired by regional flavours and paired with Northland beverages.

Local hospitality businesses benefit through direct revenue, increased visibility, marketing support and collaborative opportunities. In 2025, 46 venues participated, many delivering multiple events, with strong attendance and visitor spend.

The wider community benefits through shared experiences that build connection, pride and cultural celebration, highlighting Māori heritage, local ingredients and Northland's relaxed coastal lifestyle. Visitors benefit from authentic, place-based food experiences, with a strong proportion travelling from outside the region and booking accommodation.

Overall, Savour Northland supports off-peak visitation, seasonal employment and long-term regional resilience, strengthening Northland's identity as a vibrant culinary destination.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
 We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
 Proud, vibrant communities
 Prosperous communities supported by a sustainable economy
 Communities that are healthy, safe, connected and sustainable
 Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Savour Northland strongly aligns with the Kaikohe/Hokianga Community Board outcomes by delivering cultural celebration, community vibrancy and sustainable economic benefit through food-led experiences.

We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride. Savour Northland uses food as a platform for storytelling, celebrating Northland's land, sea, people and manaakitanga. Events highlight local ingredients, Māori

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

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heritage and regional narratives, strengthening pride in place and connection to Northland's identity.

Proud, vibrant communities

The festival brings communities together through long lunches, tastings, workshops and trails. With strong local participation, high engagement and 97.2% intent to return, Savour Northland is becoming a trusted annual event that builds connection, collaboration and shared pride.

Prosperous communities supported by a sustainable economy

Savour Northland delivers measurable economic impact through off-peak visitor spend, accommodation bookings and business participation. The festival strengthens hospitality capability, supports employment and contributes to long-term economic resilience by positioning Northland as a culinary destination.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$102,735.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$6,224.00

Must be a dollar amount.

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

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Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|------------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Printed Booklets | \$10,874.00 | \$1,000.00 | Filename: KKDP Booklet Quote Q U0004.pdf File size: 65.5 kB Filename: TPC Brochure Quote - Q 002017.pdf File size: 72.9 kB |
| Billboards | \$1,199.00 | \$300.00 | Filename: KKDP Billboards Quote QU0011.pdf File size: 65.4 kB Filename: TPC Billboards Quote - Q002019.pdf File size: 73.3 kB |
| Posters | \$520.00 | \$100.00 | Filename: KKDP Posters Quote Q U0007.pdf File size: 65.6 kB Filename: TPC Posters Quote - Q 002015.pdf File size: 73.0 kB |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour
Northland**

Form Submitted 13 Feb 2026, 3:49PM NZDT

| | | | | |
|---|------------|----------|--|--|
| A5 Flyers | \$165.00 | \$30.00 | <p>Filename: KKDP A5 Flyers Quote QU0009.pdf File size: 65.5 kB</p> <p>Filename: TPC A 5 Flyers Quote - Q002020.pdf File size: 72.7 kB</p> | |
| DL Flyers | \$465.00 | \$100.00 | <p>Filename: KKDP DLE Flyers Quote QU0008.pdf File size: 65.4 kB</p> <p>Filename: TPC D L Flyers Quote - Q002018.pdf File size: 72.8 kB</p> | |
| Table Talkers | \$475.00 | \$30.00 | <p>Filename: KKDP Table Talkers Quote QU0010.pdf File size: 65.6 kB</p> <p>Filename: TPC Medium Table Talkers Quote - Q002021.pdf File size: 72.5 kB</p> | |
| Radio Campaign (Activation and Promotional) | \$9,000.00 | \$750.00 | <p>Filename: Saviour Northland Marketing Quote QU0012.pdf File size: 64.8 kB</p> | |
| Social Media Activation | \$7,500.00 | \$500.00 | <p>Filename: Saviour Northland Marketing Quote QU0012.pdf File size: 64.8 kB</p> | |
| Eventfinda National Campaign | \$6,000.00 | \$500.00 | <p>Filename: Saviour Northland Marketing Quote QU0012.pdf File size: 64.8 kB</p> | |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour
Northland**

Form Submitted 13 Feb 2026, 3:49PM NZDT

| | | | | |
|---|------------|------------|---|--|
| Phantom Dis tribution of brochures - Akl and Wgtn | \$5,000.00 | \$300.00 | Filename: Phant om QABU102231 -savour-booklet- distro.pdf File size: 59.7 kB | |
| Phantom Street Campaign, Akl, Wgtn and Whangarei | \$5,000.00 | \$300.00 | Filename: Phant om QABU102235 -savour.pdf File size: 9.3 MB | |
| Influencer Cam paign in region | \$5,000.00 | \$500.00 | Filename: Savou r Northland Mark eting Quote QU0 012.pdf File size: 64.8 kB | |
| Footpath Signs (Additional Stock for extra local participants) | \$2,590.00 | \$518.00 | Filename: KKDP Footpath Signs Q uote QU0006.pdf File size: 65.6 kB Filename: TPC Fo otpath Signs Quo te - Q002013.pdf File size: 73.1 kB | |
| SN Flags - Addi tional allocation for Kaikohe and Kokianga | \$9,970.00 | \$1,096.00 | Filename: KKDP Flags Quote QU0 005.pdf File size: 65.7 kB Filename: TPC Fl ag Quote - Q002 016_1.pdf File size: 73.2 kB | |
| Local Distribu tion Team | \$1,000.00 | \$200.00 | Filename: Savou r Northland Mark eting Quote QU0 012.pdf File size: 64.8 kB | |
| | | | <i>No files have been uploaded</i> | |
| | | | <i>No files have been uploaded</i> | |
| | | | <i>No files have been uploaded</i> | |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour
Northland**

Form Submitted 13 Feb 2026, 3:49PM NZDT

| | | | | |
|--|--|--|-----------------------------|--|
| | | | No files have been uploaded | |
|--|--|--|-----------------------------|--|

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number

100-228-378

Current Funding

How much money does your organisation currently have? *

\$12,250.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$12,250.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

| Purpose | Amount |
|---|-------------|
| Website Content and Update for 2026 | \$2,250.00 |
| Planning, development and sponsorship acquisition | \$10,000.00 |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

\$12,250.00

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

This number/amount is calculated.

Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|---------------------------------|--------------------------|----------|
| | Must be a dollar amount. | |
| Whangarei District Council | \$20,000.00 | Pending |
| BOI / Whangaroa Community Board | \$15,000.00 | Pending |
| Te Hiku Community Board | \$6,000.00 | Pending |
| Sponsorship | \$50,000.00 | Pending |
| Registration Fees | \$5,000.00 | Pending |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Previous Funding from FNDC

| Purpose | Amount | Date | Project Report Submitted |
|-------------------------------|--------------------------|-----------------|--------------------------|
| | Must be a dollar amount. | Must be a date. | |
| Savour Northland | \$10,000.00 | 10/07/2025 | Yes |
| Savour Northland | \$4,025.00 | 14/07/2025 | Yes |
| Savour Northland | \$2,106.00 | 14/07/2025 | Yes |
| Kerikeri Street Party | \$4,807.00 | 12/08/2025 | Yes |
| Matariki Pewhairangi Festival | \$10,000.00 | 01/07/2023 | Yes |

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Savour Northland Marketing Budget 2026

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

1 Supporting Financial document *

Filename: SAVOUR NORTHLAND Marketing Budget 2026.pdf
File size: 123.5 kB

2 Name of supporting financial document

Proof of Accounts - Jacman Entertainment

2 Supporting Financial Document

Filename: Jacman Entertainment Account Details.docx
File size: 140.7 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB57 From Jacman Entertainment Ltd on behalf of Savour Northland

Form Submitted 13 Feb 2026, 3:49PM NZDT

3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g through a spreadsheet or journal entry
 - regular financial reporting to every full meeting of the governing body

We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

Form Submitted 10 Mar 2026, 3:15PM NZDT

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following *must* be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Royal New Zealand Plunket Trust

NZ Charity Registration Number (CRN)

CC54853

New Zealand Charities Register Information

| | |
|-------------------|---------|
| Reg Number | CC54853 |
|-------------------|---------|

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

Form Submitted 10 Mar 2026, 3:15PM NZDT

| | |
|---------------------------------|---|
| Legal Name | Royal New Zealand Plunket Trust |
| Other Names | Plunket |
| Reg Status | Registered |
| Charity's Street Address | 40 Mercer Street Wellington Central Wellington 6011 |
| Charity's Postal Address | PO Box 5474 Pipitea Wellington 6140 |
| Telephone | 04 4710177 |
| Fax | |
| Email | nicole.summerfield@plunket.org.nz |
| Website | https://www.plunket.org.nz |
| Reg Date | 12:00am on 14 Jul 2017 |

Information retrieved at 11:11am yesterday

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Community/Social Services

Website

<http://plunket.org.nz>

Must be a URL.

Facebook page

www.facebook.com/PlunketNZ/

Contact details

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

Form Submitted 10 Mar 2026, 3:15PM NZDT

Purpose of organisation

Please briefly describe the purpose of the organisation *

We are a charity and trusted service provider for whānau, supporting child wellbeing and development in the early years. Alongside our clinical services (funded by Health NZ) we provide a range of unfunded community services such as playgroups, parenting support and education, offering wraparound support for whānau.

Must be no more than 50 words.

Number of Members *

1780

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board Bay of Islands-Whangaroa (Eastern) Community Board Kaikohe-Hokianga (Western) Community Board

Project name *

Whānau Āwhina Plunket Kaikohe Playground

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

Form Submitted 10 Mar 2026, 3:15PM NZDT

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

13/04/2026

Must be a date.

End Date:

Date:

30/06/2026

Must be a date.

Project Details

Location *

11 Mangakahia Road, Kaikohe

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- Yes
- No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

20

Must be a number.

How many visitors/audience members/clients do you expect? *

1000

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes
- No

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

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If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Yes

No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

This project will directly benefit the many pēpi, tamariki and whānau who attend our Plunket Kaikohe hub. Of those registered with our service, one-in-four have complex, long-term high needs, making the integrated, wraparound support we offer more important than ever.

The playground will enhance our outdoor space by creating a safe, engaging environment for tamariki under five. It will support children's physical, social and emotional development through play, while providing opportunities for learning and exploration.

The space will also encourage whānau to spend more time at the hub, connect with one another and engage more fully in the services and activities we offer.

Kaikohe currently lacks a fully fenced playground designed for tamariki under five. This playground will help fill that gap and will remain open to the wider community outside Plunket's operating hours, becoming a valued local asset that contributes to a healthier, stronger community.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- Proud, vibrant communities
- Prosperous communities supported by a sustainable economy
- Communities that are healthy, safe, connected and sustainable
- Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Following internal renovations in 2024, the Plunket Kaikohe hub has become a vibrant community space, bringing community providers together to support whānau. Services operating from the hub include local midwives, the Health NZ Gateway/Child Protection team, Ngāti Hine Health Trust, Te Hau Ora o Ngāpuhi and monthly hui with Far North immunisation providers.

The proposed playground will build on this success by creating a welcoming outdoor environment that supports tamariki wellbeing and strengthens social connections for whānau. Safe outdoor play is essential for children's physical development, social skills and confidence. For whānau, the space will provide opportunities to meet others, build relationships and participate more actively in community programmes and activities hosted at the Kaikohe hub.

Community feedback strongly supports the playground proposal. Whānau have shared that

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

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the design will provide a safe and enjoyable space for tamariki to play, while parents can connect with other whānau.

The playground will contribute to a healthy, safe and connected community by creating a welcoming space where tamariki can play, whānau can gather and community activities can take place. It will strengthen the Plunket hub as a trusted place where whānau feel supported.

Following completion of the playground, we hope to further enhance the space with locally created elements such as pou or a mural that reflect the culture, identity and heritage of Kaikohe. These features will help foster a sense of community pride and shared ownership of the space.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$51,305.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$17,000.00

Must be a dollar amount.

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
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- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|--|--------------------------|--------------------------|---|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Kaikohe Play-ground, including supply, delivery and installation | \$51,305.00 | \$17,000.00 | Filename: Quote NPC-136.pdf File size: 319.8 k B |
| | | | No files have been uploaded |
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Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number

124 267 242

Current Funding

How much money does your organisation currently have? *

\$20,284,210.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$15,597,000.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

| Purpose | Amount |
|-----------------------|----------------|
| Income in Advance | \$2,095,000.00 |
| Payables and Accruals | \$1,983,000.00 |
| GST | \$1,074,000.00 |
| Employee Entitlements | \$7,810,000.00 |
| Lease Provision | \$25,000.00 |
| Capital Expenditure | \$2,610,000.00 |

Total Tagged Funds

Total Expenditure Amount

\$15,597,000.00

This number/amount is calculated.

Other Funding

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

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Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|---|--------------------------|----------|
| | Must be a dollar amount. | |
| Private Donor match fund (up to \$25,000) | \$25,000.00 | Yes |
| Oxford Sports Trust | \$8,000.00 | Pending |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

UNAUDITED Plunket Profit and Loss Jan 2026

1 Supporting Financial document *

Filename: UNAUDITED Plunket Profit and Loss Jan 2026.pdf

File size: 246.1 kB

2 Name of supporting financial document

RNZPT FINANCIAL REPORT June 2025

2 Supporting Financial Document

Filename: RNZPT FINANCIAL REPORT June 2025.pdf

File size: 1.1 MB

3 Name of supporting financial document

Plunket Reserves Policy May 2024

3 Supporting Financial Document

Filename: Plunket Reserves Policy May 2024.pdf

File size: 367.1 kB

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB59 From Royal New Zealand Plunket Trust

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Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g through a spreadsheet or journal entry
 - regular financial reporting to every full meeting of the governing body

We agree to the following conditions if we are funded by Local Community Grant Funding:

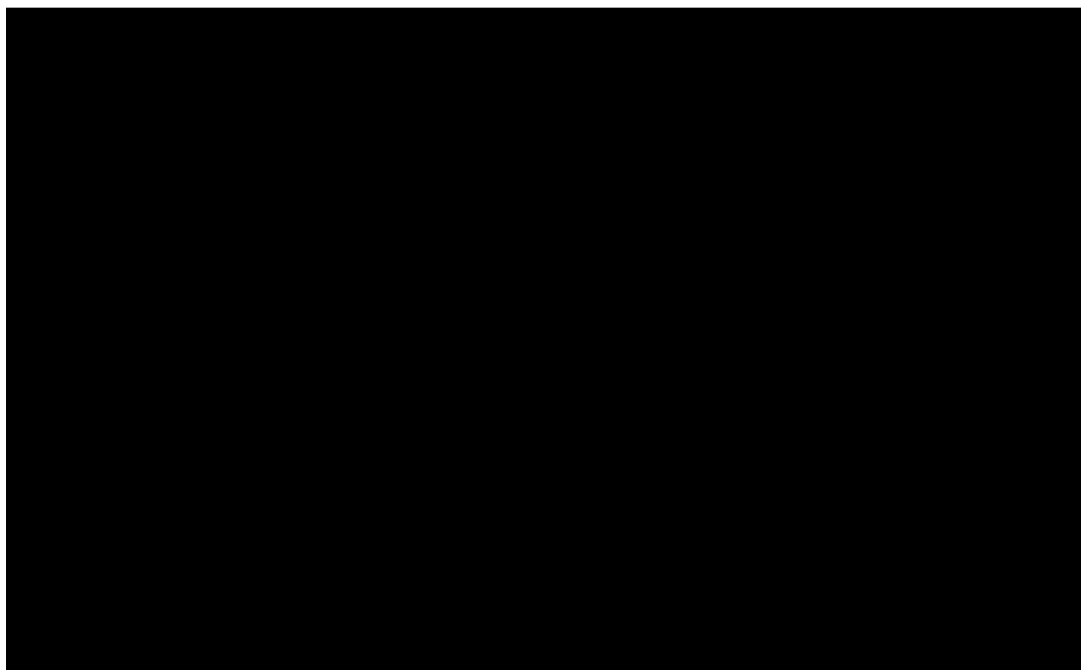
1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
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2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that e do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 10 To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures



Email

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**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB59 From Royal New Zealand Plunket Trust**
Form Submitted 10 Mar 2026, 3:15PM NZDT

Date

10/03/2026

Must be a date.

Date

10/03/2026

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Cover letter

1 Additional Supporting Information

Filename: Cover letter.pdf

File size: 764.8 kB

2 Additional Supporting Document Name

Evidence of engagement

2 Additional Supporting Information

Filename: Evidence of engagement.pdf

File size: 283.0 kB

3 Additional Supporting Document Name

Letter of support

3 Additional Supporting Information

Filename: Letter of support.pdf

File size: 49.3 kB

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following *must* be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Waitapu Community Centre

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

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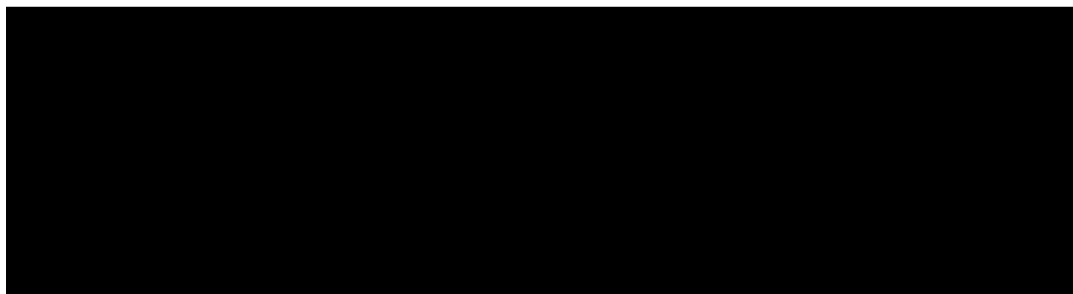
**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

| |
|---------------------------------|
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Community/Social Services



Website

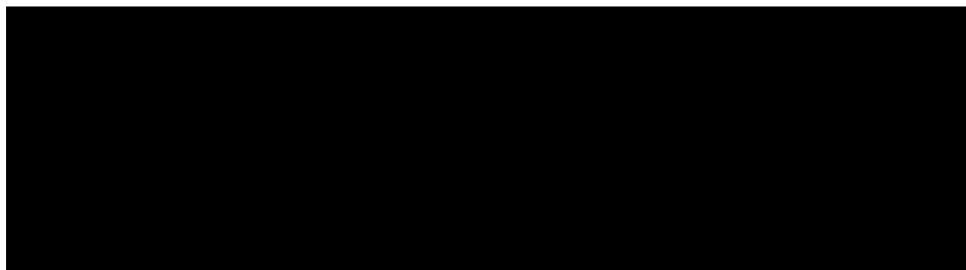
Must be a URL.

Facebook page

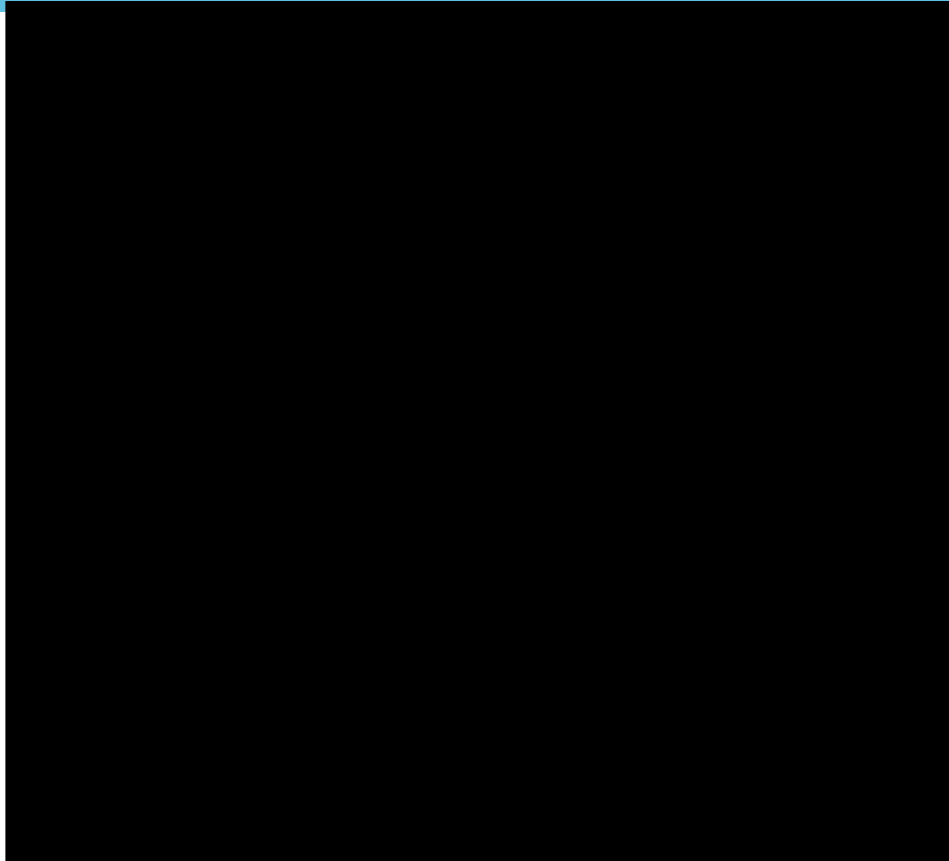
Contact details

Contact Person One:

Contact Person Two:



**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**
Form Submitted 23 Apr 2026, 5:06PM NZST



Purpose of organisation

Please briefly describe the purpose of the organisation *

To support the wellbeing of whānau and hapū at Rangi Point through kaitiakitanga of our taonga, including the 1872 Waitapu Native School. Restoring the schoolhouse as a community centre advances our purpose of uplifting our people and protecting our heritage for future generations.

Must be no more than 50 words.

Number of Members *

100

Project Details

*** indicates a required field**

Community Board

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

- Te Hiku (Northern) Community Board
 Bay of Islands-Whangaroa (Eastern) Community Board
 Kaikohe-Hokianga (Western) Community Board

Project name *

Waitapu School Building Strategic Plan

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
 Event
 Infrastructure
 Community
 Environmental
 Sport and Recreation

Project Dates

Start Date

Date

01/07/2026

Must be a date.

End Date:

Date:

01/07/2026

Must be a date.

Project Details

Location *

Waitapu Community Centre

Must be no more than 10 words.
(Town or area)

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Will there be a charge for the public to attend or participate in the project or event? *

- Yes No

If yes, how much?

\$0.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

20

Must be a number.

How many visitors/audience members/clients do you expect? *

15

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

This project is primarily a heritage restoration — of the old Waitapu School the build 1and has serve the community as a meeting place has been used to accommodate multiple community events celebrations and hosting visiting school groups from both the north and south of Hokianga to the Bay of Islands, horse trekking, weddings, birthdays, off road clubs marching teams, Grant Dalton and NZ sailing team, filming of Dame Whina's movie product, inter-community social clubs, pool competitions and Tangihanga.

The plan is to ensure this building can continue to sustain its significant status in the communities, history, culture heritage and sense of belonging for those who hold fond memories and stories of their school days. This project aligns with the FNDC Pride of Place development to enhance the wellbeing of many of commuities within its rohe.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- Proud, vibrant communities
- Prosperous communities supported by a sustainable economy
- Communities that are healthy, safe, connected and sustainable
- Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

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How does your project meet the Community Outcome(s) you have selected above? *

The Waitapu Native School, opened in 1872, is the oldest schoolhouse in the Hokianga and educated generations of Rangī Point tamariki for a full century. The building still stands on its original site but is in urgent need of restoration — the roof is failing, weatherboards are rotting, and without intervention the building will be lost within a few years.

This project serve a new century as a community centre for Rangī Point. Benefits include:

- a venue for education programmes about local history and te reo.

It operated continuously for 100 years, educating generations of Rangī Point whānau until its closure in the 1973. Restoring it honours a taonga that belongs to all of Hokianga. Every family in Rangī Point — and many across the Hokianga and wider Tai Tokerau — has a tūpuna, parent or grandparent who learned to read and write in this building. Saving it is an act of pride in who we are and where we come from.

Healthy, safe, connected and sustainable. The building will provide a year-round gathering space protected from the weather, supporting mental health through connection, cultural continuity, and intergenerational relationships. It will enable te reo revitalisation, rongoā workshops, kapa haka practice, and similar kaupapa that strengthen wellbeing. Co-located with the existing community centre and marae, it reinforces Rangī Point as a connected settlement where whānau can gather, learn and care for each other — exactly the kind of rural community resilience this Outcome calls.

Must be no more than 250 words.

Project Cost

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$75,000.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$5,400,000.00

Must be a dollar amount.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|------------------------------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Lift and repile building | \$34,500.00 | \$75,000.00 | Filename: Building repile Quote 17April 2026..pdf File size: 119.4 kB |
| relocate and repile building | \$70,000.00 | \$75,000.00 | Filename: Relocate and repile estimate.pdf File size: 260.5 kB |
| Roofreplacement | \$23,477.25 | \$27,000.00 | Filename: reroof quote RW.pdf File size: 2.4 kB |
| Waitapu School Restoration Project | \$86,070.00 | \$90,000.00 | Filename: Building restoration estimate.pdf File size: 188.5 kB |
| | | | <i>No files have been uploaded</i> |
| | | | <i>No files have been uploaded</i> |
| | | | <i>No files have been uploaded</i> |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

| | | | | |
|--|--|--|-----------------------------|--|
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$17,000.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$7,000.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committee (if any):

| Purpose | Amount |
|--------------------|------------|
| | |
| General Maintaince | \$7,000.00 |
| | |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

\$7,000.00

This number/amount is calculated.

Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|----------------|--------------------------|----------|
| | Must be a dollar amount. | |
| nil | \$0.00 | Yes |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Financial breakdown

1 Supporting Financial document *

Filename: 2025Financial Report Breakdown 1.pdf
File size: 51.8 kB

2 Name of supporting financial document

Westpac bank acct statement

2 Supporting Financial Document

Filename: Westpac bank statement.pdf
File size: 114.4 kB

3 Name of supporting financial document

Profit & Loss

3 Supporting Financial Document

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Filename: 2025Financial Report (1).pdf
File size: 50.5 kB

Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g through a spreadsheet or journey entry
 - regular financial reporting to every full meeting of the governing body

Page 10 of 12

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following *must* be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

South Hokianga Growers Market

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Page 1 of 13

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version
2 of 2)**

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

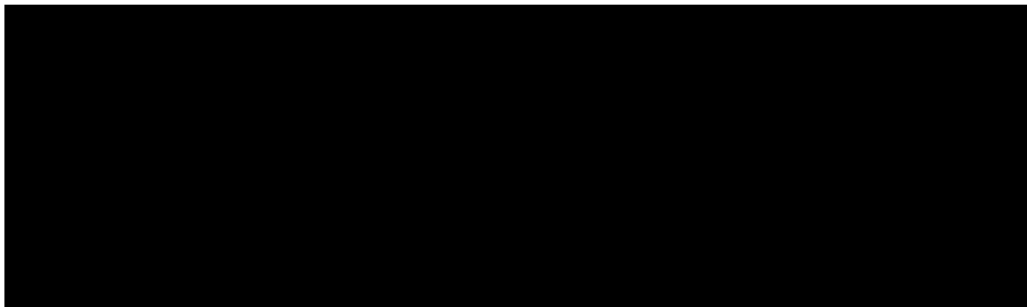
| |
|---------------------------------|
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

Community/Social Services



Website

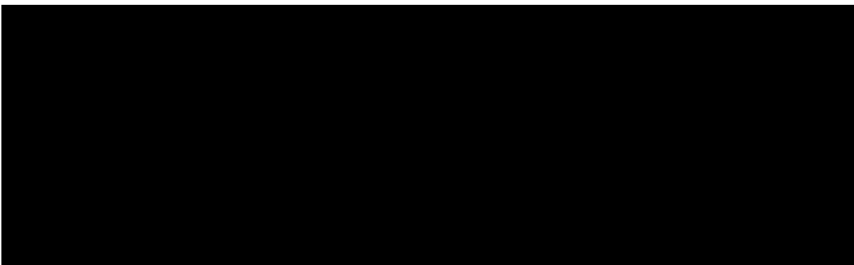
Must be a URL.



Contact details

Contact Person One:

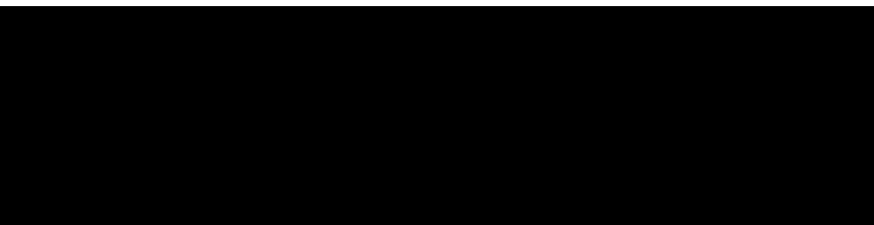
Contact Person Two:



Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST



Purpose of organisation

Please briefly describe the purpose of the organisation *

The Purpose of the organisation is to continue a thriving community based Growers Market, so community members have better access to fresh produce including healthy fruit & vegetables for the benefit of the Hokianga Community.

Must be no more than 50 words.

Number of Members *

2-200

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board Bay of Islands-Whangaroa (Eastern) Community Board Kaikohe-Hokianga (Western) Community Board

Project name *

Upgrade of Freese Park Omapere

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

End Date:

Date

Date:

01/06/2026

21/12/2026

Must be a date.

Must be a date.

Project Details

Location *

Freese Park Omapere Hokianga

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- Yes
- No

If yes, how much?

\$0.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

50

Must be a number.

How many visitors/audience members/clients do you expect? *

1000

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes
- No

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Yes

No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Project Outline

Freese Park is a vital community green space and beach access point in Omapere. Following seawall construction in 2023, the park was left degraded with boggy ground, hidden rocks, and poor drainage.

This project laid out in 2 stages - will restore the park and improve facilities to support the fortnightly South Hokianga Growers Market and the wider Community of Hokianga.

STAGE 1 - a picnic table installed at the western end, and a 10ft shipping container will allow growers market stallholders to store gear onsite for ease and convenience.

STAGE 2 - drainage improvements, ground levelling, a compacted walkway from the road to the existing picnic table.

Please see further project outline and supporting documents provided.

Who Will Benefit:

25+ local growers and producers.

1,000+ community members with improved accessibility.

Elderly residents and people with mobility needs.

Families, children, and visitors.

Local businesses on market days.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

Proud, vibrant communities

Prosperous communities supported by a sustainable economy

Communities that are healthy, safe, connected and sustainable

Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Freese Park is the heart of the Omapere community.

Improvements directly meets multiple community outcomes by creating a safe, accessible, and inclusive space where people can gather, connect, and thrive.

Communities that are Healthy, Safe, Connected and Sustainable - The Growers Market is a proven community success, but the park's current state poses hazards and limits access.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

Improving the park removes these barriers, ensuring it is welcoming to everyone regardless of age or ability. A walkway from the road entrance to the picnic tables will provide safe, all-weather access for elderly residents, families with pushchairs and people with mobility needs, making inclusion a physical reality.

Prosperous Communities Supported by a Sustainable Economy - Restoration supports the continued growth of the Growers Market, strengthening local food systems, promotes sustainable enterprises and employs local contractors within the community. Local producers gain a reliable venue and nearby businesses benefit from increased foot traffic on market days.

We Embrace and Celebrate Our Unique Culture and Heritage - the Shipping Container provides storage and easy access to the equipment for stall holders and potentially any other future events. There is also opportunity there for a local artist to paint a mural on the side of the container, reflecting our unique culture and heritage.

Proud, Vibrant Communities - Placement of the Picnic Table enhances the park and therefore its usage - it provides the Hokianga community and its visitors with a place to further enjoy the vibrant, proud and connected place that we are.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$24,361.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$22,021.00

Must be a dollar amount.

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

Page 6 of 13

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|--------------|--------------------------|--------------------------|---|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Top Soil | \$2,340.00 | \$2,340.00 | Filename: Tom D rewet Quote PDF .pdf File size: 43.7 kB |
| Footpath | \$5,450.00 | \$5,450.00 | Filename: Quote - Lance Bryers PDF.pdf File size: 28.4 kB |
| S.Container | \$7,719.94 | \$7,719.94 | Filename: Container Space Quote.pdf File size: 200.7 kB |
| Picnic Table | \$8,337.50 | \$8,337.50 | Filename: Park Supplies- quote.pdf File size: 425.1 kB Filename: Perma Crete Quote 10097.pdf File size: 173.4 kB |
| Lawn Seed | \$264.00 | \$264.00 | Filename: Lawn Seed - PDF.pdf File size: 622.8 kB |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

| | | | |
|-------|----------|----------|--|
| Admin | \$250.00 | \$250.00 | Filename: Invoice admin costs - GM PDF.pdf File size: 62.0 kB |
| | | | No files have been uploaded |

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$0.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

| Purpose | Amount |
|---------|--------|
| | |
| | |
| | |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

\$0.00

This number/amount is calculated.

Other Funding

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|----------------|--------------------------|----------|
| | Must be a dollar amount. | |
| | | |
| | | |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Previous Funding from FNDC

| Purpose | Amount | Date | Project Report Submitted |
|-------------|--------------------------|-----------------|--------------------------|
| | Must be a dollar amount. | Must be a date. | |
| Advertising | \$1,670.00 | 03/10/2023 | Yes |
| Equipment | \$1,445.00 | 14/07/2025 | Yes |
| | | | |
| | | | |

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

volunteer mangagement & maintenance hours

1 Supporting Financial document *

Filename: volunteer + Park maintenace hrs x.pdf
File size: 50.9 kB

2 Name of supporting financial document

Project Budget

2 Supporting Financial Document

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. KHCB70 From South Hokianga Growers Market

Form Submitted 23 Apr 2026, 12:17PM NZST

Filename: Project Budget - Freese Park V2 pdf.pdf
File size: 121.6 kB

3 Name of supporting financial document

Project Outline

3 Supporting Financial Document

Filename: Project Outline Freese Park PDF.pdf
File size: 52.1 kB

Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

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We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following *must* be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Waitapu Community Centre

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Page 1 of 12

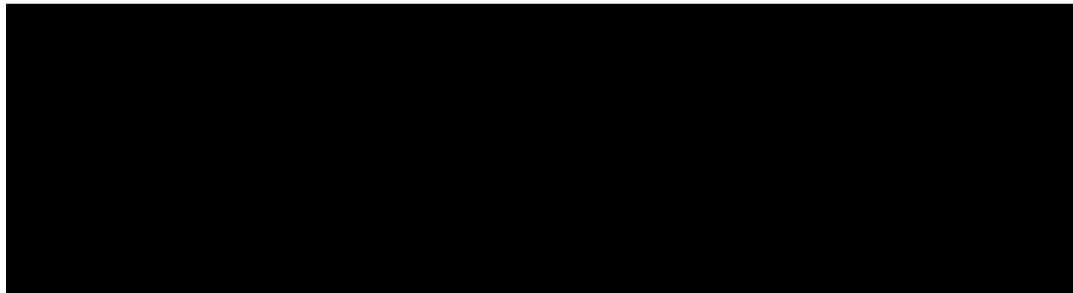
**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

| |
|---------------------------------|
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Community/Social Services



Website

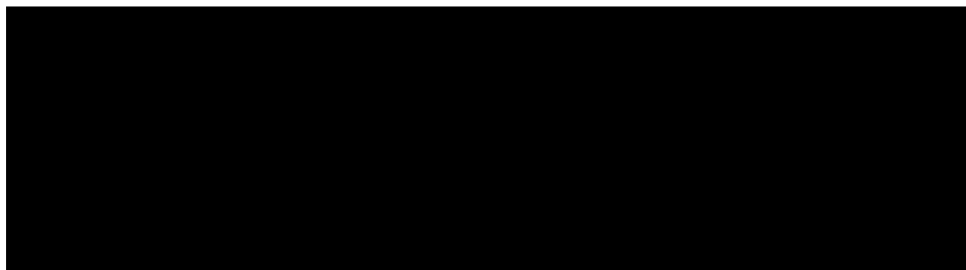
Must be a URL.

Facebook page

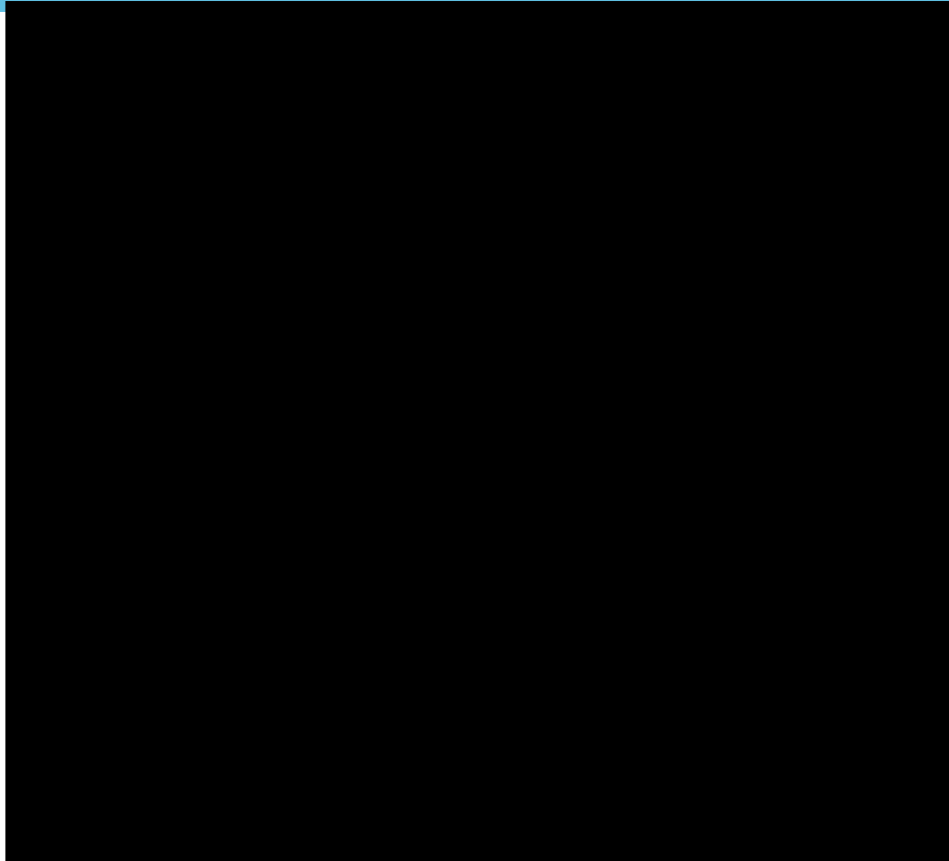
Contact details

Contact Person One:

Contact Person Two:



**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**
Form Submitted 23 Apr 2026, 5:06PM NZST



Purpose of organisation

Please briefly describe the purpose of the organisation *

To support the wellbeing of whānau and hapū at Rangi Point through kaitiakitanga of our taonga, including the 1872 Waitapu Native School. Restoring the schoolhouse as a community centre advances our purpose of uplifting our people and protecting our heritage for future generations.

Must be no more than 50 words.

Number of Members *

100

Project Details

*** indicates a required field**

Community Board

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

- Te Hiku (Northern) Community Board
 Bay of Islands-Whangaroa (Eastern) Community Board
 Kaikohe-Hokianga (Western) Community Board

Project name *

Waitapu School Building Strategic Plan

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
 Event
 Infrastructure
 Community
 Environmental
 Sport and Recreation

Project Dates

Start Date

Date

01/07/2026

Must be a date.

End Date:

Date:

01/07/2026

Must be a date.

Project Details

Location *

Waitapu Community Centre

Must be no more than 10 words.
(Town or area)

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Will there be a charge for the public to attend or participate in the project or event? *

- Yes No

If yes, how much?

\$0.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

20

Must be a number.

How many visitors/audience members/clients do you expect? *

15

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

This project is primarily a heritage restoration — of the old Waitapu School the build 1and has serve the community as a meeting place has been used to accommodate multiple community events celebrations and hosting visiting school groups from both the north and south of Hokianga to the Bay of Islands, horse trekking, weddings, birthdays, off road clubs marching teams, Grant Dalton and NZ sailing team, filming of Dame Whina's movie product, inter-community social clubs, pool competitions and Tangihanga.

The plan is to ensure this building can continue to sustain its significant status in the communities, history, culture heritage and sense of belonging for those who hold fond memories and stories of their school days. This project aligns with the FNDC Pride of Place development to enhance the wellbeing of many of commuities within its rohe.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
- We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
- Proud, vibrant communities
- Prosperous communities supported by a sustainable economy
- Communities that are healthy, safe, connected and sustainable
- Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

Page 5 of 12

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

How does your project meet the Community Outcome(s) you have selected above? *

The Waitapu Native School, opened in 1872, is the oldest schoolhouse in the Hokianga and educated generations of Rangī Point tamariki for a full century. The building still stands on its original site but is in urgent need of restoration — the roof is failing, weatherboards are rotting, and without intervention the building will be lost within a few years.

This project serve a new century as a community centre for Rangī Point. Benefits include:

- a venue for education programmes about local history and te reo.

It operated continuously for 100 years, educating generations of Rangī Point whānau until its closure in the 1973. Restoring it honours a taonga that belongs to all of Hokianga. Every family in Rangī Point — and many across the Hokianga and wider Tai Tokerau — has a tūpuna, parent or grandparent who learned to read and write in this building. Saving it is an act of pride in who we are and where we come from.

Healthy, safe, connected and sustainable. The building will provide a year-round gathering space protected from the weather, supporting mental health through connection, cultural continuity, and intergenerational relationships. It will enable te reo revitalisation, rongoā workshops, kapa haka practice, and similar kaupapa that strengthen wellbeing. Co-located with the existing community centre and marae, it reinforces Rangī Point as a connected settlement where whānau can gather, learn and care for each other — exactly the kind of rural community resilience this Outcome calls.

Must be no more than 250 words.

Project Cost

* indicates a required field

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$75,000.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$5,400,000.00

Must be a dollar amount.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|------------------------------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| Lift and repile building | \$34,500.00 | \$75,000.00 | Filename: Building repile Quote 17April 2026..pdf File size: 119.4 kB |
| relocate and repile building | \$70,000.00 | \$75,000.00 | Filename: Relocate and repile estimate.pdf File size: 260.5 kB |
| Roofreplacement | \$23,477.25 | \$27,000.00 | Filename: reroof quote RW.pdf File size: 2.4 kB |
| Waitapu School Restoration Project | \$86,070.00 | \$90,000.00 | Filename: Building restoration estimate.pdf File size: 188.5 kB |
| | | | <i>No files have been uploaded</i> |
| | | | <i>No files have been uploaded</i> |
| | | | <i>No files have been uploaded</i> |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

| | | | | |
|--|--|--|-----------------------------|--|
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |
| | | | No files have been uploaded | |

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$17,000.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$7,000.00

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committee (if any):

| Purpose | Amount |
|--------------------|------------|
| | |
| General Maintaince | \$7,000.00 |
| | |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB85 From Waitapu Community Centre**

Form Submitted 23 Apr 2026, 5:06PM NZST

\$7,000.00

This number/amount is calculated.

Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|----------------|--------------------------|----------|
| | Must be a dollar amount. | |
| nil | \$0.00 | Yes |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Financial breakdown

1 Supporting Financial document *

Filename: 2025Financial Report Breakdown 1.pdf
File size: 51.8 kB

2 Name of supporting financial document

Westpac bank acct statement

2 Supporting Financial Document

Filename: Westpac bank statement.pdf
File size: 114.4 kB

3 Name of supporting financial document

Profit & Loss

3 Supporting Financial Document

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB85 From Waitapu Community Centre

Form Submitted 23 Apr 2026, 5:06PM NZST

Filename: 2025Financial Report (1).pdf
File size: 50.5 kB

Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g through a spreadsheet or journey entry
 - regular financial reporting to every full meeting of the governing body

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

Before you Begin

Instructions

Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or funding@fndc.govt.nz - we're happy to help.

The following *must* be submitted along with this application form:

- Two quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Mr Denis Orme

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Page 1 of 12

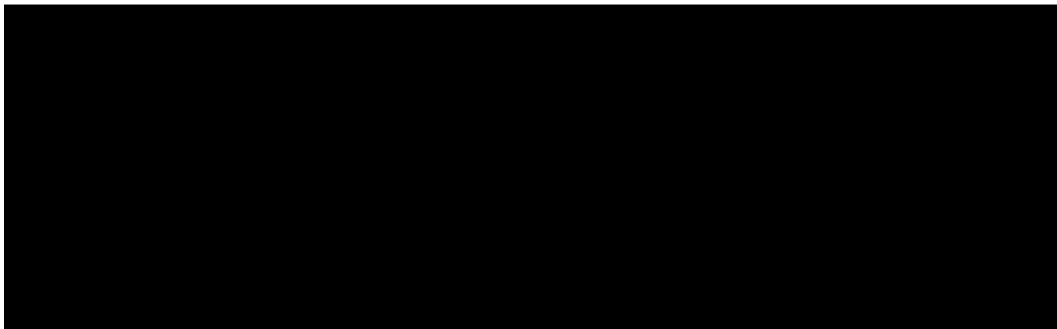
**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB55 From Mr Denis Orme**

Form Submitted 4 Feb 2026, 8:09AM NZDT

| |
|---------------------------------|
| Legal Name |
| Other Names |
| Reg Status |
| Charity's Street Address |
| Charity's Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Reg Date |

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Community/Social Services

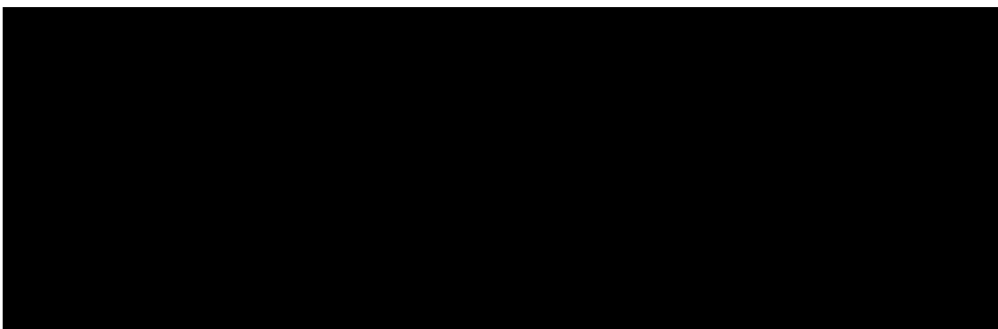


Website

Must be a URL.

Facebook page

Contact details



Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024)

Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT



Purpose of organisation

Please briefly describe the purpose of the organisation *

Not an organization but the community of South Hokianga, committed to amenities and services for the ratepayers & residents of our area, and for holidaymakers alike

Must be no more than 50 words.

Number of Members *

1500

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern)
Community Board

Bay of Islands-Whangaroa
(Eastern) Community Board

Kaikohe-Hokianga
(Western) Community Board

Project name *

Shade sails over existing FNDC bbq tables

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](#)

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

28/03/2026

Must be a date.

End Date:

Date:

26/09/2026

Must be a date.

Project Details

Location *

SH12 opposite Manea & SH12 opposite Fairlie Cres

Must be no more than 10 words.

(Town or area)

Will there be a charge for the public to attend or participate in the project or event? *

- Yes
- No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

45

Must be a number.

How many visitors/audience members/clients do you expect? *

150

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes
- No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

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Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Ratepayers and residents, as well as holidaymakers. The major benefit to all is the avoidance of sunstroke. The additional benefits include comfort and a sense of wellbeing as friends and families enjoy a day in the Hokianga picnicking together and enjoying a beautiful location. Creating lasting positive family memories. All segments of the community were canvassed as shown in the November 12th document "Hokianga - Our Recreational, Cultural and Economic Asset"

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
 We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
 Proud, vibrant communities
 Prosperous communities supported by a sustainable economy
 Communities that are healthy, safe, connected and sustainable
 Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

A sense of community pride embracing family values, and a council which cares about the wellbeing of its people. These shade sails will be aesthetically pleasing to all. A caring community. Sunstroke is a blight to all.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$50,267.00

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$50,267.00

Must be a dollar amount.

Completing your budget

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- Do not use the dollar sign (\$), just enter the dollar value

Budget

| Expenditure | Total Cost | Amount Requested | Quotes |
|-------------|--------------------------|--------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. | |
| \$50,267 | \$50,267.00 | \$50,267.00 | Filename: Quote - 1 x Shade Sail @ Opononi site #1.pdf File size: 145.9 k B |
| | | | Filename: Quote - 1 x Shade Sail @ Opononi site #2.pdf File size: 162.8 k B |
| | | | No files have been uploaded |

**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB55 From Mr Denis Orme**

Form Submitted 4 Feb 2026, 8:09AM NZDT

Must be a dollar amount.

Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

| Purpose | Amount |
|---------|--------|
| | |
| | |
| | |
| | |
| | |

Total Tagged Funds

Total Expenditure Amount

\$0.00

This number/amount is calculated.

Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

| Funding Source | Amount | Decision |
|----------------|--------------------------|----------|
| | Must be a dollar amount. | |
| | | |
| | | |
| | | |
| | | |
| | | |

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

1 Name of supporting financial document *

n/a

1 Supporting Financial document *

Filename: community funds.docx
File size: 13.1 kB

2 Name of supporting financial document

2 Supporting Financial Document

No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* indicates a required field

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.

Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. KHCB55 From Mr Denis Orme

Form Submitted 4 Feb 2026, 8:09AM NZDT

3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - a regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g through a spreadsheet or journal entry
 - regular financial reporting to every full meeting of the governing body

We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

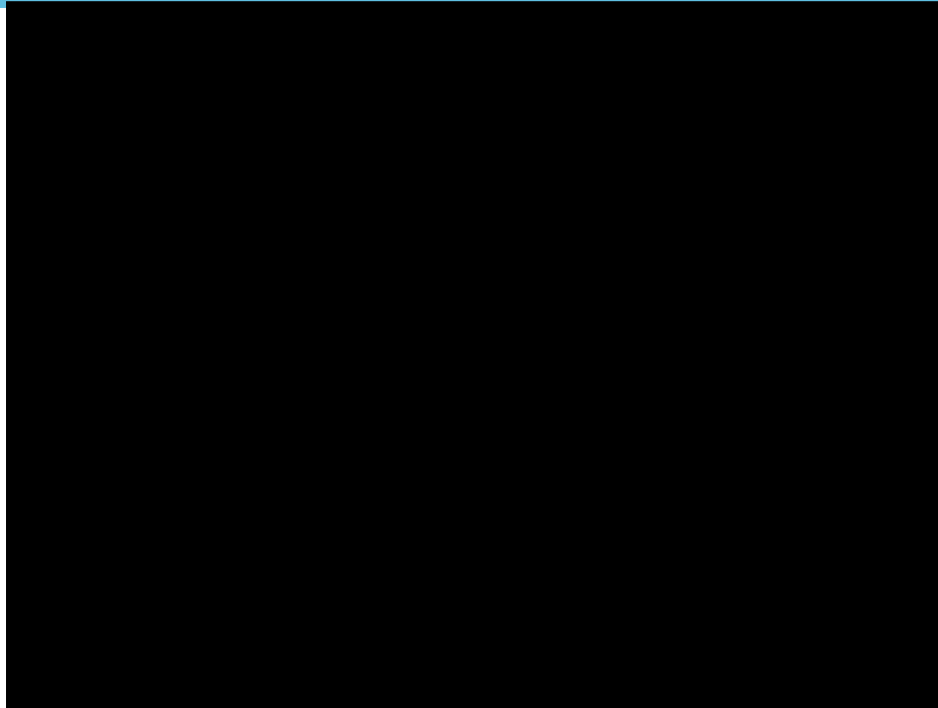
Signatures

Signatory One

Signatory Two

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**Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB55 From Mr Denis Orme**
Form Submitted 4 Feb 2026, 8:09AM NZDT

**Date**

Must be a date.

04/02/2026

Must be a date.

Any other supporting documentation

If you have any other documents you would like us to consider with your application that you have not attached elsewhere in this application, please attach them below. If possible, please attach as pdf documents.

If you have more than three additional supporting information documents, please contact funding@fndc.govt.nz

1 Additional Supporting Document Name

Shade sail location 2

1 Additional Supporting Information

Filename: 20260124_140704.jpg

File size: 2.2 MB

2 Additional Supporting Document Name

Shade sail location 1

2 Additional Supporting Information

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7.4 CHAIRPERSON AND MEMBERS REPORTS

File Number: A5528231

Author: Melissa Wood, Community Board Coordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the May 2026 member report from Chair McVeagh, and Member Orme.

TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised. The report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITIHINGA / ATTACHMENTS

1. KHCB Chair McVeagh report May 2026 - A5739095  
2. KHCB Member Orme report May 2026 - A5711112  

Member's Report

Name: Jessie McVeagh

Subdivision: South Hokianga

Date: 23.04.26

Meetings Attended

| Date | Meeting | Comments |
|---------|---|--|
| 17.3.26 | Northland Waters Done Well | Transition of Waters to CCO |
| 17.3.26 | KHCB Beautification Fund | Discussion on allocation of KH Ward beautification funding. |
| 18.3.26 | Te Kūkupa Committee for Strategy, Policy and Regulation | |
| 18.3.26 | Workshop - LG Reforms, Northland Waters and Annual Plan | Local Government, Waters and Annual Plan discussion |
| 23.3.26 | Te Hono hapu, iwi and marae engagement Kokohuia Marae | Whakarongotai Marae hosting Te Hono for engagement discussion. |
| 1.4.26 | Council Hui | |
| 7.4.26 | Pre-Agenda KHCB meeting | Discussion on agenda items and workshops |
| 8.4.26 | KHCB meeting | Funding applications, allocation of beautification funding, tree removals, workshop on new footpaths |
| 9.4.26 | Rae ki te Rae Recovery Hubs | Support for whanau in Whirinaki and Waimamaku affected by recent flooding and storms. |
| 14.4.26 | KHCB New Footpath prioritisation | |
| 15.4.26 | Extraordinary meeting FNDC | Appointment of External Members to Te Kuaka Committee for Māori Strategic Relationships |
| 15.4.26 | Te Kūkupa Committee for Strategy, Policy and Regulation | Kaikohe Broadway Placemaking to include support for TRAION Market Place plans. |
| 21.4.26 | Freese Park | Drainage, Growers Market aspirations |
| 22.4.26 | Regional Food Security discussion | Concern for food security, possible solutions, FNDC support. |

Community Issues

| Issue name | Comment |
|--|---|
| Impact of increasing storms and extreme weather events | Stormwater, drainage, flooding, landslides, access to homes, damaged water supplies, damaged roads are becoming more frequent and more widespread. |
| Kokohuia Rd | Ongoing concern re potential slip/s and drainage. |
| Facilities for Taitamariki | Ideas and issues from various community groups. *some of these aspirations have been prioritised in KHCB DRAFT Strategic Plan |
| Pioneer Walk beach access | Stormwater works, Chamber, beach access, reserve. Beautification and beach access worked through with locals and residents. *update : the design is being re-worked with landowners. |
| Vegetation control on roadsides, footpaths | Contracts need to be resolved for roadsides and footpaths in the townships of Rawene and Opononi Omapere, in particular Hokianga Harbour Drive. Control needs to happen between now and July 1 st new contract starting. |
| Wharekawa/ Opara/ Mountain and Wekaweka roads | Level of maintenance of roads. Confirm where the FNDC road ends on Mountain Rd and Wekaweka rd. |
| Wastewater systems in Hokianga | High level of hapu and community concern, continued efforts by hapu and community to remove all human waste from Hokianga waters. Electrocoagulation system soon to be commissioned for Rawene WWTP. |
| Housing, Elderly housing, people living in vehicles | Housing is an ongoing concern for our community. Increasing number of people are living in vehicles in public parking spaces, sometimes with antisocial behaviour. |
| Coastal erosion, Omapere and Opononi | Coastal erosion continues to put FNDC wastewater, water and roading infrastructure at risk, as well as creating ongoing problems for beach access. |
| Footpath for Koutu, Freese Park, Horeke and Panguru | Discussion on cost of these new footpaths is underway. |
| Dust suppression | Near all marae and Kohanga reo on unsealed roads; esp. Otua and Waimamaku |

| | |
|--|---|
| Access to all roads during storm and heavy rain events | SHW 12 at Taheke and Waimamaku, both ends of Omanaia road * Te Pitti Marae on Omanaia rd is a Civil Defence point but access is difficult due to flooding. |
| Parking in Opononi Omapere | In summer numerous vehicles with boat trailers take up most of the parking near Opononi and Freese Park, creating safety concerns by parking over the footpaths, narrowing the road in places, and inconvenience for locals, esp. elderly and whaikaha, children to access the shops and beach. *discussion underway for parking time limits and monitoring . |
| Traffic calming | Hokianga Harbour Drive, Freese Park road. Waima SHW 12 change to speed limit outside Waima Kura entrance. |
| Public Toilets | Lack of public toilet in Mangamuka and Waimamaku. Faulty flush system and condition Freese Park public toilet. Petition received from Waimamaku business owners and locals asking for a public toilet. |
| Use of coastal area Opononi Omapere | Reserves have bollards cut, rocks moved to enable vehicles onto picnic area, whanau spaces, beach. Discussion on proposals for how beaches and reserves are used, what amenities are/are not supported by the hapu and community. |
| Dog control | Dangerous and wandering dogs, attacks, perceived lack of FNDC response to calls. |

Requests for Service (RFS)

| RFS number | Date | Comment |
|----------------------|--------------------|---|
| 4295356 | 4.6.26 | Flood damage Kokohuia rd. |
| | | |
| 4283060 | 9.3.26 | De Thierry Street, Rawene. Pump Station, spraying by no spray sign |
| 4290623 | 2.3.26 | Marmon Road berm mowing and drain clearing |
| 4199835 | 2.3.26 | Freese Park Road footpath and traffic calming |
| 4280712, 4279991, | 25.2.26 | Koutu Loop Rd, Rawene Road, and Parnell st Rawene, roading |
| 4271283, 4272291, | 3.10.25 26.1.26 | Flooding from Kokohuia Rd into garage, road maintenance, Elected Member Support |

| | | |
|---------------------|---------------------|---|
| 4277467, 4285342 | | Concerns re potential slips above the road and homes, whose responsibility is it to seek engineer report? * update requested. |
| RFS 4277188 | 14.11.25 | Elected Member Support Duddy's road hole in road surface *Scheduled for replacement in Feb 2026 |
| 4272447, 4269818 | 30.10.25 | Elected Member Support Pioneer Walk Stormwater works, Chamber, beach access. *update; redesign with landowners |
| 4278630 | 24.11.25 | Bollard removed at Freese Park. This seems to have been removed again. |
| 4278436 4285039. | 26.11.25 26.1.26 | Rawene roadside and footpath vegetation, hazardous slippery footpath Parnell st |
| 4285670 | 29.1.26 | Boat trailer and vehicle parking in Opononi and Omapere creating hazards and frustration in community. |
| 4285678 | 29.1.26 | How to update parking bylaws to better suit current local situations. |
| 4285658 | 29.1.26 | Strengthen relationship between Hauora Hokianga and FNDC. * a meeting was held between the two groups. |
| 4285977 4285986 | 29.1.26 | Current contracts for vegetation control on footpaths in Rawene, Opononi and Omapere (esp. Hokianga Harbour Drive). Will these areas be maintained between now and July 1 st new contract. |
| | | |

Other Issues

*Possibility for FNDC to support water tanks to homes; potential bulk purchasing and pay off via rates.

* Rawene Campus lease.

*How FNDC might support local employment, business and education.

*Positive feedback on the new Kaikohe Library and Civic Hub 'Te Ata Haere', a beautiful place that will uplift our town, serve many groups and generations, and bring in people to spend time and money in Kaikohe.

Member's Report

Name: Denis Orme

Subdivision: Kaikohe – South Hokianga

Date: April 14th 2026

Meetings Attended

| Date | Meeting | Comments |
|------------------------|----------------------|----------|
| April 7 th | Bowling Club | |
| April 8 th | CB | |
| April 13 th | Opononi Bowling Club | |
| April 9 th | Waimamaku CD | |

Community Issues

| Issue name | Comment |
|--|---|
| <u>Request to revisit Kaikohe Town Beautification decision.</u> | <p>Funds are scarce. I am asking the CB to revisit the prior decision to spend \$107,000 on the main street of Kaikohe. With the number of trusts and businesses with frontage on the main street and therefore benefiting from the plan. I believe it is fair to other wards to ask those Kaikohe trusts and businesses to fund half the cost.</p> <p>This is a formal request for a CB review. Some of those funds would be better allocated to Horeke</p> |
| Dr Rainbow Human Rights Commission | Complaint lodged - South Hokianga – Disadvantaged community when compared to some other FNDC wards |
| Rawene Water Main | After 6 RFS requests and an email to the Roading Manager it is my opinion that that the burst watermain and its aftermath could have been averted if action had been taken on any one of the RFS requests. This should not have been such a major disruption to Rawene. |

Requests for Service (RFS)

| RFS number | Date | Comment |
|-------------------|-------------|--|
| 4295355 | 6-4 | Vandals been breaking all the signs |
| 4294539 | 30-3 | Kokohuia Marae – street light on Kokohuia Road |
| 4294138 | 27-3 | Status of Freese Park Building |
| 4294764 | 31-3 | Clay dumped opposite Omapere Fire Station |
| 404444736 | 20-3 | Roading referred to NZTA |
| 4293618 | 25-3 | OIA request |
| 4282371 | 16-3 | SECOND REQUEST TO RELOCATE DRAIN TO STOP WATER RUNNING DOWN OPONONI HEIGHTS DRIVE THROUGH 65 FAIRLIE CRES AND ON DOWN THROUGH LIGHTHOUSE MOTEL |
| 4293129 | 21-3 | Multiple resident requests water leak and road subsidence Parnel Road at Mariner St, Rawene |
| 4293030 &34 | 20-3 | Another vandal damaged street sign |
| 4293032 &33 | 20-3 | Another vandal damaged street sign |
| 4288790 | FEBRUARY | Please provide the one-year Action Plan for South Hokianga – Road Maintenance, footpath maintenance and weed control. NEVER PROVIDED |
| 40478191 | 9-4 | Dangerous tree SH12 just past Pioneer Walkway Omapere 100km area |
| 4296624 | 14-4 | Fence collapsing on to the footpath Omapere |
| 4296030 | 9-4 | Road repair – two locations on Wekaweka Road |

Other Issues

Boards replaced and fences repainted outside Omapere Fire station. local volunteers

Footpath weed-eater. Two volunteers from Whirinaki. Area: Kokohuia to footbridge on SH12....Wonderful young couple from Whirinaki 😊

In my personal experience some of my RFS requests never get answered and/or action taken

This report is now an official record.

Kind regards

Denis

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 OPEN RESOLUTIONS AND ACTIONS UPDATE - MAY 2026

File Number: A5675085

Author: Rhonda-May Whiu, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding open resolutions and actions for Kaikohe-Hokianga Community Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- This report introduces the inclusion of 'action points' in this reporting going forward.
- Action points are a mechanism to capture actions that are not part of a formal decision/resolution but require follow up or confirmation from staff.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Open Resolutions and Actions Update - May 2026.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

Since some reports received by this Board are informational, they do not generate open resolution items. However, a need has been identified to record and track action points arising from information reports or meeting discussions.

There are currently no action point open items recorded. Moving forward, these will be captured and reported at Board meetings.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Managers will assist in recording and following up outstanding open resolutions or actions points with their staff.

Community Board Coordinators will assist where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings, following the printing of an agenda. Democracy Services staff will support the process by generating reports.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. KHCB Open Resolutions May 2026 - A5737518  

| <p>Division: Committee: Kaikohe-Hokianga Community Board Officer:</p> | | <p>Date From: Date To:</p> | |
|--|------------------|--|---|
| <p>Action Sheets Report</p> | | <p>Printed: Wednesday, 22 April 2026 4:18:30 PM</p> | |
| Meeting | Officer/Director | Section | Subject |
| Kaikohe-Hokianga Community Board 21/02/2025 | Sumpter, Hilary | Reports | Ground lease requests over Kaikohe landfill |
| <p>RESOLUTION 2025/6</p> <p>Moved: Member Jessie McVeagh Seconded: Member Harmonie Gundry</p> <p>That the Kaikohe – Hokianga Community Board recommend that Council deny all new ground lease requests over Part 3 and 4 DP 22327 Blk XV Omapere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.</p> <p><u>Abstained:</u> Deputy Chairperson Tanya Filia</p> <p style="text-align: right;">CARRIED</p> <p>28 Mar 2025 10:09am Community Board Coordinator Report has been escalated to 10 April Council meeting for a decision.</p> <p>28 Apr 2025 12:56pm Team Leader, Property Management More information requested before passing resolution. A workshop will be held by staff with Councillors and CB members at a later date</p> <p>27 May 2025 2:44pm Community Board Coordinator The Property Team are progressing internal reports and a handover due to staff changes. An update on next steps will then be provided.</p> <p>24 Jun 2025 11:56am Delivery and Operations Group • Status: On hold, • Reason: Requires extensive ground engineering and monitoring to assess site capability, •Current lead: Leeara Maxwell</p> <p>21 Jul 2025 2:07pm Delivery and Operations Group At present, the site operates with a sump pump managed by a basic float switch. While the pump appears to be operating as expected, we currently don't have the consistent or robust data needed to confidently progress any new projects or upgrades at the site., As part of the leachate pump station review Simon led earlier this year across our three closed landfill sites Kaikohe, Russell, and Ahipara it became evident that Kaikohe requires improved telemetry and flow monitoring to meet both operational and regulatory expectations., Since Simon's departure, Leeara Maxwell (secondment) has picked up the project to coordinate the installation of flow meters across all three sites. , Recent Actions:, • Kaikohe's flowmeter was installed last week by McKay Electrical, which enables integration with the new telemetry system., • The next step is to calibrate and test the equipment so we can begin collecting reliable data., • We'll need at least 12 months of data to establish a leachate discharge pattern and assess whether current pumping volumes are sufficient for ongoing compliance, particularly over wetter periods., This data will form the foundation for any future capital works planning and will also support upcoming consent requirements. Just as an FYI, alongside this project, we are also having to reapply for a resource consent with NRC for the site and this work is already underway and is with our infrastructure planner team. , In the meantime, we will be placing all projects related to our closed landfills on hold until our new Waste Minimisation & Sustainability Specialist joins us on 18 August 2025. Again, they bring significant experience in solid waste and project delivery and will be well positioned to take this work forward and provide consistent updates as things progress.</p> <p>19 Feb 2026 1:43pm Delivery and Operations Group Kaikohe Closed Landfill – Resource Consent and Land Use Considerations, The resource consent for the Kaikohe closed landfill was granted on 4 November 2025. A Landfill Gas Management Plan (LGMP) has been prepared by NZ Environmental Management in accordance with the consent requirement to provide this within three months of commencement., The LGMP confirms that activities involving ground disturbance on the capped landfill areas present environmental and health and safety risks. These include potential damage to the landfill cap and the presence of landfill gases that require mitigation. As is typical for closed landfills, the land may also continue to settle over time, limiting suitability for structures or services requiring stable foundations., These constraints apply primarily to the capped landfill footprint. Adjacent areas, including overflow zones and non capped spaces, may remain suitable for low impact recreational activities that do not require ground penetration. Any future proposals would need to be assessed against the Reserve Management Plan, the Post Closure Management Plan, and the resource consent conditions., Recommendation (unchanged from Report 7.2):, "That Council deny all new ground lease</p> | | | |

| | | |
|-------------------|----------------------------------|---|
| Division: | Kaikohe-Hokianga Community Board | Date From: |
| Committee: | | Date To: |
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Action Sheets Report

requests over Part 3 and 4 DP 22327 Blk XV Ōmāpere SD, located at Recreation Road, Kaikohe and vested in Far North District Council as recreation reserve, known as the Kaikohe Landfill, due to health and safety risks.", In April 2025, Council requested further information regarding potential alternative uses, engagement with Ngā hapū o Kaikohe, and clarification of which areas of the site may be suitable for future recreational use. A follow up report responding to these queries is under development."

| Meeting | Officer/Director | Section | Subject |
|---|---------------------------------|---------|---|
| Kaikohe-Hokianga Community Board 11/07/2025 | Ilicheva, Kate Ackers, Roger | Reports | Application for easement over Mangakahia Road Reserve (Lot 14 DP 38215) |
| MOTION | | | |
| Moved: Chairperson Chicky Rudkin | | | |
| Seconded: Member Jessie McVeagh | | | |
| That the Kaikohe-Hokianga Community Board makes the following recommendation to the Far North District Council as follows: | | | |
| That Council, in its role as the administering body of the recreation reserve Lot 14 DP 38215 (without title) and pursuant to its powers under section 48(1) Reserves Act 1977: | | | |
| <ul style="list-style-type: none"> a) grants a right of way (shown as F on LT Plan 5980201) over the recreation reserve, subject to it: <ul style="list-style-type: none"> i. meeting Reserves Act 1977 requirements, at no cost to Council b) pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public use and access is not affected. | | | |
| AMENDMENT | | | |
| Moved: Member Mike Edmonds | | | |
| Seconded: Cr John Vujcich | | | |
| <ul style="list-style-type: none"> c) and request an information report on options for converting this reserve for other uses. | | | |
| CARRIED | | | |
| The amendment became the substantive motion. | | | |
| RESOLUTION 2025/59 | | | |
| Moved: Chairperson Chicky Rudkin | | | |
| Seconded: Member Jessie McVeagh | | | |
| That the Kaikohe-Hokianga Community Board makes the following recommendation to the Far North District Council as follows: | | | |
| That Council, in its role as the administering body of the recreation reserve Lot 14 DP 38215 (without title) and pursuant to its powers under | | | |

| | | |
|-------------------|----------------------------------|---|
| Division: | Kaikohe-Hokianga Community Board | Date From: |
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section 48(1) Reserves Act 1977:

- a) grants a right of way (shown as F on LT Plan 5980201) over the recreation reserve, subject to it:
 - i. meeting Reserves Act 1977 requirements, at no cost to Council
- b) pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public use and access is not affected.
- c) and request an information report on options for converting this reserve for other uses.

CARRIED

17 Jul 2025 3:15pm Democracy Advisor

Discussed and resolved during the meeting. The Board supported the recommendation to Council and requested an information report on options for converting this reserve for other uses. The Parks & Reserves Planner is compiling the report.

22 Jul 2025 10:48am Planning and Policy Group

The easement application will be reported to Council on 28 August for decision to approve or not.

08 Aug 2025 11:06am Planning and Policy Group

The easement application will be reported to Council on 28 August for decision to approve or not.

03 Sept 2025 10:44am Planning and Policy Group

The Applicant (Kainga Ora) has been advised that Councillors did not accept the approvals on behalf of the Whakarongotapuwaeh Burial Ground Trust and have been asked to provide written approval from the current trustees to progress this application.

17 Oct 2025 3:18pm Planning and Policy Group

Council's Parks and Reserves Planner advised the applicant that approvals from hapū needed to be received in writing for the easement to be considered, and that Elected Members had queried whether the right person had been consulted in relation to owners of the Whakarongotapuwaeh Burial Ground.

17 Nov 2025 1:30pm Planning and Policy Group

No change to the previous update.

09 Dec 2025 7:44am Planning and Policy Group

No change to the previous update.

14 Jan 2026 11:58am Planning and Policy Group

No change to the previous update.

02 Mar 2026 11:36am Planning and Policy Group

This matter is sitting with Kaianga Ora to respond to Council, no response has been forthcoming. Information was provided to the CB as requested in August 2025.

20 Apr 2026 10:28am Planning and Policy Group

This matter is sitting with Kaianga Ora to respond to Council, no response has been received.

| Meeting | Officer/Director | Section | Subject |
|---|------------------|------------------|--|
| Kaikohe-Hokianga Community Board 5/09/2025 | Ivicheva, Kate | Notice of Motion | Notice of Motion - Disestablishment of Taxi Stands in Kaikohe & Relocation of Clifford Street Loading Zone |

RESOLUTION 2025/79

| | | |
|-------------------|----------------------------------|---|
| Division: | Kaikohe-Hokianga Community Board | Date From: |
| Committee: | | Date To: |
| Officer: | | Printed: Wednesday, 22 April 2026 4:18:30 PM |

Action Sheets Report

Moved: Member Mike Edmonds
 Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board recommends to Council that the taxi stands in Kaikohe (Clifford Street and Memorial Ave as noted in schedule 2 of the Far North District Council Parking Bylaw 2022) be disestablished and that the Clifford Street loading zone (also schedule 2) be moved to the location of the disestablished taxi stand, with the following comments:

- a) this recommendation is made without the benefit of council staff advice.
- b) however, given that there haven't been any taxis in Kaikohe for almost 20 years and that there is only one another taxi stand in all of the Far North, this shouldn't be an issue.
- c) the loading zone is mostly occupied by resident car parking and is on the wrong side of the street for pallet deliveries for the Bank Bar. The taxi stand is often occupied by cars making it unsuitable for loading.
- d) unless the staff advice would counter to this recommendation or there is information that necessarily should be considered by the board, no further presentation to the board is necessary before a paper supporting this is presented to council.
- e) the purpose of this action is to reduce council spending on taxi stand upkeep (signs and road marking) for no reason, to free up parking for residents of Clifford Street, and to move the loading zone to a more sensible location.

CARRIED

08 Sept 2025 11:35am Democracy Advisor

This Notice of Motion will be escalated up to the Council meeting 25 September 2025. Following that meeting this action item will be removed from the KHCB open resolutions list and will continue to be managed operationally by the relevant service/s.

08 Sept 2025 11:47am Democracy Advisor

This Notice of Motion was considered by the CB on 5 September 2025 and was carried. It needs to be escalated up to Council however, given the size of that agenda, I suggest it gets placed into the "holding pen" folder on the grounds that is a new NOM brought by a current candidate (similar to Hilda's NOM).

13 Nov 2025 3:42pm Strategic Relationships Group

Staff are preparing relevant information to accompany this notice of motion for council consideration at December council meeting.

02 Feb 2026 3:46pm Strategic Relationships Group

Advice from Transport indicates that if the Community Board wishes to convert the existing taxi stand to a parking area, consultation will be required with adjacent businesses. Feedback obtained will assist in identifying if this change can or should be made.

27 Feb 2026 5:26pm Community Board Coordinator

Staff are seeking further information about any upcoming bylaw reviews and best next steps.

17 Apr 2026 2:06pm Community Board Coordinator

Policy Team have advised this will be considered as part of an upcoming parking policy bylaw review which is programmed for within the next 12 months.

| Meeting | Officer/Director | Section | Subject |
|---|-------------------------------------|---------|---|
| Kaikohe-Hokianga Community Board 8/04/2026 | England, Jeanette Proctor, Tanya | Reports | Kaikohe-Hokianga Town Beautification prioritisation 2025/26 |

| | |
|---|---|
| Division: Committee: Kaikohe-Hokianga Community Board Officer: | Date From: Date To: Printed: Wednesday, 22 April 2026 4:18:30 PM |
|---|---|

Action Sheets Report

RESOLUTION 2026/27

Moved: Chairperson Jessie McVeagh
 Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board

a) confirms allocation of up to \$58,254 of the FY2025/26 Town Beautification capital budget to Horeke village for a coordinated programme of eligible town beautification works:

b) notes that specific project components will be refined through Board and community input and internal feasibility, and maintenance checks consistent with capital budget eligibility requirements.

CARRIED

| Meeting | Officer/Director | Section | Subject |
|---|------------------|---------|--|
| Kaikohe-Hokianga Community Board 8/04/2026 | Rapatini, Estee | Reports | Removal of Trees from 1 Taheke Road Reserve, Kaikohe |

RESOLUTION 2026/19

Moved: Chairperson Jessie McVeagh
 Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board approve the removal of five healthy Poplar trees located within road reserve adjoining 1 Taheke Road, Kaikohe

CARRIED

| Meeting | Officer/Director | Section | Subject |
|---|------------------|---------|--|
| Kaikohe-Hokianga Community Board 8/04/2026 | Rapatini, Estee | Reports | Removal of Trees from 1 Taheke Road Reserve, Kaikohe |

Resolution 2025/73

Moved: Member Mike Edmonds
 Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board:

a) endorse the **Broadway Kaikohe Placemaking Plan, excluding the section entitled Kaikohe Market Place, in Attachment 1,**

| | | | |
|---|----------------------------------|-------------------|-------------------------------------|
| Division: | Kaikohe-Hokianga Community Board | Date From: | |
| Committee: | | Date To: | |
| Officer: | | Printed: | Wednesday, 22 April 2026 4:18:30 PM |
| Action Sheets Report | | | |
| b) approve incorporating the Broadway Kaikohe Placemaking Plan, excluding the section entitled Kaikohe Market Place, into the Kaikohe-Hokianga Community Board Strategic Plan 2023-2025, and | | | |
| c) recommend that Council also endorse the Broadway Kaikohe Placemaking Plan, excluding the section entitled Kaikohe Market Place, and approve its inclusion in the 2027-2037 Long-Term Plan | | | |
| 24 March 2026 Community Board Coordinator | | | |
| This was scheduled to escalate to Council at the end of 2025, however due to overwhelming size of agendas was deferred until the new year. | | | |
| With the establishment of Te Kūkupa Committee for Strategy, Policy, and Regulation, the report will now be escalated to the committee seeking endorsement as per the recommendation. | | | |
| 22 April 2026 Democracy Advisor | | | |
| This was endorsed at the 15 April Te Kūkupa Committee for Strategy, Policy and Regulation and is scheduled to escalate to May 2026 Council meeting. | | | |

8.2 KAIKOHE-HOKIANGA COMMUNITY HALL 2024/2025 ANNUAL INFORMATION

File Number: A5681379

Author: Dallas Apimerika, Team Leader - Property Management

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the KAIKOHE-HOKIANGA COMMUNITY BOARD the annual AGM minutes, financial statement and statistical data as provided by Okaihau Community Hall, Kohukohu Town Hall, South Hokianga (Opononi) Memorial Hall, Rawene Hall, Taheke United Community Centre,

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent from Council staff.

TŪTOHUNGA / RECOMMENDATION

That That the Kaikohe-Hokianga Community Board receive the report for Kaikohe-Hokianga Community Hall Annual Information 2024-2025.

1) TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (attached) and the Community Halls Policy dated September 2016 (attached).

The Hall and Facilities Strategy notes Councils vision for community halls is “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

- Ensure that the communities current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well-maintained facilities.
- Adopt preferred frameworks for Councils involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls per Ward:

| | Council owned on Council land | Community owned on Council land | Council owned on Crown Land | Community owned buildings on community owned land |
|--------------------------------|--|--|------------------------------------|---|
| Kaikohe – Hokianga Ward | Kaikohe War Memorial, KohuKohu, South Hokianga War Memorial, Kaikohe Senior Citizen's, Horeke, Okaihau, Rawene | | Taheke Community Centre | Broadwood, Ngawha, Waimamaku, Umawera |
| Te Hiku Ward | Herekino, Mangonui <i>Oruru remains closed</i> | Whatuwhiwhi | Lake Ohia, Kaingaroa | Fairburn, Waiharara, Araiawa <i>Takahue – no longer exists</i> |
| BOI – Whangaroa Ward | Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village | Moerewa | Maromaku | Opuā, Pakaraka |

In November each year Council staff contact the hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around March/April annually.

At the time of writing this report, community hall information had not been received from Horeke Hall and Kaikohe Senior Citizens.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

Okaihau Community Hall

- Bookings - 64
- Users - 7 Community, 5 Casual, 3 Commercial
- Improvements – kitchen and toilet renovations completed September 2025
- Maintenance – Installation of heater in new meeting room. FNDC repaired a number of windows with cracked panes.

Kohukohu Town Hall

- Bookings – 17
- Users – 400

- Improvements – 8 Community working bees - prepare and paint kitchen and supper room walls – siting new water tanks, cleaning, and preparing new chairs and equipment, small jobs, including mowing, weeding, clearing trees and roots. Re-instated mens toilets and improved electrical fittings. Installed heaters and dehumidifier in supper room.
- Maintenance – cleaning, and preparing new chairs and equipment, and small jobs, including mowing, weeding, clearing trees and roots.
- Preparation for installing new water tanks to improve community residency

South Hokianga (Opononi) Memorial Hall *

- Bookings – 85
- Users – Community & Casual 40
- Improvements – Kitchen stove relocated for compliance

Rawene Community Hall

- Bookings – 356
- Users – Community 344 & Casual 12
- Improvements – Major reconfiguration and upgrade of kitchen, toilet block, accessible external entrance.
- Maintenance – Incorporated in upgrade, repair leak in roof above stage.
- Other – External stainless steel preparation /clearing facility. Wi-fi connection installed.

Taheke United Community Centre

- Bookings – 20
- Users – JMB, Private functions

**Confirmation to attend Community Board meeting.*

Next Steps

Community Board members will consider the content of the information received.

The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommendation is made to ensure the Kaikohe-Hokianga Community Board is informed of the annual performance, usage, and financial position of community halls operating on Council-owned land, in accordance with the Community Halls Policy 2016.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION








The following asset information is current as of:





Depreciation

Capital Spend

Depreciation fund reserve

ĀPITIHINGA / ATTACHMENTS

1. **2024-2025 Hall Information and Statistics Return - Okaihau Hall - A5681192** [↓](#) 
2. **2024-2025 Annual Information & Statistics Return - Kohukohu Town Hall - A5681231** [↓](#) 
3. **2024-2025 Annual Information & Statistics Return - South Hokianga (Opononi) Memorial Hall - A5681302** [↓](#) 
4. **2024-2025 Annual Information & Statistics Return - Rawene Hall - A5681310** [↓](#) 
5. **2024-2025 Annual Information & Statistics Return - Taheke Community Centre Hall - A5681314** [↓](#) 
6. **Community halls Policy 2016 - A5681321** [↓](#) 
7. **Halls and Facilities Strategy 2015 - A5681326** [↓](#) 

- 8. **2024-2025 Request for Annual Hall Information & Statistics - A5681336**  
 - 9. **2024-2025 Annual Hall Information and Statistics Return Form - A5681342**  
- Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | Low significance. The report is for information purposes only and does not involve any decision that triggers the Significance and Engagement Policy. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | This report aligns with the Community Halls Policy 2016 and the Halls and Facilities Strategy 2015. It supports community outcomes outlined in the Long-Term Plan (LTP), particularly in enabling safe, accessible, and well-maintained community facilities. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This matter is not district-wide and is specific to the Kaikohe-Hokianga Ward. Community Board members are the primary decision-makers and recipients of this report. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. | |
| State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | |
| State the financial implications and where budgetary provisions have been made to support this decision. | |

| | |
|---------------------------------|--|
| Chief Financial Officer review. | |
|---------------------------------|--|

2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|--|--------------------|---------------------------------------|
| Name of Hall: | Okaihau Community Hall | | |
| Physical address: | 9 Settlers Way Okaihau | | |
| Postal address: | C/o 8 Waikerikeri Ford Rd RD 1 Okaihau 0475 | | |
| Booking Officer Name | (Booking Officer will be added to our website) Karen Campbell | | |
| Booking Officer Contact Info | Ph.: | Mobile: 0212967466 | Email: okaihaucommunityassn@gmail.com |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Name | | | |
| Emergency Contact Info | | | |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|---|
| How often does the Committee meet annually? | Once per month, except January - on the first Monday of each month. |
| How often did the Committee meet in the year? | 11 |
| Date of the last AGM? | 4/08/2025 |

| HALL INFORMATION | |
|-------------------------------|---|
| Usage Data | |
| Number of bookings: | 64 (the hall was closed completely for 6 months for renovations, and we had a delayed start to the project, which affected hall-hire due to uncertainty) |
| Number of estimated users: | No idea – just tell people the max number permitted & don't query the numbers unless it's a big event. |
| Type of use | |
| Community (regular users): | 7 |
| Casual (one off): | 5 |
| Commercial: | 3 |
| Hire rates (per hour) | |
| Community: | |
| Casual: | |
| Commercial: | |
| Other: | We don't hire by the hour. We have half-day, full-day & evening rates. Copy of hire-rates attached. |
| 2024/2025 Financial Statement | Attached: Yes / No |
| Building Warrant of Fitness | Photo attached as display in the hall : Yes / No Council have not provided us with that. |
| Evacuation Plan | Photo attached as display in the hall : Yes / No |
| Insurance - Contents | Yes / No |
| Improvements completed | Kitchen & Toilet renovations completed Sept 2025. |
| Maintenance completed | Installation of heater in the new meeting room. FNDC repaired a number of windows with cracked panes. |
| Other: | |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|---|---|
| Hall / meeting room details and capacities e.g.: Main hall – 250 PP | Main Hall |
| Kitchen facilities | 900mm oven, with gas-hobs 600mm oven Rangehoods x 2 Large upright fridge Bar-fridge – x 2 Microwave x 1 S/steel trolley Calafont H/W zip x 2 Dishwasher/steriliser unit Dishwasher trays – 2 x glass, 2 x plates, 4 x cutlery containers Cups & saucers Glasses Cutlery & crockery available on request Kettle Double dishwashing sink, with spray nozzle tap Prep sink, with spray nozzle tap Hand-washing sink 3 metal teapots |
| Toilets | Ladies: 4 stalls 1 disability toilet, with changing table 4 sanitary bins 2 electric hand-dryers 2 paper-towel dispensers 2 hand-soap dispensers Mens: 2 stalls 1 disability toilet, with changing table 3 urinals 1 electric hand-dryers 2 paper-towel dispensers 2 hand-soap dispensers |
| Disabled Access | Ramp into the hall. Disability toilet in both mens' & womens' areas. |
| Parking | Street parking. Limited parking (on grass) at the rear of the hall. |
| Furniture available | 20 x trestle tables 140 fabric covered chairs 13 wooden pews 45 plastic chairs |
| Other facilities / assets available e.g.: stage, lighting, heating | Wall-heaters in Social Room, and Meeting room |

Checklist:

| | |
|--------|---|
| Yes/No | Form fully completed |
| Yes/No | Photo of BWOFF on display – not provided by FNDC |

| | |
|--------------------|--|
| Yes/ No | Photo of Evacuation procedure on display |
| Yes/ No | Copy of Audited Financial Accounts if relevant |
| Yes/ No | Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025 |
| Yes /No | Other (funding report, funding requests) |
| Yes /No | Invite to attend the Community Board meeting |

Thank you for your co-operation.

OKAIHAU COMMUNITY HALL HALL HIRE CHARGES

| | MAIN HALL | SOCIAL ROOM | MEETING ROOM | KITCHEN |
|---|---------------|-------------|--------------|---------|
| Half Day (daytime) 8am-12 noon 12 noon – 5pm | \$30 | \$30 | \$15 | \$35 |
| Whole Day (daytime) 8am-5pm | \$60 | \$60 | \$30 | \$70 |
| Evening 5pm-midnight | \$80 | \$60 | \$30 | \$35 |
| Setup / Cleanup Access for these tasks outside of the booking hours | \$30 for each | | | |

NB: Where a booking will cross over several booking periods (half-day & evening periods) but not take up more than half of each individual period the total rate may be negotiated, after discussions with the Hall Booking Officer.

PENALTIES

If any aspect of cleaning is unsatisfactory or breaches the above conditions occur, further use of the hall may be refused.

KEYS

1. Any new regular user holding a hall key will be charged \$20 per key for access to the Okaihau Community Hall.
2. This hall-key charge will be refunded on return of the key(s)
3. If a key is lost a replacement fee of \$30.00 per key will be imposed, and will not be refundable.

BOND

A bond of \$100.00 is required for all hire except for long term established bookings. Bond to be paid prior to commencement of the booking.

If a liquor or BYO licence is required the bond is increased to \$200.

The bond is refunded when the caretaker has checked that no breakages or damage has occurred and that cleaning has been done satisfactorily. Bond will be refunded to the bank account stated on the hire-document.

SETUP

At the discretion of the hall booking officer, hirers may be able to come in prior to the event and set up for functions, or after the event to cleanup. Each of these (setup and cleanup) will incur a flat-rate cost of \$30, unless otherwise arranged with the hall booking officer in advance.

This fee may be negotiated or waived for regular or long-term hall users, or at the discretion of the Hall Booking Officer.

It may be possible to make arrangements to check the hall before hiring to be sure of the conditions of cleanliness etc.

OKAIHAU COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2025

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Independent Auditors Report To the Officers Okaihau Community Association

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Okaihau Community Association which comprise the Financial position as at 30 June 2025, and the statements of Receipts and Payments and the Statement of Income and Expenditure for the 30 June 2025 then ended. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements are prepared, in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand.

Basis for Qualified Opinion

Control over the revenues from Hall hire, subscription, fundraising and donations, prior to be recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Okaihau Community Association in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no further relationship with, or interests in, Okaihau Community Association.

Restriction on Responsibility

This report is made solely to the Officers, as a body, in accordance with the specific source of audit duty, e.g. constitution of Okaihau Community Association. Our audit work has been undertaken so that we might state to the Officers those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Officers as a body, for our audit work, for this report, or for the opinions we have formed.

**Officer's Responsibility for the Financial Statements**

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

Our Independent audit report was completed on the 03 August 2025 and our qualified opinion is expressed as at that date.

Adele M Maraki
PO Box 98
OKAIHAU 0447

03 August 2025

OKAIHAU COMMUNITY ASSOCIATION
Approval of Financial Report
FOR THE YEAR ENDED 30 JUNE 2025

The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2025.

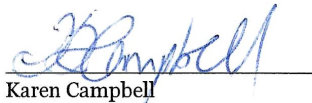
APPROVED



Robert Newport

Chairperson

Date 4/8/25



Karen Campbell

Treasurer

Date 4/8/25

**OKAIHAU COMMUNITY ASSOCIATION
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

| 2024 RECEIPTS- 150 Years | 2025 |
|--|--------------------|
| 0.00 Term Deposit | 6016.91 |
| 0.00 OCA -Door Sales – received in error | 90.00 |
| 200.00 Railway Story Board Donation | |
| 30.00 OCA - Library Book Sale - received in error | |
| 230.00 | 6106.91 |
| PAYMENTS - 150 Years | |
| 0.00 OCA -Door Sales – received in error | 90.00 |
| 30.00 OCA - reimburse Library Book Sale | 0.00 |
| 200.00 Railway Story Board Donation Payment | 0.00 |
| OCA – Repay CCTV | 1446.13 |
| 230.00 | 1536.13 |
| 0.00 Excess Receipts over Payments | 4570.78 |
| | |
| 223.73 Plus Bank Balance at 4 July 2024 | 223.73 |
| \$ 223.73 Balance per Bank Statement 30 June 2025 | \$ 4,794.51 |

**OKAIHAU COMMUNITY ASSOCIATION
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

| 2024 RECEIPTS | 2025 |
|--|---------------------|
| 3220.80 Hall Hire | 2136.00 |
| 34.00 Subscriptions | 44.00 |
| 120.00 Memorial Board Entries | 45.00 |
| 5000.00 Transfer from 150th A/c – CCTV | 1446.13 |
| 515.00 Donations | 4.90 |
| 1960.00 Northland Regional Council - Civil Defence | 0.00 |
| 400.00 Bond | 600.00 |
| 1000.00 Defibrillator Contribution – Oxford Sports Trust | 2444.25 |
| 305.00 Sale of Library Books, Shelves and Chairs | 20.00 |
| 200.00 Sale of Tables | 0.00 |
| 0.00 Two Ponga Park Raffle | 67.10 |
| 0.00 Keys Sales | 40.00 |
| 0.00 Sale of Fittings – Demolition | 795.00 |
| 0.00 Sale of Fixed Assets | 250.00 |
| Christmas Gala | |
| 500.00 Prize Money- Donation | 500.00 |
| 50.00 Stalls | 0.00 |
| 161.10 Xmas Tree Competition | 101.25 |
| 45.00 Unused Prize Money | 0.00 |
| 13510.90 | 8493.63 |
| PAYMENTS | |
| 1200.00 Hall Expenses | 700.00 |
| 946.91 Power | 1151.32 |
| 326.48 Repairs and Maintenance | 239.05 |
| 0.00 Petrol Vouchers | 600.00 |
| 70.73 Photocopying - Christmas Gala | 106.84 |
| 40.25 Memorial Board Entries | 0.00 |
| 31.48 Christmas Gala Expenses | 54.29 |
| 400.00 Christmas Gala Prize Money | 485.00 |
| 200.00 Bond Refunds | 600.00 |
| 1610.74 Gas Oven | 0.00 |
| 1086.50 Blinds Main Hall | 0.00 |
| 732.55 Contribution to Rail Story Board | 0.00 |
| 656.09 9 Trestle Tables | 0.00 |
| 0.00 Okaihau War Memorial – repay Donation | 500.00 |
| 0.00 Fridges x 2 | 3838.50 |
| 920.00 CCTV | 1446.13 |
| 0.00 Venue Hire | 100.00 |
| 0.00 Stationery | 69.00 |
| 0.00 Defibrillator | 2566.80 |
| 8221.73 | 12456.93 |
| \$ 5,289.17 Excess Receipts over Payments | -\$ 3,963.30 |
| 6,641.11 Plus Bank Balance at 4 July 2024 | 11930.28 |
| 11,930.28 Balance per Bank Statement 30 June 2025 | \$ 7,966.98 |

**OKAIHAU COMMUNITY ASSOCIATION
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2025**

| 2024 INCOME | 2025 |
|--|-------------|
| 230.00 150 Years Total Receipts | 6106.91 |
| - Oxford Sports Trust | 2444.25 |
| 1000.00 Defibrillator Contribution – Lions | 500.00 |
| 120.00 Memorial Board Entries | 45.00 |
| 3220.80 Hall Hire | 2136.00 |
| 34.00 Subscriptions | 44.00 |
| 231.04 Interest - 150 Account (01 A/c) | 140.08 |
| 907.42 Interest - Term Investment and 51 Account | 1098.02 |
| 0.00 NZ Police Grant - CCTV | - |
| 211.10 Christmas Gala - Income | 101.25 |
| 200.00 Bond | - |
| - Key Sales | 40.00 |
| 305.00 Sales - Library Books/Shelves/Chairs | 20.00 |
| 500.00 Christmas Gala Prize Money | 500.00 |
| 45.00 Christmas Gala -unused Prize Money | - |
| - Sale of Fittings – Demolition | 795.00 |
| 105.89 Gain on Sale of Tables | - |
| 515.00 Donation | 4.90 |
| 7,625.25 | 13,975.41 |
| EXPENDITURE | |
| 230.00 150 Years Payments | 1,536.13 |
| 4372.00 Depreciation | 4,414.57 |
| 326.48 Repairs and Maintenance | 239.05 |
| 1200.00 Hall Expenses | 700.00 |
| 946.91 Power | 1,151.32 |
| 102.21 Christmas Gala Expenses | 161.03 |
| 400.00 Christmas Gala Prize Money | 485.00 |
| - Venue Hire | 100.00 |
| - Petrol Vouchers | 600.00 |
| - Loss on Sale - Fridge | 123.00 |
| - Loss on Sale Ovens | 213.21 |
| - Loss on Sale Zip | 66.39 |
| - Stationery | 69.00 |
| - Donation – Repayment Memorial Committee | 500.00 |
| 40.25 Memorial Board Entries | - |
| 732.55 Contribution to Story Board | - |
| 8,350.40 | 10,358.70 |
| -\$ 725.15 Excess Income over Expenditure | \$ 3,616.71 |

**OKAIHAU COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2025**

| | 2024 ACCUMULATED FUNDS | |
|-----|--|---------------------|
| \$ | 64,244.18 Balance as at 30 June 2024 | \$ 63,519.03 |
| -\$ | 725.15 Excess Income over Expenditure | <u>\$ 3,616.71</u> |
| | <u>\$ 63,519.03</u> | <u>\$ 67,135.74</u> |
| | Represented by : Current Assets | |
| \$ | 11,930.28 Cash at Bank - ASB - 00 Account | \$ 7,966.98 |
| \$ | 4,121.16 Cash at Bank - ASB - 51 Account | \$ 4,261.99 |
| \$ | 20,212.76 Investments | \$ 21,247.32 |
| \$ | 223.73 150 years - ASB - 01 Account | \$ 4,794.51 |
| \$ | 5,765.55 150 years - ASB - Term Investment | - |
| | <u>\$ 42,253.48</u> | <u>\$ 38,270.80</u> |

| | <i>Cost</i> | <i>Accum Depn</i> | <i>Net Book Value</i> |
|-------------------------------|------------------|-------------------|-----------------------|
| Non Current Assets | | | |
| 57.04 Seats | 1,350.00 | 1298.66 | 51.34 |
| 1083.86 Carpet | 6,234.00 | 5258.52 | 975.48 |
| 146.39 Plant | 2,962.81 | 2831.06 | 131.75 |
| Plant - Zip | 1,202.84 | | SOLD |
| Refrigerator 2 | 1,700.00 | | SOLD |
| 17.13 Vacuum Clnr | 199.00 | 183.59 | 15.41 |
| 351.22 Okaihau Sign 2 | 1,398.98 | 1082.89 | 316.09 |
| sold Stove 1 | 810.00 | | SOLD |
| sold Stove 2 | 1,400.00 | | SOLD |
| 315.13 Memorial Brd | 1,658.75 | 1375.13 | 283.62 |
| 187.29 Sound System | 1,365.75 | 1197.19 | 168.56 |
| 570.16 Tunnel Sign | 2,170.63 | 1657.48 | 513.15 |
| 2427.19 History Board | 6,598.70 | 4414.23 | 2184.47 |
| 555.50 Curtains | 1,092.00 | 592.05 | 499.95 |
| 59.08 Chairs x 17 | 170.00 | 116.82 | 53.18 |
| 1825.36 Welcome Sign x 2 | 2,535.22 | 892.40 | 1642.82 |
| 1697.85 120 Chairs | 2,596.11 | 1068.04 | 1528.07 |
| 252.42 Ladder | 379.02 | 151.84 | 227.18 |
| 161.92 Chair Trolley x 2 | 199.90 | 54.17 | 145.73 |
| 52.57 Tables | 64.90 | 17.59 | 47.31 |
| 202.49 Sound System | 249.99 | 67.75 | 182.24 |
| 25774.61 CCTV1 | 31820.50 | 8623.36 | 23197.14 |
| 1543.03 Gas Oven | 1,610.14 | 154.36 | 1455.78 |
| 1014.07 Blinds Main Hall | 1,086.50 | 101.41 | 985.09 |
| 590.48 9 Trestle Tables | 656.09 | 124.66 | 531.43 |
| Fridge1 | 1,753.19 | 102.27 | 1650.92 |
| Fridge2 | 2,085.31 | 121.64 | 1963.67 |
| Defibrilator | 2,566.80 | 171.12 | 2395.68 |
| CCTV3 | 1,446.13 | 48.20 | 1397.93 |
| 828.00 CCTV2 | 920.00 | 174.80 | 745.20 |
| | <u>40,446.20</u> | | <u>\$ 43,289.19</u> |
| 82,699.68 TOTAL ASSETS | | | <u>\$ 81,559.99</u> |

**OKAIHAU COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2025**

| Current Liabilities | | |
|----------------------------|--|-----------|
| 345.60 | Two Ponga Park Fund | 412.70 |
| 500.00 | Bond - NZ Dairy-Taylor-Tuiloma-Out the Gate \$100 each | 500.00 |
| 2,493.76 | Baptist Church Future Community Project | 2,493.76 |
| 5,000.00 | FNDC - Kitchen Design | 1161.5 |
| 1,000.00 | Defibrillator Donations | |
| 349.26 | Civil Defence | 349.26 |
| 325.00 | Xmas Gala - Prizes carried over | 340 |
| 8,821.43 | FNDC - Focus Project Fund | 8,821.43 |
| 19,180.65 | TOTAL LIABILITIES | 14,424.25 |
| 63,519.03 | Net Assets | 67,135.74 |

**OKAIHAU TENNIS CLUB
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2025**

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

| 2024 | | 2025 |
|---------|---|---------|
| | RECEIPTS | |
| | <i>Reimburse - Incorrect Acc -Petrol Vouchers</i> | 600.00 |
| 100 | <i>Reimburse - Incorrect Acc - L Smith</i> | 100.00 |
| 100 | <i>Reimburse - Incorrect Acc - Bond Refund</i> | 100.00 |
| 40.25 | <i>Reimburse - Incorrect Acc - K Campbell - Signosaurus</i> | 0.00 |
| 1610.74 | <i>Reimburse - Incorrect Acc - Trade Depot</i> | 0.00 |
| 100 | <i>Reimburse - Incorrect Acc - L smith</i> | 0.00 |
| 200 | <i>Reimburse Incorrect Acc - L Smith</i> | 0.00 |
| 55.2 | <i>Reimburse Incorrect Acc - K Campbell -Blind Chain</i> | 0.00 |
| 2206.19 | | 800.00 |
| | PAYMENTS | |
| 0.00 | Ground Rental – 1years | 10.00 |
| | Unarranged OD and Interest | 3.48 |
| 0.00 | Tennis Nets | 349.00 |
| 0.00 | <i>Incorrect Acc – Petrol Vouchers</i> | 600.00 |
| 100.00 | <i>Incorrect Acc - L Smith</i> | 100.00 |
| 100.00 | <i>Incorrect Acc - Bond Refund</i> | 100.00 |
| 38.89 | K Campbell - Spray | 0.00 |
| 34.09 | K Campbell - Paint | 0.00 |
| 40.25 | <i>Incorrect Acc - K Campbell - Signosaurus</i> | 0.00 |
| 1610.74 | <i>Incorrect Acc - Trade Depot</i> | 0.00 |
| 100.00 | <i>Incorrect Acc - L smith</i> | 0.00 |
| 200.00 | <i>Incorrect Acc - L Smith</i> | 0.00 |
| 55.20 | <i>Incorrect Acc - K Campbell -Blind Chain</i> | 0.00 |
| 2279.17 | | 1162.48 |
| -72.98 | Excess Payments over Receipts | -362.48 |
| 477.23 | Plus Bank Balance 1 July 2023 | 404.25 |
| 404.25 | Balance per Bank Statement 30 June 2024 | 41.77 |

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2025**

| 2024 | | 2025 |
|---------|---|---------|
| | INCOME | |
| 1057.29 | Interest - Term Investment and 50 Account | 922.28 |
| | EXPENDITURE | |
| 40 | Ground Rental | 10 |
| 0.00 | Unarranged OD and Interest | 3.48 |
| | Court Painting | 2364.47 |
| 0.00 | Tennis Nets | 349 |
| 39.89 | Spray | 0.00 |

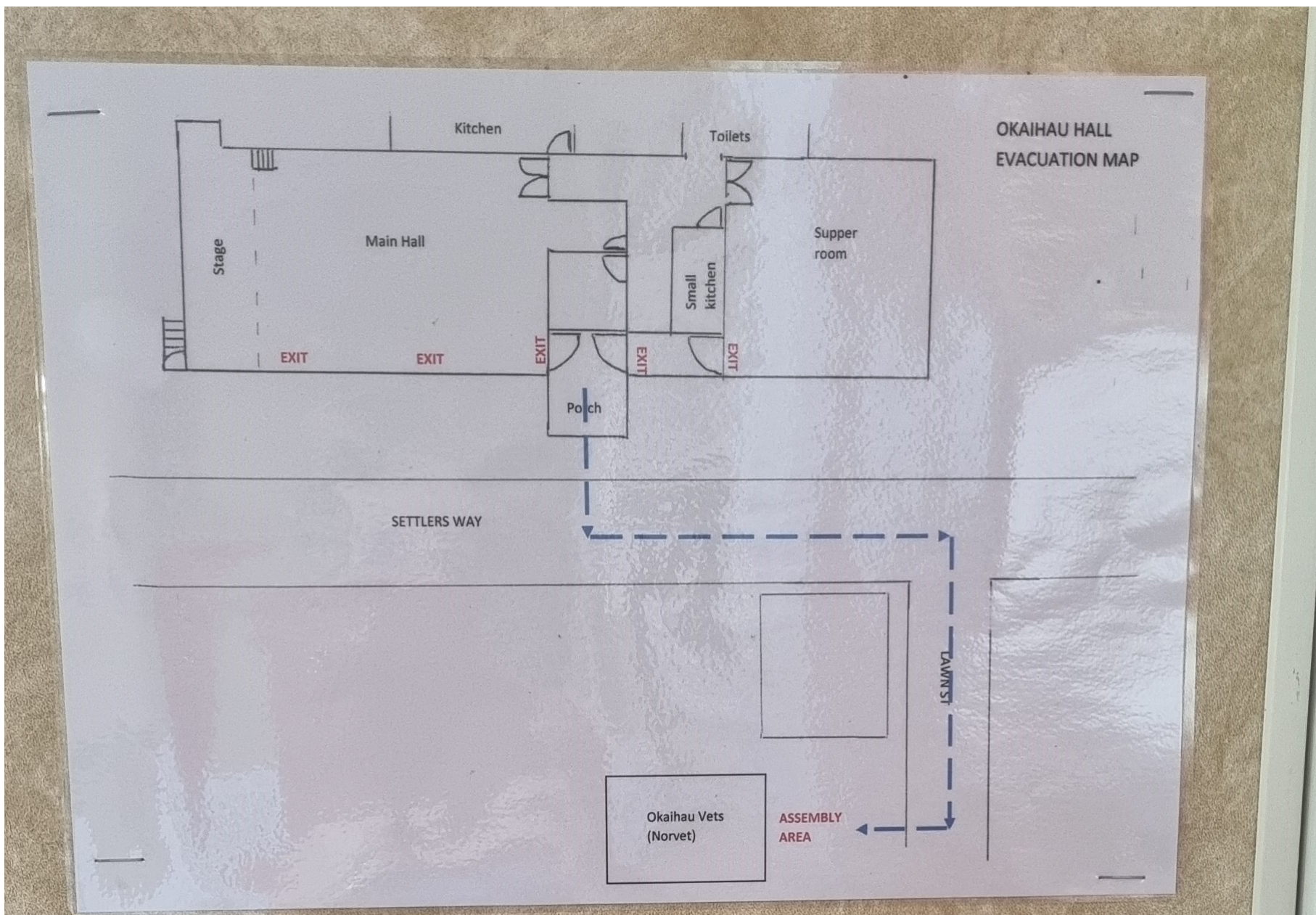
**OKAIHAU TENNIS CLUB
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2025**

| | |
|---|------------------------|
| 34.09 Paint | 0.00 |
| <u>1735.50 Steve Rogers - Graffiti Guard</u> | <u>0.00</u> |
| <u>1809.48</u> | <u>2726.95</u> |
| <u><u>752.19</u> EXCESS EXPENDITURE OVER INCOME</u> | <u><u>-1804.67</u></u> |

| 2024 | | 2025 |
|---|--|----------------------------|
| ACCUMULATED FUNDS | | |
| \$ 24,931.37 Balance as at 30 June 2024 | | \$ 24,179.18 |
| <u>-752.19 Excess Expenditure over income</u> | | <u>-1804.67</u> |
| <u><u>\$ 24,179.18</u></u> | | <u><u>\$ 22,374.51</u></u> |

Represented by

| Current Assets | |
|--|----------------------------|
| 404.25 Cash at Bank - ASB - 00 Account | 41.77 |
| 4,547.06 Cash at Bank - ASB - 50 Account | 2,311.94 |
| <u>19,227.87 Investments</u> | <u>20,020.80</u> |
| <u><u>\$ 24,179.18</u> Net Assets</u> | <u><u>\$ 22,374.51</u></u> |



**Okaihou Community Hall
9 Settlers Way, Okaihou**

EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:-

Sound the Evacuation Alarm:- **Airhorn**
 Leave the building by the nearest safe marked **EXIT**
 Call the Fire Service immediately
 – provide the address at the top of this notice

Dial 111

WHEN YOU ARE WARNED OF A FIRE IN THIS BUILDING:-

Leave the building by the nearest safe marked **EXIT**

ASSEMBLE AT THE DESIGNATED AREA:-

Outside Okaihou Vets, Lawn St

Stay at the Assembly point until the "ALL CLEAR" is given

FIRE EXTINGUISHER LOCATED AT:- Exit Door
FIRE HOSE REEL LOCATED AT:- Front of Hall

**PLEASE
IN
ITS
OFF
WALL**

2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|--|--------------------|----------------------------|
| Name of Hall: | Kohukohu Town Hall | | |
| Physical address: | Beach Road, Kohukohu | | |
| Postal address: | C/- John Wigglesworth, PO Box 7 Kohukohu | | |
| Booking Officer Name | Magdalena | | |
| Booking Officer Contact Info | Ph.: | Mobile: 0273439440 | Email: oratiocor@gmail.com |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Name | | | |
| Emergency Contact Info | | | |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|--------------|
| How often does the Committee meet annually? | Once a month |
| How often did the Committee meet in the year? | 12 |
| Date of the last AGM? | 23/8/25 |
| | |

| HALL INFORMATION | |
|-------------------------------|---|
| Usage Data | |
| Number of bookings: | 17 |
| Number of estimated users: | 400 |
| Type of use | |
| Community (regular users): | School, Karate Group, Linkz, Exercise Group |
| Casual (one off): | Council, Music Group, Community Concert, Basketball group |
| Commercial: | NA |
| Hire rates (per hour) | |
| Community: | \$10 per hour for mainhall - \$5 per hour supper room |
| Casual: | same |
| Commercial: | NA |
| Other: | NA |
| 2024/2025 Financial Statement | Attached: Yes |
| Building Warrant of Fitness | Photo attached as display in the hall : No |
| Evacuation Plan | Photo attached as display in the hall : Yes |
| Insurance - Contents | No Value: |
| Improvements completed | 8 Community Working Bees – prepare and paint kitchen and supper room walls – siting new water tanks, cleaning, and preparing new chairs and equipment, and small jobs, including mowing, weeding, clearing trees and roots. Re-instated mens toilets and improved electrical fittings. Installed heaters and |
| Maintenance completed | cleaning, and preparing new chairs and equipment, and small jobs, including mowing, weeding, clearing trees and roots. |
| Other: | Preparation for installing new water tanks to improve community residency. |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|---|---|
| Hall / meeting room details and capacities e.g.: Main hall – 250 PP | Main Hall capacity: 200 Supper Room: 80 |
| Kitchen facilities | Zip Water heater, stove, fridge, urns, crockery, and cutlery, cups, preparation tables, sink and washup facilities. |
| Toilets | Interior Womens and exterior mens. |
| Disabled access | Yes to building, but not to toilet. |
| Parking | Outside on street. |
| Furniture available | 150 chairs and 20 tables. |
| Other facilities / assets available e.g.: stage, lighting, heating | Heating in supper room. Stage with curtains. |

Checklist:

| | |
|--------|--|
| Yes/No | Form fully completed |
| Yes/No | Photo of BWOFF on display |
| Yes/No | Photo of Evacuation procedure on display |
| Yes/No | Copy of Audited Financial Accounts if relevant |
| Yes/No | Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024 |
| Yes/No | Other (funding report, funding requests) |
| Yes/No | Invite to attend the Community Board meeting |

Thank you for your co-operation.

Kohukohu Town Hall – Treasurer's Report for Year Ending 30th June 2025

During the year the committee agreed to start using the Xero Accounting package to manage and prepare our accounts, enable transparency and improve handover to incoming committees.

All Bank transactions from April 2020 onwards have been imported, coded and reconciled in Xero, and monthly reporting is now made at Committee meetings using the Xero reports.

Historically the Town Hall Committee has used a 31st March balance date, however during the year the Committee agreed to change the balance date to 30th June to better align with the AGM date and the recommendation made in the FNDC Hall's Policy.

The Cyclone Gabrielle Appeal Trust Grant of \$20,000 was spent in entirety by the extended completion date of 31st March and our report accepted. The funds were used to upgrade the Kitchen and Supper Room providing various equipment including stove, dishwasher, microwave, generator, chairs, tables, heaters, dehumidifier, etc and numerous small items like food service crockery etc. as well as the new 30,000 litre water tank to support resilience for the Hall and the community.

We had amazing support from a wide number of businesses who donated or discounted their products and I would like to thank Masport NZ Ltd, Bunnings Waipapa, Mitre10 Waipapa, Mitre10 Glenfield, Savebarn Whangarei, Farmers Home Albany, and The Toolshed Whangarei.

During the year we applied to Lotteries Community Facilities for operational cost support and received a grant of \$9,723 to assist with Power, Cleaning and Xero Accounting fees for a 12 month period. I recommend to the incoming committee that a further application be made for the following year's operational costs and that reporting be completed by the due date.

During the year the committee also agreed to requesting a review of our accounts by an independent advisor Takapuna Tax Services Ltd.

The handouts contain 2 reports – the Balance Sheet as at 30th June 2025 with comparison to 31st March balance dates retrospective to 2021 and the Profit & Loss for the year ending 30th June 2025 and comparison to the previous 4 years.

During the year we had incredible fundraising income from Karen Pinkney's sketches of \$3585, koha is still coming in from this effort, \$344 from the Winter Market and \$123 from the Spring Show. Our Hall hire income has increased markedly to \$1445 with greater hall useage and we also sold surplus large tables and equipment bringing in \$1300. We continue to be supported by regular koha from various community members as well as physical support at working bees etc. Super grateful.

We have made a number of repairs to the Hall during the year shown in the repairs and maintenance line, This is primarily for electrical, plumbing and paint supporting the Kitchen and Supper Room upgrade and resilience project.

Once again I would like to thank the committee for their trust. It has been a pleasure to work with a cohesive and supportive group.

Angela Lush – Treasurer, Kohukohu Town Hall Committee

Profit and Loss

Kohukohu Town Hall Committee For the 12 months ended 30 June 2025

| | JUL 2024-JUN 2025 | JUL 2023-JUN 2024 | JUL 2022-JUN 2023 | JUL 2021-JUN 2022 | JUL 2020-JUN 2021 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Trading Income | | | | | |
| Fundraising Events | 4,052.20 | - | - | - | - |
| Hall Hire | 1,445.00 | 645.00 | 300.00 | 325.00 | 420.00 |
| Market Sales | - | 296.50 | - | - | 390.00 |
| Total Trading Income | 5,497.20 | 941.50 | 300.00 | 325.00 | 810.00 |
| Gross Profit | | | | | |
| | 5,497.20 | 941.50 | 300.00 | 325.00 | 810.00 |
| Other Income | | | | | |
| Extraordinary Income | 1,300.00 | - | - | 200.00 | 2,500.00 |
| Interest Income | 275.09 | 8.96 | 3.36 | 0.30 | - |
| Koha Received | 565.00 | 547.00 | 210.00 | 200.00 | 130.50 |
| Total Other Income | 2,140.09 | 555.96 | 213.36 | 400.30 | 2,630.50 |
| Operating Expenses | | | | | |
| Advertising | 69.81 | 245.00 | 192.86 | - | - |
| Bank Fees | - | 50.00 | 10.00 | - | - |
| General Expenses | 100.75 | - | - | - | - |
| Koha Given | - | 25.00 | - | - | - |
| Light, Power and Heating | 808.29 | 1,090.35 | 1,520.60 | 1,505.39 | 832.18 |
| Repairs and Maintenance | 4,325.51 | - | - | - | - |
| Total Operating Expenses | 5,304.36 | 1,410.35 | 1,723.46 | 1,505.39 | 832.18 |
| Net Profit | | | | | |
| | 2,332.93 | 87.11 | (1,210.10) | (780.09) | 2,608.32 |

2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|---|---------|-------------------------------|
| Name of Hall: | South Hokianga War Memorial Hall- Opononi | | |
| Physical address: | 15 Hokianga Harbour Drive | | |
| Postal address: | P.O. Box 13 | | |
| Booking Officer Name | Marina Stewart (Booking Officer will be added to our website) | | |
| Booking Officer Contact Info | Ph.021 185 4581: | Mobile: | Email:marinajbarlow@gmail.com |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Name | | | |
| Emergency Contact Info | | | |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|--|
| How often does the Committee meet annually? | Every 1- 2 months |
| How often did the Committee meet in the year? | 5 |
| Date of the last AGM? | Wednesday 10 th December 2025 |

| HALL INFORMATION | |
|-------------------------------|--|
| Usage Data | |
| Number of bookings: | 85 |
| Number of estimated users: | 40 |
| Type of use | |
| Community (regular users): | Lions/ Country Music Festival/Residents and Rate Payers/Drumming session/Hau ora Hokianga/Hokianga Market/ RSA Pool Club/ Oranga Tamariki/ Water Group |
| Casual (one off): | Wedding/ Birthdays/ Anniversary/Printing Session/National Party/Auction/ Maori organisation meetings |
| Commercial: | |
| Hire rates (per hour) | |
| Community: | \$25.00 per hour per area |
| Casual: | \$25.00 per hour per area/ Kitchen use \$30.00 per hour |
| Commercial: | |
| Other: | |
| 2024/2025 Financial Statement | Attached: Yes |
| Building Warrant of Fitness | Photo attached as display in the hall : Yes |
| Evacuation Plan | Photo attached as display in the hall : Yes |
| Insurance - Contents | Yes / No |
| | Value: |
| Improvements completed | Kitchen stove did not comply so now relocated to be under range hood |
| Maintenance completed | |
| Other: | |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|--|--|
| Hall / meeting room details and capacities e.g.: Main hall – | Main hall seats 250 Supper room seats 36 Meeting room seats 42 Kitchen- 6 |
| Kitchen facilities | Fully equipped commercial kitchen |
| Toilets | Mens Ladies |
| Disabled access | one |
| Parking | yes |
| Furniture available | Tables/Chairs |
| Other facilities / assets available e.g.: stage, lighting, heating | Fan/ Microphones/ Projector/Screen/whiteboard/sound system |

Checklist:

| | |
|--------|--|
| Yes | Form fully completed |
| Yes | Photo of BWOFF on display |
| Yes | Photo of Evacuation procedure on display |
| No | Copy of Audited Financial Accounts if relevant |
| Yes | Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024 |
| Yes/No | Other (funding report, funding requests) |
| Yes | Invite to attend the Community Board meeting |

Thank you for your co-operation.

OPONONI HALL-South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive. P.O. Box 13, Kaikohe 0445- Email: opononihall@gmail.com

Statement of Income and Expenditure for the Financial year 01st August 2024 to 31st July 2025

| INCOME | 2024/25 | EXPENDITURE | 2024/25 |
|--|------------------------------|--|---------------------------|
| Opening Balance brought forward | | 7,741.90 | |
| | | Cleaning Materials | 267.39 |
| | | Assets (First Aid kit/ Balance floor machine/ 6 tables/6 Black lycra table cloths | |
| Hall Hire | 8,080.00 | Lock set/ Cord for sound system/Projector | 3040.37 |
| Donations | 1,225.00 | Repairs and Maintenance- | 731.52 |
| Sale of 1/2 share hall Projector to RSA | 397.50 | Water Rates | 250.88 |
| Cleaning Bond | 300 | Stationery | 157.00 |
| | | Caretaker (wages) | 2,225.00 |
| | | Gifts (Clyde \$100 & Rescue Helicopter \$170) | 270.00 |
| Funds received from FNDC Kaikohe-Hokianga Community Board | | Bank fees | 20.00 |
| Purchase floor machine. \$1570.00 | | Meridian Energy Power | 2,535.30 |
| | <u>\$10,002.50</u> | Bonds Refunded | \$832.50 |
| Plus Balance brought forward (\$7,741.90 | <u>\$17,744.40</u> | | <u>\$10,329.96</u> |
| Balance Bank a/c Thu 31Jul 2025 | 7,414.44 | | |
| AGM: 10/9/2025 -TREASURER - | <u>Marina Stewart</u> | | |



Fireco Limited
0800 101 232
info@fireco.co.nz
www.fireco.co.nz

Form 12A

Certificate of Compliance with Inspection, Maintenance and Reporting

BUILDING INFORMATION

| | |
|--|--|
| Street address of building: | 15 Hokianga Harbour Drive Opononi 0473 |
| Building name: | Opononi RSA Hall |
| Compliance schedule number: | CS1275 |
| Legal description of land where building is located: | LOT 1 DP 42588 LOT 1 DP 117209 |
| Location of building within site/block number: | |

THE OWNER

| | |
|------------------------------------|------------------------------|
| Name of owner: | Far North District Council |
| Contact person: | Michelle Rockell |
| Mailing address: | Private Bag 752 Kaikohe 0440 |
| Street address / registered office | |

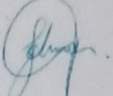
COMPLIANCE

The inspection, maintenance and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below, in relation to the following specified item(s)

SYSTEMS

- SS 2/1 Automatic or Manual Emergency Warning Systems
- SS 4 Emergency Lighting Systems
- SS 14/2 Signs
- SS 15/2 Final exits
- SS 15/4 Signs for communicating

| | | | |
|--------------------------|----------------|-------------|-----------|
| Name of IQP: | John Ng | IQP Number: | IQP114439 |
| Name of LBP/IQP company: | Fireco Limited | | |

| | | | |
|--|--|-------|---------------|
| Signature of Licensed building practitioner: |  | Date: | 29 April 2025 |
| | John Ng for Fireco Limited | | |

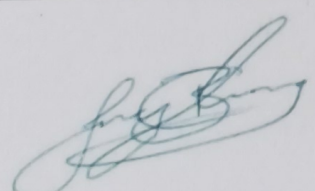



FIRECO
Building Compliance and Fire Safety

Fireco Limited
• Ph: 0800 101 232
• Email: info@fireco.co.nz
• Web: www.fireco.co.nz
• PO Box 1517, Whangarei

BUILDING WARRANT OF FITNESS

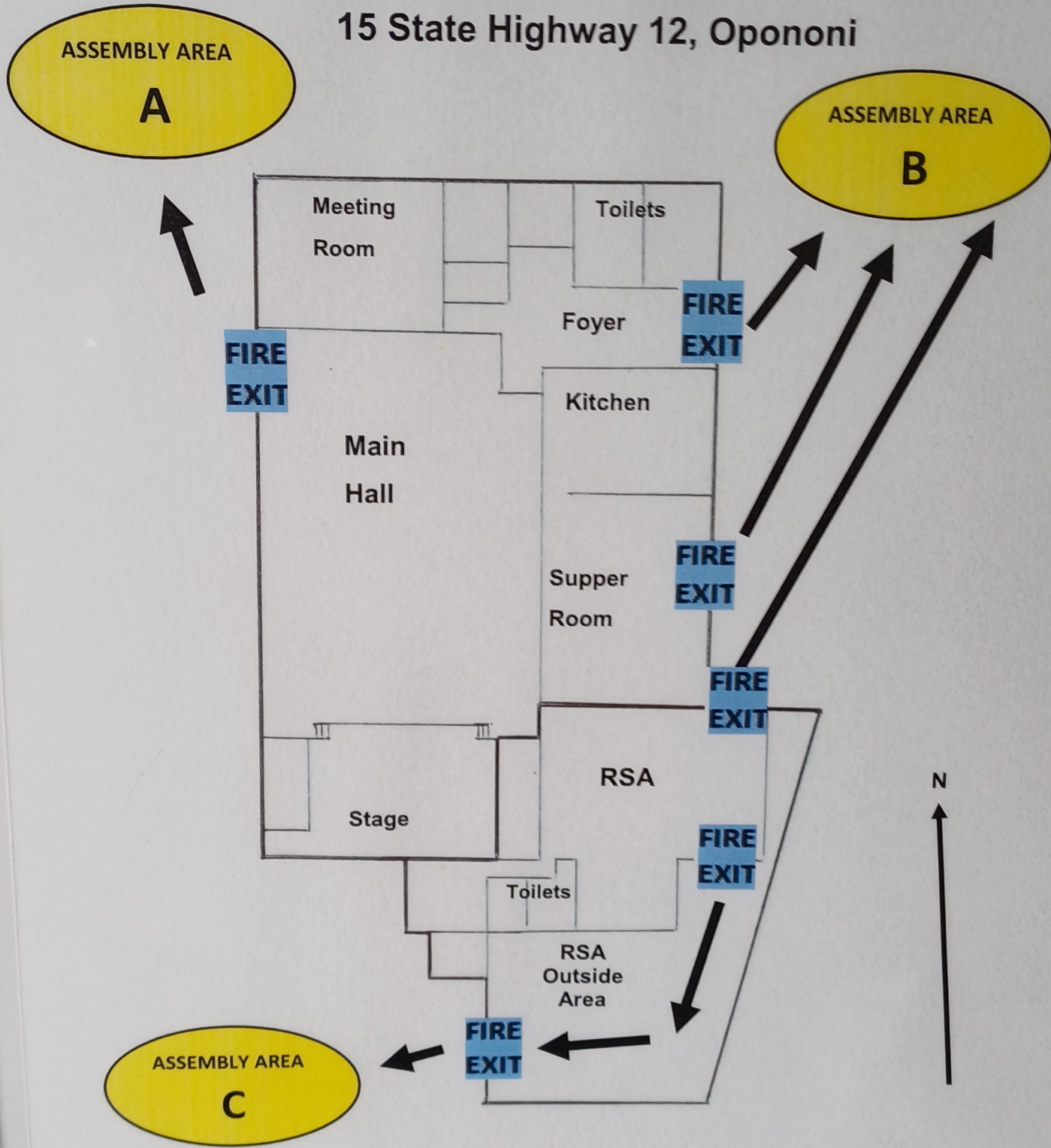
Form 12, Section 108, Building Act 2004

| THE BUILDING | |
|---|--|
| Compliance schedule number: CS1275 | Annual BWOF expiry date: 30 April 2026 |
| Building Name: Opononi RSA Hall Street Address: 15 Hokianga Harbour Drive, Opononi 0473 PID/LLP: - Legal Description: LOT 1 D P 42588 LOT 1 DP 117209 Location of Building within site/block number: - Year First Constructed: - | Current Lawfully established use: Communal Non-Residential Intended Life of building: - Level/unit number: - Maximum Occupancy Level: -316 Highest fire hazard category for building use: CA |
| THE OWNER | |
| Name of Owner: Far North District Council Contact Person: Michelle Rockell Street Address/Registered Office: 15 Hokianga Harbour Drive, Opononi 0473 Mailing Address: - Private Bag 752 Kaikohe 0440 | Telephone (daytime): - Telephone (after-hours): - Mobile: - 0272718167 Facsimile: - E-mail: Michelle.rockell@fndc.govt.nz Website: - |
| THE AGENT | |
| Name of Agent: Fireco Limited Contact Person: Ben Greyling Street Address/Registered Office: 10 Cameron Street Whangarei 0110 Mailing Address: PO Box 1517, Whangarei, 0140 Relationship to Owner: Duly authorised agent | Telephone (daytime): 0800 101 232 Telephone (after-hours): 0800 101 232 Mobile: 021 621 321 Facsimile: - E-mail: info@fireco.co.nz Website: www.fireco.co.nz |
| SPECIFIED SYSTEMS | |
| SS 2 - Automatic or Manual emergency warning systems SS 4 - Emergency lighting systems SS 14/2 Signs | SS 15/2 Final exits SS 15/4 Signs for communicating |
| WARRANT | |
| The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below. The compliance schedule is kept at: Opononi RSA Hall in site folder | |
| ATTACHMENTS | |
| <input checked="" type="checkbox"/> Certificates relating to inspections, maintenance and reporting (form 12A) <input type="checkbox"/> Recommendations for amendments to the compliance schedule, if any. | |
|  Signature of agent on behalf of the owner Ben Greyling Managing Director - Fireco Limited Duly Authorised Agent |  30 April 2025 Date |

FIRE EVACUATION PLAN

Opononi Hall & Hokianga Memorial RSA

15 State Highway 12, Opononi



2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|---------------------------|---------------------|----------------------|
| Name of Hall: | RAWENE COMMUNITY HALL | | |
| Physical address: | 9 PARNELL ST, RAWENE 0437 | | |
| Postal address: | C/O BOX 96, RAWENE 0443 | | |
| Booking Officer Name | MICHAEL ALBRECHT | | |
| Booking Officer Contact Info | Ph.:021 137 1097 | Mobile:021 137 1097 | rawenehall@gmail.com |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Names | | | |
| Emergency Contact Info | | | |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|---|
| How often does the Committee meet annually? | Regular meetings every two months. Special meetings as required. |
| How often did the Committee meet in the year? | Six times |
| Date of the last AGM? | Thursday 25 th September 2025 |

| HALL INFORMATION | |
|-------------------------------|---|
| Usage Data | |
| Number of bookings: | Community Regular users 344 ; Casual users 12; Total 356 |
| Number of estimated users: | Community Regular users 3076; Casual users 934 Total 4010 |
| Type of use | |
| Community (regular users): | 3076 |
| Casual (one off): | 934 |
| Commercial: | N/A |
| Hire rates (per hour) | |
| Community: | See attached Hall Hire Information |
| Casual: | See attached Hall Hire Information |
| Commercial: | N/A |
| Other: | See Hall attached Hall Hire Information |
| 2023/2024 Financial Statement | Attached: Yes |
| Building Warrant of Fitness | Photo attached as display in the hall: Yes |
| Evacuation Plan | Photo attached as display in the hall: Yes |
| Insurance - Contents | No Value: |
| Improvements completed | 2023 2024 – Upgrade -FNDC. Funded a major reconfiguration and upgrade of the kitchen, toilet block including accessible external entrance .. |
| Maintenance completed | 2023 2024 – Incorporated in upgrade 2024 2025 – Repair to a leak in the roof above stage. |
| Other: | 2023 -2024 Upgrade External Stainless steel preparation / clearing facility. 2025- Wi-Fi Connection Installed |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|---|---|
| Hall / meeting room details and capacities e.g.: Main Hall – 250 pp | See attached Hall Hire Information. Hall Maximum capacity 168 seated in hall, Hall seats 120 for comfortable dining |
| Kitchen facilities | 2023 - 2024 - Upgrade :Stove - Gas hob - lectric oven Under bench Instant Hot Water and Ambient Filtered Watter Dishwasher - Frig / freezer combo Hot water urn – free standing Microwave |
| Toilets | 2023 - 2024 -Upgrade Fully accessible multiple purpose room includes toilet, shower, powder room and baby changing facilities. |
| Disabled access | 2023 - 2024 - Upgrade The hall has three wheelchair accessible entrances and one fully assessable toilet / shower facility |
| Parking | Hall has no dedicated parking. |
| Furniture available | Trestle tables –20 plastic trestle tables comfortably seat 6 -- 8 max Chairs - 158 80 plastic - 78 upholstered Crockery / Cutlery / water glasses for 100 place settings. |
| Other facilities / assets available e.g.: stage, lighting, heating | Stage maximum occupancy 27 people has fixed spot lighting. Hall has no heating. |

Checklist:

| | |
|--------|---|
| Yes/No | Form fully completed |
| Yes/No | Photo of BWOFF on display |
| Yes/No | Photo of Evacuation procedure on display |
| Yes/No | Copy of Audited Financial Accounts if relevant |
| Yes/No | Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025 |
| Yes/No | Other (funding report, funding requests) Covered in Annual Financial Accounts |
| Yes/No | Invite to attend the Community Board meeting |

Thank you for your co-operation.



RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE
C/- Box 96 Rawene 0443, 9 Parnell St Rawene 0473



HALL HIRE INFORMATION - Updated 25.9.25

Chargeable items:

| | | |
|---|-------|-----------------|
| Hall Hire fee per hour for (Hokianga residents or groups) | \$10 | All others \$15 |
| Maximum Day / Night fee | \$150 | |
| Kitchen use flat fee | \$40 | |
| Cleaning fee for use of supper room / toilets | \$30 | |
| Cleaning fee for hall (when no food / alcohol is present) | \$60 | |
| Cleaning fee for hall (when food / alcohol is present) | \$120 | |
| Funeral Hire for 1 day -Kitchen / cleaning inclusive | \$250 | |

After submitting the required information, a quote will be prepared.

Once confirmed via email an Invoice will be sent, and payment Direct Credit will be required 4 days before the event.

A Bond of \$200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected. Unused Bond refund will be within 14 days.

Information:

Hall Maximum capacity 168 seated in hall, 120 seated for comfortable dining
 Wheelchair assessable entrances and fully assessable toilet / shower facility
 Access to the hall for setting up prior to the event is to be determined at the Quoting stage.
 Unlocking the hall, inspection prior and after the event will be performed by Hall Booking Officer / Caretaker.
 Setting up and packing away of tables and chairs is the responsibility of hirer.

Wi Fi Connection:-

Chairs – Tables available for use:- NB Not to be taken outside the hall

Trestle tables – 20 plastic trestle tables comfortably seat 6 -- 8 max
 Chairs - 158 80 plastic - 78 upholstered

Kitchen Equipment :-

Stove - Gas hob - Electric oven
 Under bench Instant Hot Water and Ambient Filtered Water
 Dishwasher -
 Frig / freezer combo
 Hot water urns – 2 free standing
 Microwave
 Crockery / Cutlery / water glasses / bottles for 100 place settings .
 Chafer dishes – 4 square 9 litre – plus chafer fuel – on request .
 Note :- Table cloths and Tea towels are not provided.

Cleaning: All necessary cleaning equipment is available in the cleaning cupboard

All furniture must be stacked away in its designated places.

Hall to be left in tidy state and all rubbish / decorations to be removed by hirer.

Please NOTE

Hirers are **not permitted to attach, pin or nail anything to the walls inside the hall.**

Hall use instructions and **FIRE EVACUATION** plan are posted on the **wall in the dining room.**

Emergency services and contacts are also posted.

Rawene Hall Booking Officer / Caretaker – Michael Albrecht rawenehall@gmail.com 021 137 1097

Performance Report

Rawene Community Hall Management Committee
For the period 1 July 2024 to 30 June 2025

Contents

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Approval of Financial Report

Rawene Community Hall Management Committee For the year ended 30 June 2025

The Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2025.

APPROVED

Date

Entity Information

Rawene Community Hall Management Committee For the year ended 30 June 2025

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Rawene Community Hall Management Committee

Entity Type and Legal Basis

Unincorporated Not for Profit Organisation

Entity's Purpose or Mission

The aims of the Group shall be to: Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use.

Entity Structure

The committee is an elected delegated body on behalf of the Kaikohe Hokianga Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and resolving any operational problems, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users. Hokianga Masonic Lodge has a 999-year hall agreement with FNDC for the Lodge rooms and the use of the rest of the Hall.

Organisation chart :-

Chairperson – Claire Kaahu White
Treasurer – Mike Albrecht
Secretary – Gwen Freese
KHCB Rep - Jesse Mc Veagh
Community - Paul Hamilton
Community - Tina Quitta
Community - Christine Fath
Masonic Lodge Rep - Karl Freese
Assurance Reviewer – Teresa Lomas

All positions subject to review and election to office at Annual General Meeting.

Main Sources of Entity's Cash and Resources

The entity's activities are funded by income from hall hire, grants from FNDC and philanthropic organisations.

Main Methods Used by Entity to Raise Funds

Revenue from hall hire.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies totally on the good will of volunteer time and expertise to complete work in all essential roles such as governance, administration and fundraising.

Additional Information

Rawene Community Hall Management Committee

Physical Address: - 9 Parnell St Rawene 0473

Entity Information

Postal Address: - Box 96, Rawene 0473 rawenehall@gmail.com 0211371097

Statement of Service Performance

Rawene Community Hall Management Committee

For the year ended 30 June 2025

Cash Basis

'What did we do?', 'When did we do it?'

Description of the Entity's Outcomes

The aims of the Group shall be to:

Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use

Description and Quantification of the Entity's Outputs

Please refer to Treasurers end of year financial statement.

RCHMC received COGS Grant \$6,000 to fund 2024-2025 year operation cost.

Additional Output Measures

- Installation of additional storage ie - cupboards and containers to improve storage and security for the regular hall hirers equipment.
- Upgrade of security lighting system to improve security.
- To comply with OHS Standards external steps painted with recommended reflector paint.
- Installed full length mirror in toilet block.
- Installation of large hot/cold water sink /bench unit on deck for an extra space to prepare food or cleaning purposes.

Statement of Income and Expenses

Rawene Community Hall Management Committee For the year ended 30 June 2025

| | 2025 | 2024 |
|--|----------------|---------------|
| Income | | |
| Grants | 6,000 | 7,000 |
| Hall Hire | 6,650 | 7,460 |
| Koha | 50 | - |
| Total Income | 12,700 | 14,460 |
| Expenses | | |
| Administration Expenses | | |
| Travel and Accommodation | 125 | - |
| Assurance Review Fees | 690 | 660 |
| Booking Administration & Caretaker Fees | 3,958 | 3,446 |
| Consultancy | - | 805 |
| Donations | 50 | - |
| Freight & Courier | 4 | 230 |
| General Expenses | 603 | 124 |
| Printing & Stationery | 6 | - |
| Security | 354 | - |
| Rubbish Disposal | 117 | - |
| Total Administration Expenses | 5,906 | 5,265 |
| Occupancy Costs | | |
| Cleaning & Laundry | 1,979 | 1,246 |
| Gas Bottle Costs | 125 | 125 |
| Light Power & Heating | 1,472 | 1,452 |
| Total Occupancy Costs | 3,576 | 2,823 |
| Repairs and Maintenance | | |
| Minor Assets | 1,995 | 1,239 |
| Repairs & Maintenance - Buildings | 3,307 | 138 |
| Repairs & Maintenance - General | 323 | - |
| Repairs & Maintenance - Plant & Equipment | 170 | 59 |
| Total Repairs and Maintenance | 5,795 | 1,436 |
| Non-cash expenses | | |
| Depreciation | 2,585 | 4,717 |
| Total Non-cash expenses | 2,585 | 4,717 |
| Total Expenses | 17,862 | 14,242 |
| Net Increase (Decrease) in Funds for the Year | (5,162) | 218 |

Movements in Accumulated Funds

Rawene Community Hall Management Committee For the year ended 30 June 2025

| | 2025 | 2024 |
|---|---------------|---------------|
| Accumulated Funds | | |
| Opening Balance | 38,957 | 38,738 |
| Current Year Increase (Decrease) in Funds | (5,162) | 218 |
| Total Accumulated Funds | 33,794 | 38,957 |

Balance Sheet

Rawene Community Hall Management Committee

As at 30 June 2025

| | 30 JUN 2025 | 30 JUN 2024 |
|---------------------------------|---------------|---------------|
| Assets | | |
| Current Assets | | |
| Cash and Bank | 13,118 | 17,476 |
| Total Current Assets | 13,118 | 17,476 |
| Non-Current Assets | | |
| Property, Plant and Equipment | 20,677 | 21,481 |
| Total Non-Current Assets | 20,677 | 21,481 |
| Total Assets | 33,794 | 38,957 |
| Net Assets | 33,794 | 38,957 |
| Accumulated Assets | | |
| Retained Earnings | 33,794 | 38,957 |
| Total Accumulated Assets | 33,794 | 38,957 |

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee

For the year ended 30 June 2025

| NAME | COST | OPENING VALUE | PURCHASES | DISPOSALS | DEPRECIATION | CLOSING ACCUM DEP | CLOSING VALUE |
|---|---------------|---------------|--------------|-----------|--------------|----------------------|---------------|
| Buildings | | | | | | | |
| Flooring upgrade | 7,360 | 7,360 | - | - | - | - | 7,360 |
| Total Buildings | 7,360 | 7,360 | - | - | - | - | 7,360 |
| Furniture & Fittings | | | | | | | |
| Black Duro Chairs x 80 | 6,592 | 4,217 | - | - | 675 | 3,050 | 3,542 |
| Blinds x 9 | 2,605 | 605 | - | - | 151 | 2,151 | 454 |
| Bolero stacking tables with curved edge x 6 | 1,724 | 1,701 | - | - | 272 | 295 | 1,429 |
| Cat walk - Donated | - | - | - | - | - | - | - |
| Mirrors | 494 | 487 | - | - | 78 | 85 | 409 |
| Notice Board | 936 | 450 | - | - | 112 | 599 | 337 |
| Outdoor Notice Board | 945 | 765 | - | - | 77 | 256 | 689 |
| TV cabinet and kitchen shelves | 1,780 | - | 1,780 | - | 297 | 297 | 1,483 |
| Total Furniture & Fittings | 15,076 | 8,226 | 1,780 | - | 1,662 | 6,732 | 8,344 |
| Plant & Equipment | | | | | | | |
| Aro 900 Gas Stove - Donated | - | - | - | - | - | - | - |
| Breville Fry Pan | 151 | - | - | - | - | 151 | - |
| Breville smart Fryer | 319 | - | - | - | - | 319 | - |
| Crockpot | 137 | - | - | - | - | 137 | - |
| Deluxe Juice Dispenser | 345 | - | - | - | - | 345 | - |
| Fridge Freezer 450Lt - Donated | - | - | - | - | - | - | - |
| Kenwood blender | 105 | - | - | - | - | 105 | - |
| Makita Stick Vacuum | 627 | - | - | - | - | 627 | - |
| Mitsubishi French Door Fridge | 3,819 | 3,717 | - | - | 595 | 697 | 3,123 |
| Olympia Chafer 9lt x4 | 345 | 342 | - | - | 34 | 37 | 308 |
| Panasonic Microwave - Donated | - | - | - | - | - | - | - |
| Panosonic Microwave | 604 | - | - | - | - | 604 | - |
| Roband Pie Warmer | 1,317 | 1,299 | - | - | 208 | 225 | 1,091 |
| Russell Hobbs Slow Cooker | 71 | - | - | - | - | 71 | - |
| Stacking Chair Trolley | 234 | - | - | - | - | 234 | - |
| Stockpots x 3 | 209 | - | - | - | - | 209 | - |
| Table Trolley | 610 | 537 | - | - | 86 | 159 | 451 |
| Vax Commercial Vacuum Backpack | 450 | - | - | - | - | 450 | - |

Schedule of Property, Plant and Equipment

| NAME | COST | OPENING VALUE | PURCHASES | DISPOSALS | DEPRECIATION | CLOSING ACCUM DEP | CLOSING VALUE |
|--|---------------|---------------|--------------|-----------|--------------|----------------------|---------------|
| Zip Wall Heater - Donated | - | - | - | - | - | - | - |
| Total Plant & Equipment | 9,343 | 5,895 | - | - | 923 | 4,370 | 4,973 |
| Total | 31,779 | 21,481 | 1,780 | - | 2,585 | 11,102 | 20,677 |

Statement of Accounting Policies

Rawene Community Hall Management Committee For the year ended 30 June 2025

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

Statement of Accounting Policies**4. Contingent Assets and Liabilities**

There were no known contingent assets or liabilities at balance date. (Prior year: Nil)

5. Related parties

Michael Albrecht is a committee member. He received payment for building maintenance work completed at normal arms length business terms.

There were no material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT



To the Members of Rawene Community Hall Management Committee

I have reviewed the accompanying Performance Report of Rawene Community Hall Management Committee, which comprises Entity Information, Statement of Service Performance, the Statement of Financial Performance, Statement of Financial Position as at 30th June 2025, Statement of Accounting Policies and Notes to the Performance Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting- Accrual (Not For Profit), and for such internal control as the committee members determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

It is my responsibility to express an independent opinion on the accompanying financial statements and report my opinion to you.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis of Opinion

A review of the Performance Report is a limited assurance engagement.

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- a) The significant estimates and judgements made by the Committee in the preparation of the Performance report, and
- b) Whether the accounting policies are appropriate to the organisation's circumstance, consistently applied and adequately disclosed.

Conclusion

I have obtained all the information and explanations I have required.

In my opinion, based on my review, the attached Performance Report fairly reflects in all material aspects, the financial position of Rawene Community Hall Management Committee as at 30th June 2025, and the results of operations for the year ended 30 June 2025, in accordance with Public Benefit Entity Simple Format Reporting- Cash Basis (Not For Profit).

A handwritten signature in blue ink, appearing to read 'T. Lomas'.

Teresa Lomas
LCT Consulting & Accounting Ltd
Waimamaku
24 September 2025

2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|---|--------------------|------------------------------------|
| Name of Hall: | TAHEKE UNITED COMMUNITY CENTRE | | |
| Physical address: | 3272 State Highway 12, Taheke, Hokianga | | |
| Postal address: | C/O Elle Reihana, 393 Rawene Road, RD 3, Kaikohe 0473 | | |
| Booking Officer Name | Augustine Henry | | |
| Booking Officer Contact Info | Ph.:094014713 | Mobile: 0212636861 | Email: Augustine.mirih69@gmail.com |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Name | | | |
| Emergency Contact Info | | | |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Vice Chair | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

| COMMITTEE MEETING DETAILS | |
|---|--------------|
| How often does the Committee meet annually? | 6 to 8 times |
| How often did the Committee meet in the year? | 7 |
| Date of the last AGM? | 11 June 2025 |

| HALL INFORMATION | |
|-------------------------------|---|
| Usage Data | |
| Number of bookings: | 20 private functions and meetings and support groups Seasonal rugby trainings for JMB rugby and home games |
| Number of estimated users: | JMB – three teams approx. 40 players with parent/whanau support. Private users numbers vary depending on hireage use i.e. birthday celebration/meeting |
| Type of use | |
| Community (regular users): | Taheke United JMB Rugby Football Club – JMB rugby, Touch (Small User) VURLC – (Small User) |
| Casual (one off): | Private functions, meetings, support groups |
| Commercial: | NA |
| Hire rates (per hour) | |
| Community: | Small User - \$150 annual fee – No Major User for this period |
| Casual: | Meetings (Maximum 4 hours) - \$50 plus \$50 bond |
| Commercial: | Day/Night hireage fee \$100 day/night plus \$100 bond |
| Other: | |
| 2024/2025 Financial Statement | Attached: Yes |
| Building Warrant of Fitness | Photo attached as display in the hall : No building WOF |
| Evacuation Plan | Photo attached as display in the hall : No – To be actioned |
| Insurance - Contents | Yes – Following major upgrade by FNDC in 2022/2023- FNDC have info. |
| Improvements completed | None |
| Maintenance completed | None |
| Other: | |

| COMMITTEE MEETING DETAILS | |
|---|--------------|
| How often does the Committee meet annually? | 6 to 8 times |
| How often did the Committee meet in the year? | 7 |
| Date of the last AGM? | 11 June 2025 |

| HALL INFORMATION | |
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| Commercial: | Day/Night hireage fee \$100 day/night plus \$100 bond |
| Other: | |
| 2024/2025 Financial Statement | Attached: Yes |
| Building Warrant of Fitness | Photo attached as display in the hall : No building WOF |
| Evacuation Plan | Photo attached as display in the hall : No – To be actioned |
| Insurance - Contents | Yes – Following major upgrade by FNDC in 2022/2023- FNDC have info. |
| Improvements completed | None |
| Maintenance completed | None |
| Other: | |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|---|---|
| Hall / meeting room details and capacities e.g.: Main hall – 250 pp | 100/150 pp |
| Kitchen facilities | Stove, Extractor Hood, fridge/freezer, zip Hirers must provide own crockery, cutlery, cleaning equipment ie mop etc and remove all rubbish |
| Toilets | Mens, Ladies and Disability |
| Disabled access | Yes |
| Parking | Yes |
| Furniture available | 12 white foldout tables 40 cream plastic chairs |
| Other facilities / assets available e.g.: stage, lighting, heating | Lighting |

Checklist:

| | |
|--------|--|
| Yes/No | Form fully completed |
| Yes/No | Photo of BWOF on display |
| Yes/No | Photo of Evacuation procedure on display |
| Yes/No | Copy of Audited Financial Accounts if relevant |
| Yes/No | Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024 |
| Yes/No | Other (funding report, funding requests) |
| Yes/No | Invite to attend the Community Board meeting |

Thank you for your co-operation.

25/7/2025
Lodged

Society Name: **TAHEKE UNITED COMMUNITY CENTRE INCORPORATED**

Society No: 2642991

Financial Statement for year ended: 31 March 2025

| INCOME | \$ |
|--|---------------------|
| Affiliation fees | 300.00 |
| Hireage fees | 1,900.00 |
| Koha | 150.00 |
| Total Income | \$2,350.00 |
| EXPENSES | |
| Power accounts | 1,571.67 |
| Bank fees | 35.00 |
| Refund bond/hireage fee as booking cancelled | 400.00 |
| Administration | 20.00 |
| Fencing materials/Labour | 5,000.00 |
| Mowing field | 1,035.00 |
| Total Expenses | \$8,061.67 |
| Net surplus/(loss) | (\$5,711.67) |
| ASSETS | |
| Cash on hand | 26.20 |
| Bank account 00 | 4,869.80 |
| Investment account | 5,525.92 |
| Clubroom equipment | 1,000.00 |
| Total Assets | \$11,421.92 |
| LIABILITIES | |
| | \$0 |
| Accumulated funds as at 31 March 2025 | \$11,421.92 |

FINANCIAL STATEMENT FOR YEAR ENDING 2025

I certify that this financial statement has been submitted to and approved by the members at the Annual General Meeting/~~General Meeting~~ held on ~~23 March 2025~~ ^{21 May 2025}

Signed E Reihana Ruka

E Reihana Ruka

ER 11 June 2025

Name and description: Ellenice Reihana Ruka (Treasurer)

Date: 11 June 2025

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
 - a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

| Council Responsibility | Community Board Responsibility | Hall Committee Responsibility |
|---|--|--|
| Asset management | Governance | Operation |
| Delegations | Appointment of Committee Advisor | AGM & appointment of Committee and Officers |
| Renewals and upgrades planning and delivery | Reporting of income, expenditure & usage | Bookings management |
| To maintain the external building envelope | | Internal maintenance of building and equipment |
| Water & wastewater infrastructure provision and maintenance | | Replacement of internal equipment |
| Insurance payments | | Water & wastewater rates |
| Car park & grounds control, maintenance and upgrades | | Services & utilities payments |
| Fences control, maintenance and upgrades | | Cleaning |

Halls and Facilities Strategy

June 2015



Foreword

A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015. It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



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Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- **Integrated Network**
- **Efficient Use**
- **Hierarchy**
- **Affordability**
- **Agreed Standard**
- **Support Resilient Communities**

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

The Council's strategic objectives are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.



Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- **Facilities of Local Importance**
These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- **Facilities of Local Significance**
War Memorial Halls/Heritage buildings – these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- **Facilities of District Importance**
These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

Council will investigate further a contestable fund for works and operational subsidies for community owned facilities.

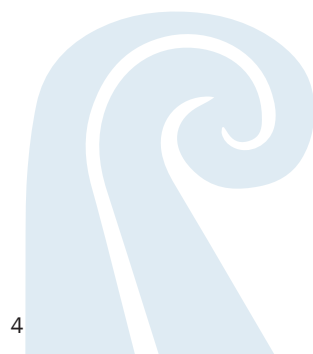
Ownership and Management models

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that include:

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).
2. Community led divestment (effectively selling the building but not the land).
3. Council led divestment of non-strategic facilities.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities



Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

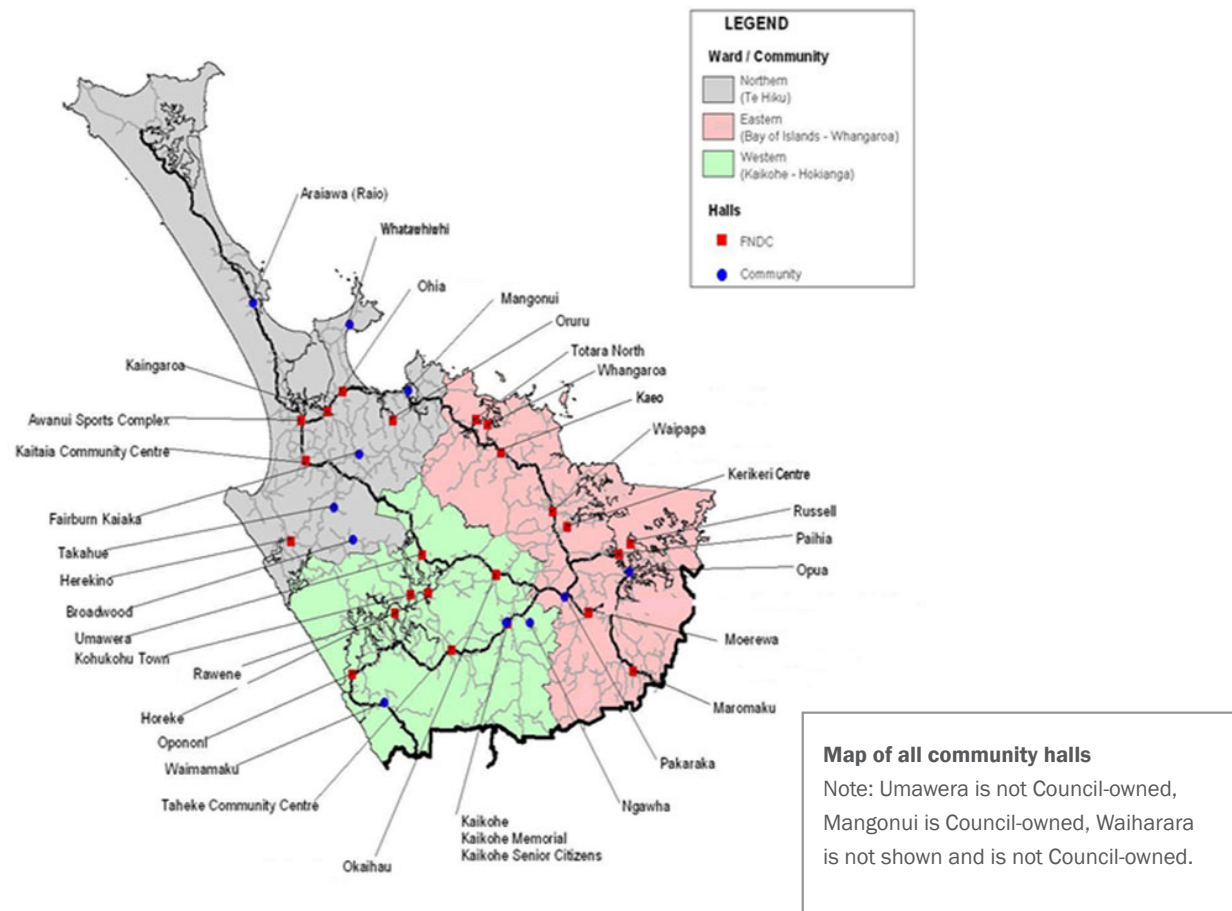
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to **Policy #5003 – Community Facilities/Community Halls**.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they “recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events.”

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

“Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district”.

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- Ten halls are community owned buildings on community owned land: Opua, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwhi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Paihia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kaeo].
- Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in **Policy #5003 – Community Facilities/Community Halls**. This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWOFF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/custodian and this position is funded through the community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council provides rating relief to certain charitable and community organisations including those that

provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

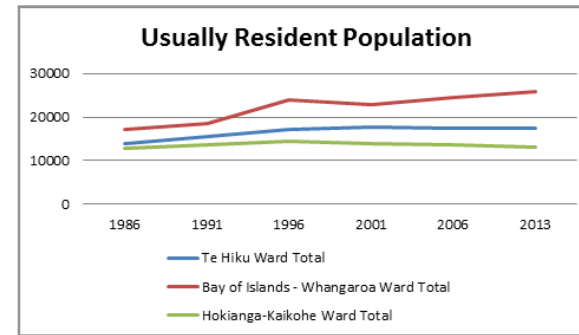
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001-2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa-Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opuia, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local Iwi/hapu. For iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino, Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the Districts population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls; Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.





Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitaia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has led to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls than other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

Discussion document feedback

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

- There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.
- If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase significantly.
- They would like to be in a position to be able to access external funding (i.e. non-Council funding).
- When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.
- Some committees believe they were already empowered in the current arrangements.

There was also support for:

- Retaining strategic facilities especially those used for civil defense purposes.
- Facilitating community ownership if there is a desire.
- Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support.
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council's vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

"The place where people love to be."

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

"HE WHENUA RANGATIRA - A DISTRICT OF SUSTAINABLE PROSPERITY AND WELL BEING."

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council's mission statement in the 2015-2025 Long Term Plan is:

"Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities."

Council's strategic objectives for the next three years that relate to this strategy are:

- **Prudent financial management within long term strategic planning**
- **Safe, healthy, resilient places and people**
- **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District**

It is proposed that the principles of the strategy be:

Integrated network – Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the community.

Hierarchy – Council will support a range of halls and community facilities in a community, district and regional context.

Agreed standard – Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

Efficient use – Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of existing facilities.

Affordable – Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.

Support resilient vibrant communities – Facilities should be retained where they are in the right place to support strong vibrant communities.

Council's vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that communities' current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
- Adopt preferred frameworks for the Council's involvement and for flexible partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings – these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance – these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land,

e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with **Policy #3213 - Community Assistance**.

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board – Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Contestable Fund

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

This contestable fund would need to be consistent with the principles of **Policy #3213 - Community Assistance** to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.



Ownership and Management

Council's policy on the management and operation of community halls is:

1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider **Policy #2124 – Significance and Engagement** and determine which proposals and decisions are significant and Council's community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a not-for-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.
- v. Manage income and expenditure and report to Council.
- vi. Put forward repairs and maintenance/renewal schedules for Council consideration.
- vii. Make applications for external funding for re-development .

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.



- v. Manage income and expenditure and report to Council.
- vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- Integrated network/Hierarchy – Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities – A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. The community has demonstrated a need and demand.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.
- iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.
- vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan, monitoring and evaluation

Actions:

1. Review **Policy #5003 – Community Facilities/Community Halls** to align with the strategic plan.
2. Develop a Schedule for inclusion in **Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance** and their funding sources.
3. Investigate further the contestable fund concept.
4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
5. Consider alternative ownership and/or management arrangements on a case by case basis.

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an 'ad hoc' way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

- i. Clarify the types of arrangements Community Boards have for their facilities.
- ii. To set procedures in place to ensure effective management of these facilities.
- iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

- i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.
- ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

- iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.
- iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The term 'community centre' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non-competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term 'community hall' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

The Council leases land, buildings or land and buildings to community groups for a wide range of activities.

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

- i. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).
- ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.
- iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district-wide network of facilities.

New types of facilities

In response to the District's increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of

the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility 'owners' will be given the opportunity to list on Council's web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. A need has been demonstrated through the development of the Long Term Community Plan.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).
- iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their

intended purpose and are unsuitable for redevelopment.

6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

- i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.
- ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).
- iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).
- iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).
- v. The condition of the building is good and warrants redevelopment to meet changing demand.
- vi. There is relatively high customer satisfaction with this current facility.
- vii. The building is of historical or War Memorial status.
- viii. There are no viable partnership or brokerage

opportunities to meet different or increased needs.

- ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

- i. Selling the facility.
- ii. Council using the facility for non-community purposes (e.g. commercial use/lease).
- iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).
- iv. Planned community facility developments (Council or non-Council) that would meet community demand.
- v. A facility design that is no longer suitable for the community and cannot easily be rectified.
- vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

A recommendation to divest of a community facility will only be made if:

- i. There is little current or projected community demand or,
- ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).
- iii. The facility is not a War Memorial Hall.
- iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.
- v. The building has reached the end of its useful life and community needs can be met in other ways.
- vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be

devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"

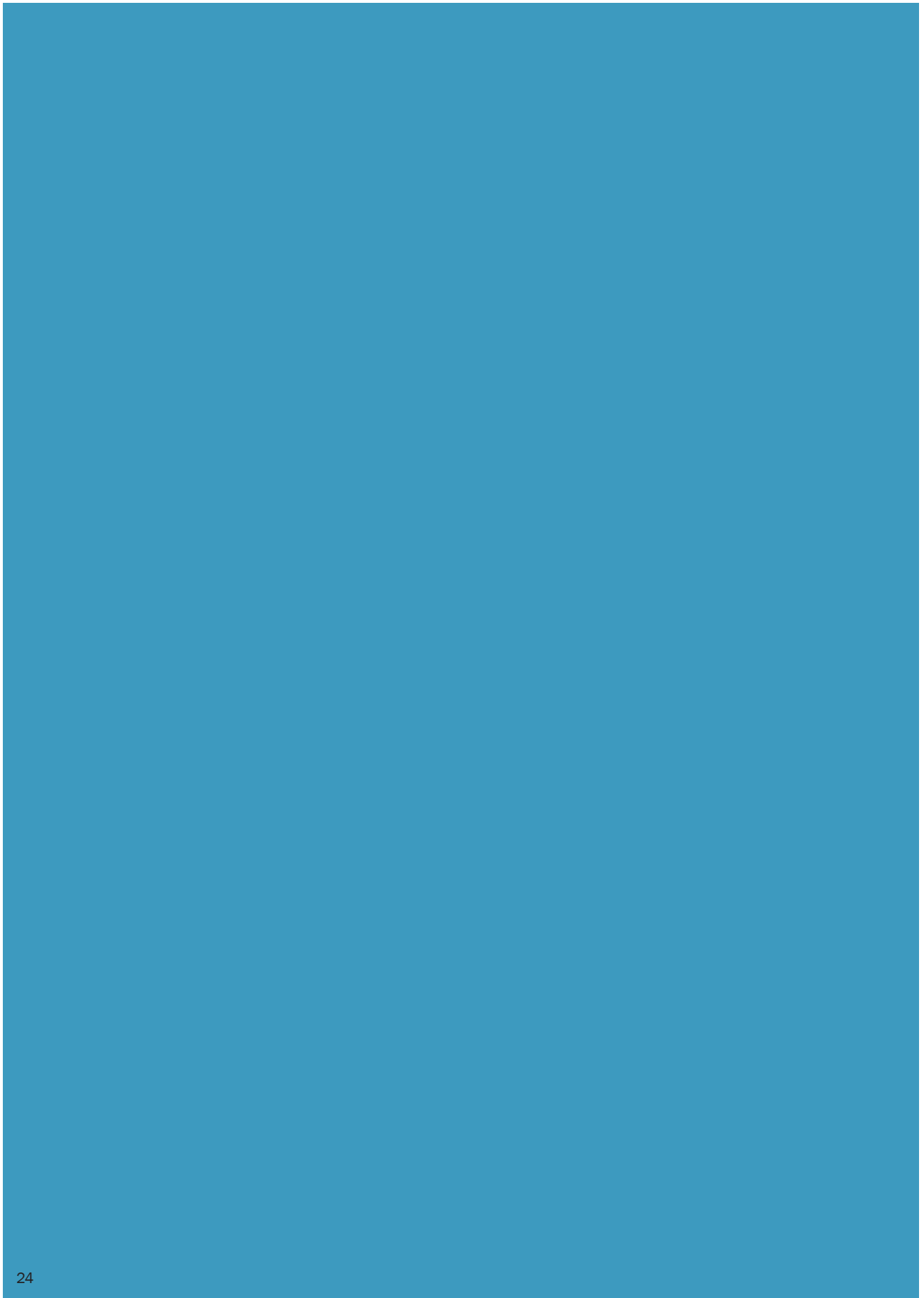
4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.
- ii. The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
- iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.
- iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.
- v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.
- vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.
- vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.
- viii. Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community

Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.

- a. Fees may need to be increased reflecting a full fees recovery scenario.
 - b. A hall may no longer meet the communities needs (refer to Background, section 1).
- ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.
 - x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.





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12 November 2025

The Herekino Hall Committee
Email : Sharon.Adams@nzme.co.nz

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

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- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi

 **Cheryl Henry**
Property & Facilities Support Officer - Property Management
P 649 408 9405 | Cheryl.Henry@fndc.govt.nz
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12 November 2025

The Horeke Hall Committee

Email : mark@lestersofwhitford.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaeo Memorial Hall Committee
Email : eljon.fitzgerald@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaikohe Senior Citizens Hall Committee

Email : lwitehira@xtra.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaingaroa Hall Committee
Email : markatkinson023@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kohukohu Town Hall Committee

Email : john@kohukohu.com

RE: Annual Hall Information and Statistics Return

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Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Lake Ohia Hall Committee
Email : lakeohiahall@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Mangonui Hall Committee
Email : lynpooley13@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi

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12 November 2025

The Okaihau Hall Committee
Email : newportblue2015@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Paihia Memorial Hall Committee
Email : memorialhall1945@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Rawene Hall Committee
Email : rawenehall@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

Please find attached the following documents for your completion and reference

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Te Hiku o te Ika | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029

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ask.us@fndc.govt.nz

0800 920 029

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12 November 2025

The Russell Town Hall Committee
Email : townhallrussell@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

Please find attached the following documents for your completion and reference

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



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0800 920 029

fndc.govt.nz

12 November 2025

The Opononi Memorial Hall Committee

Email : opononihall@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

Please find attached the following documents for your completion and reference

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Te Hiku o te Ika | Far North District Council

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0800 920 029

fndc.govt.nz

12 November 2025

The Taheke Hall Committee

Email : ellenicereihanaruka@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

Please find attached the following documents for your completion and reference

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

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0800 920 029

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12 November 2025

The Totara North Hall Committee
Email : totaranorthhall@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

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- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi

 **Cheryl Henry**
Property & Facilities Support Officer - Property Management
P 649 408 9405 | Cheryl.Henry@fndc.govt.nz
Te Kaunihera o Te Hiku o te Ika | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029

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0800 920 029

fndc.govt.nz

12 November 2025

The Waipapa Hall Committee
Email : sharkbait@outlook.co.nz

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

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- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

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0800 920 029

fndc.govt.nz

12 November 2025

The Whangaroa Village Hall Committee
Email : melden.stepping.s@xtra.co.nz

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact. Therefore, can you please complete the attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

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Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Te Hiku o te Ika | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029

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2024-2025 Hall Information and Statistics

| HALL DETAILS | | | |
|------------------------------|--|---------|--------|
| Name of Hall: | | | |
| Physical address: | | | |
| Postal address: | | | |
| Booking Officer Name | (Booking Officer will be added to our website) | | |
| Booking Officer Contact Info | Ph.: | Mobile: | Email: |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | Ph.: | Mobile: | Email: |
| Emergency Contact Name | | | |
| Emergency Contact Info | Ph.: | Mobile: | Email: |

| HALL COMMITTEE DETAILS | | | | |
|------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|--|
| How often does the Committee meet annually? | |
| How often did the Committee meet in the year? | |
| Date of the last AGM? | |

| HALL INFORMATION | |
|-------------------------------|--|
| Usage Data | |
| Number of bookings: | |
| Number of estimated users: | |
| Type of use | |
| Community (regular users): | |
| Casual (one off): | |
| Commercial: | |
| Hire rates (per hour) | |
| Community: | |
| Casual: | |
| Commercial: | |
| Other: | |
| 2024/2025 Financial Statement | Attached: Yes / No |
| Building Warrant of Fitness | Photo attached as display in the hall : Yes / No |
| Evacuation Plan | Photo attached as display in the hall : Yes / No |
| Insurance - Contents | Yes / No Value: |
| Improvements completed | |
| Maintenance completed | |
| Other: | |

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

| | |
|---|--|
| Hall / meeting room details and capacities e.g.: Main hall – 250 pp | |
| Kitchen facilities | |
| Toilets | |
| Disabled access | |
| Parking | |
| Furniture available | |
| Other facilities / assets available e.g.: stage, lighting, heating | |

Checklist:

| | |
|--------|--|
| Yes/No | Form fully completed |
| Yes/No | Photo of BWOF on display |
| Yes/No | Photo of Evacuation procedure on display |
| Yes/No | Copy of Audited Financial Accounts if relevant |
| Yes/No | Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024 |
| Yes/No | Other (funding report, funding requests) |
| Yes/No | Invite to attend the Community Board meeting |

Thank you for your co-operation.

8.3 2024-2025 KAIKOHE-HOKIANGA COMMUNITY BOARD REPORT - DOMAIN MANAGEMENT COMMITTEES

File Number: A5711192

Author: Dallas Apimerika, Team Leader - Property Management

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present to the **KAIKOHE-HOKIANGA COMMUNITY BOARD** the financial accounts and activity report as provided for Lindvart Park.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2017 Reserves Policy Section 3 requires Reserve Management Committees to provide annual accounts and activity report annually to Council.
- This report presents the information received from those Domain Management Committee into letters sent from Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report for Kaikohe-Hokianga Domain Management Committees Annual Information 2024-2025.

1) TĀHUHU KŌRERO / BACKGROUND

The role of rural domain committees is primarily to provide basic maintenance of rural domains (e.g. mowing, rubbish collection, toilet cleaning) and to advise Council on domain management.

Reserve management committees have also been set up to manage some reserves, such as Lindvart Park and Russell Sports Ground.

Community Boards provide funding to these committees to carry out their work.

Rural Domain or Reserve management committees are not decision-making bodies. The overall management of reserves rests with Council.

The following Reserve or Domain Management Committees have been appointed by Council:

| | |
|-----------------|-----------------------|
| Lindvart Park | Russell Sports Ground |
| Simson Park | Kawakawa Domain |
| Maromaku Domain | Kaeo Domain |

In November each year Council staff contact the domain committees reminding them of the need to provide Council with a copy of their financial accounts and activity report as per the letter and template attached.

It is the intention of Council staff to present the information to the appropriate Community Board around March/April annually.

At the time of writing this report, information had not been received from Simson Park, Maromaku Domain, Kawakawa Domain and Kaeo Domain.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

Lindvart Park

- Bookings – 861
- Users – Community Regular - 11 member codes, 8 groups/schools, Casual groups – 22, Commercial - 16 organisations
- Improvements completed – Last few jobs around carparking and landscaping to complement the new build
- Maintenance completed – Mostly mitigating health & safety concerns as identified. (locking accessways to the roof, caging in gas bottles)

*Confirmation to attend Community Board meeting.

Next Steps

Community Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Domain Committees who have yet to provide the information requested as per the Reserves Policy 2017 Section 3.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommendation is made to ensure the Kaikohe-Hokianga Community Board is informed of the annual activities, maintenance undertaken, and financial position of Domain Management Committees operating on Council-administered reserves, in accordance with the Reserves Policy 2017.





3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The following asset information is current as of request from Polly Morrow

Depreciation

Capital spend

ĀPITIHINGA / ATTACHMENTS

1. **2024-2025 Domain Management Committee Information and Statistics - Lindvart Park - A5711171** [↓](#) 
2. **Reserves Policy Section 3 - Reserve Management Committees - A5711174** [↓](#) 
3. **2024-2025 Reserve - Domain Management Committee Letter - A5711170** [↓](#) 
4. **2024-2025 Domain Management Committee Information and Statistics - A5711172** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | Low significance. The report is for information purposes only and does not involve any decision that triggers the Significance and Engagement Policy. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | This report aligns with the Reserves Policy 2017, particularly Section 3 relating to Reserve Management Committees. It supports community outcomes outlined in the Long-Term Plan (LTP), including the provision of safe, accessible, and well-maintained recreational and community facilities. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This matter is not district-wide and is specific to the Kaikohe-Hokianga Ward. Community Board members are the primary decision-makers and recipients of this report. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no direct implications for Māori arising from this report. However, reserve and sports ground facilities provide important spaces for community connection and recreation, including for Māori communities. This report is consistent with the principles of Te Tiriti o Waitangi by supporting inclusive access and community participation. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | Persons affected include Domain Management Committees, local residents, reserve users, sporting groups, youth, elderly persons, and people with disabilities. The views of committees have been considered through the information they have provided in response to Council's annual request. |
| State the financial implications and where budgetary provisions have been made to support this decision. | There are no direct financial implications arising from this report. Any maintenance or capital works referenced are managed within existing Council budgets and processes. |
| Chief Financial Officer review. | Not required. This report is for information purposes only and does not involve any financial decision or commitment. |

2024-2025 Reserve / Domain Management Committee Information and Statistics

| RESERVE / DOMAIN DETAILS | | | |
|------------------------------|--|-------------------|---------------------------------|
| Name of Reserve / Domain: | Lindvart Park | | |
| Physical address: | Recreation Road, Kaikohe | | |
| Mailing address: | Kaikohe & Districts Sportsville, c/- BDO Northland Ltd 180 Kerikeri Road, Kerikeri | | |
| Booking Officer Name: | <small>(Required if Committee book out the reserve / domain for use so we can update our information and website)</small> Mihi Puriri | | |
| Booking Officer Contact Info | Ph.:0224014039 | Mobile:0224014039 | Email:admin@kaikohesport.org.nz |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | | | |
| Emergency Contact Name | | | |
| Emergency Contact Info | | | |

| DOMAIN COMMITTEE DETAILS | | | | |
|--------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|------------|
| How often does the Committee meet annually? | Monthly |
| How often did the Committee meet in the year? | 11 |
| Date of the last AGM? | 26/02/2025 |

| RESERVE / DOMAIN INFORMATION | |
|------------------------------|--|
| Usage Data | |
| Number of bookings: | 861 |
| Number of estimated users: | 28830 |
| Type of use | |
| Community (regular users): | We have 11 member codes We have a further 8 groups/schools using our facilities on a regular basis (at least twice per month) |
| Casual (one off): | 22 groups – these comprise whanau reunion sports days, teams not aligned with our member codes, trials and training for representative teams |
| Commercial: | 16 organisations utilising our spaces for meetings, workshops, workplace training, sports and coaching activations |

| Hire rates (per hour) | |
|--|--|
| Community: | \$0 - \$37.50 depending on area used (affiliated member codes also discounted rates) |
| Casual: | \$0 - \$37.50 depending on area used |
| Commercial: | \$15 - \$37.50 depending on area used |
| Other: | Large Scale events are priced from \$1250 + GST per day |
| 2024/2025 Financial Statement | Attached: No – we are just waiting for the audited accounts to be completed, will send through once received. |
| Improvements completed: | The last few jobs around the carparking and landscaping were completed to complement the new build. |
| Maintenance completed: | Mostly mitigating health and safety concerns, as problems were identified around the stadium (locking accessways to the roof, caging in the gas bottles) Standard maintenance around the park to ensure facilities are all fit for purpose. Work as directed by contractors to ensure we are compliant with BWOFF standards. |
| Works proposed for the remainder of 2023/24: | |
| Issues being faced: | |

Council is also improving its website content, and we would like to provide a basic description of what the domain can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hirers that would be much appreciated:

| | |
|--|---|
| Reserve / Domain details incl. types of activities and events held e.g.: rugby, soccer, market days etc. | Papa Hawaiki – volleyball, basketball, netball, pickleball, badminton, large scale events Lindvart Pavilion – gymnastics, kitchen facilities, lounge areas suitable for meetings/workshops, toilet and shower facilities for outdoor sports, canteen Hockey Turf Netball/Tennis courts Fields for soccer, league, softball, touch, tag, ki-o-rahi |
| Other information, facilities, assets and services available e.g.: playground, toilets, car-parking, lighting etc. | Public toilets, designated freedom camping zone, carparking, netball court lights |

Checklist:

| | |
|-----|--|
| Yes | Form fully completed |
| Yes | Committee List |
| No | Copy of Audited Financial Accounts if relevant |
| No | Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025 |
| No | Other (funding report, funding requests) |
| Yes | Would you like to attend the Community Board meeting |

Thank you for your co-operation.



SECTION 3 – RESERVE MANAGEMENT COMMITTEES

BACKGROUND

Committees are set up under Schedule 7 (30-31) of the Local Government Act 2002. The role of rural domain committees is primarily to provide basic maintenance of rural domains (e.g. mowing, rubbish collection, toilet cleaning) and to advise Council on domain management. Reserve management committees have also been set up to manage some reserves, such as Lindvart Park and Russell Sports Ground.

Community Boards provide funding to these committees to carry out their work. The arrangement is beneficial to Council as the domains are generally remote and are more efficient to manage locally. The arrangement also provides local employment and provides local input into the ongoing management of these reserves.

Rural Domain or Reserve management committees are not decision-making bodies. The overall management of reserves rests with Council.

POLICIES

1. The role of rural domain or reserve management committees is to:
 - a. provide administration and basic maintenance of reserves as agreed between each committee and the local community board
 - b. provide advice to the local community board on on-going domain management
2. Management committees shall ensure the land they administer is used in the first instance to foster and promote sport and recreation.
3. The administration of leases is a matter for Council as the administering body and not with management committees. The management committee may negotiate lease terms and conditions as it sees fit and recommend these to the Community Board.
4. Council is responsible for deciding reserve management plans.
5. Council will establish a service level agreement with each management committee and Council may provide an operational grant.
6. Council will monitor the work of management committees and ensure that any funding is appropriately spent.
7. Management committees should be encouraged to be incorporated societies. Annual General Meetings will be held every year and all committees shall be comprised of four or more members, including a local Community Board representative to be appointed at the beginning of each electoral term.
8. Each management committee shall get their accounts independently reviewed by a suitably qualified person. A copy of the reviewed financial accounts and an activity report shall be

submitted to the Council annually, prior to allocation of the year's funding. The accounts shall also be available for Council review upon request.



9. Management committees will inform the Council of the need for major maintenance and capital improvements, which will then assess these requests on a priority-needs basis as part of Council's Long Term Plan process.
10. If, in the future, there is insufficient membership to continue a management committee or the committee is unable to function in its required capacity, the committee will be dissolved and the operation will be taken over by the Council.
11. The following Reserve or Domain Management Committees have been appointed by Council:
 - Lindvart Park
 - Simson Park
 - Maromaku Domain
 - Russell Sports Ground
 - Kawakawa Domain
 - Kaeo Domain
12. Maromaku Domain Board, Russell Sports Club Inc, and Kawakawa Domain currently receive a \$5,000 grant towards maintenance.
13. Payment of grants is made after a Letter of Agreement is exchanged and after the presentation of the annual report to the Community Board.
14. Kawakawa Domain committee includes the oversight of the land used by Kawakawa Bowling Club, United Kawakawa Rugby Football Club, and the old Domain.
15. Each Community Board will review and confirm the membership of the management committees at the beginning of each electoral term.
16. The Community Board will appoint a Board member to the management committee at the beginning of each electoral term.



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
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

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 & Facilities Support Officer

Delivery and Operations, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI 649 408 9405 | Cheryl.Henry@fndc.govt.nz

[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

2024-2025 Reserve / Domain Management Committee Information and Statistics

| RESERVE / DOMAIN DETAILS | | | |
|------------------------------|---|---------|--------|
| Name of Reserve / Domain: | | | |
| Physical address: | | | |
| Mailing address: | | | |
| Booking Officer Name: | <small>(Required if Committee book out the reserve / domain for use so we can update our information and website)</small> | | |
| Booking Officer Contact Info | Ph.: | Mobile: | Email: |
| Afterhours Contact Name | | | |
| Afterhours Contact Info | Ph.: | Mobile: | Email: |
| Emergency Contact Name | | | |
| Emergency Contact Info | Ph: | Mobile: | Email: |

| DOMAIN COMMITTEE DETAILS | | | | |
|--------------------------|------|----------------|---------------|--------------|
| Position | Name | Postal Address | Email address | Phone number |
| Chairperson | | | | |
| Secretary | | | | |
| Treasurer | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |
| Committee Member | | | | |

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

| COMMITTEE MEETING DETAILS | |
|---|--|
| How often does the Committee meet annually? | |
| How often did the Committee meet in the year? | |
| Date of the last AGM? | |

| RESERVE / DOMAIN INFORMATION | |
|------------------------------|--|
| Usage Data | |
| Number of bookings: | |
| Number of estimated users: | |
| Type of use | |
| Community (regular users): | |
| Casual (one off): | |
| Commercial: | |

| Hire rates (per hour) | |
|--|--------------------|
| Community: | |
| Casual: | |
| Commercial: | |
| Other: | |
| 2024/2025 Financial Statement | Attached: Yes / No |
| Improvements completed: | |
| Maintenance completed: | |
| Works proposed for the remainder of 2023/24: | |
| Issues being faced: | |

Council is also improving its website content, and we would like to provide a basic description of what the domain can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hirers that would be much appreciated:

| | |
|--|--|
| Reserve / Domain details incl. types of activities and events held e.g.: rugby, soccer, market days etc. | |
| Other information, facilities, assets and services available e.g.: playground, toilets, car-parking, lighting etc. | |

Checklist:

| | |
|--------|--|
| Yes/No | Form fully completed |
| Yes/No | Committee List |
| Yes/No | Copy of Audited Financial Accounts if relevant |
| Yes/No | Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025 |
| Yes/No | Other (funding report, funding requests) |
| Yes/No | Would you like to attend the Community Board meeting |

Thank you for your co-operation.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE