



# AGENDA



## Monday, 4 May 2026

**Time:** 10:00 am  
**Location:** Conference Room - Te Ahu  
Cnr State Highway 1 and Mathews Avenue  
Kaitia

### Membership:

Chairperson William (Bill) Subritzky - Chairperson  
Deputy Chairperson Trevor Beatson  
Member Adele Gardner  
Member Mike Te Wake  
Member Krystal-Rose Taaffe  
Member Eddie Bellas  
Member Hilda Halkyard-Harawira  
Member Rachel Baucke

**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. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. 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.
19. 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.
20. 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.
21. 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**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Monday 4 May 2026 at 10:00 am**

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**Te Paeroa Mahi / Order of Business**

|           |   |            |
|-----------|---|------------|
| <b>1</b>  | <b>Karakia Tīmatanga / Opening Prayer .....</b>   | <b>7</b>   |
| <b>2</b>  | <b>Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest .....</b>                                | <b>7</b>   |
| <b>3</b>  | <b>Te Wāhanga Tūmatanui / Public Forum .....</b>  | <b>7</b>   |
| <b>4</b>  | <b>Ngā Tono Kōrero / Deputation .....</b>   | <b>7</b>   |
| <b>5</b>  | <b>Ngā Kaikōrero / Speakers .....</b>   | <b>7</b>   |
| <b>6</b>  | <b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>                                | <b>8</b>   |
| 6.1       | Confirmation of Previous Minutes .....  | 8          |
| <b>7</b>  | <b>Ngā Pūrongo / Reports.....</b>   | <b>17</b>  |
| 7.1       | Proposed Annual Plan 2026/27 budgets for Waiharara and Kaikino, Kaitaia and Motutangi Drainage Areas .....        | 17         |
| 7.2       | Te Hiku Community Hall 2024/2025 Annual Information .....   | 26         |
| 7.3       | Appointment to Accessibility Action Group .....   | 82         |
| 7.4       | Confirmation of Membership of Te Hiku Land Drainage Committees and Adoption of Committee Terms of Reference ..... | 87         |
| 7.5       | Funding Applications.....   | 101        |
| <b>8</b>  | <b>Ngā Pūrongo Taipitopito / Information Reports .....</b>  | <b>135</b> |
| 8.1       | Chairperson and Members Reports .....   | 135        |
| 8.2       | THCB Open Resolutions Report .....  | 150        |
| <b>9</b>  | <b>Karakia Whakamutunga / Closing Prayer .....</b>  | <b>155</b> |
| <b>10</b> | <b>Te Kapinga Hui / Meeting Close .....</b>   | <b>155</b> |



**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**

To be confirmed on the day

**4 NGĀ TONO KŌRERO / DEPUTATION**

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

**5 NGĀ KAIKŌRERO / SPEAKERS**

Herekino Cemetery Board - Minty Grondin

Houhora Golf Club (speaker tbc)

Mangonui Netball Association - Sarah Hammond

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A5645270

**Author:** Natasha Rmandic, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board confirm the minutes of the meeting held 07 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 Te Hiku Community 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. 2026-04-07 Te Hiku Community Board Minutes - A5666143 [↓](#) 

**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.

| <b>He Take Ōkawa / Compliance Requirement</b>   | <b>Aromatawai Kaimahi / Staff Assessment</b>  |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | 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.<br><br>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.   |

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 7 APRIL 2026 AT 10:00 AM**

**PRESENT:** Chairperson William (Bill) Subritzky, Deputy Chairperson Trevor Beatson, Member Adele Gardner, Member Mike Te Wake, Member Krystal-Rose Taaffe, Member Eddie Bellas, Member Hilda Halkyard-Harawira, Member Rachel Baucke

**IN ATTENDANCE:** Kohepū Chicky Rudkin, Cr Felicity Foy

**STAFF PRESENT:** Beverly Mitchell (Community Board Coordinator), Tui Mocaraka (Team Leader-Water Services), Alistair Clarke (Waters-Technical Officer), Natasha Rmandic (Democracy Advisor), Kathryn Trewin (Funding Advisor), Shanay Howard (Intermediate Infrastructure Planner), James Knight-Wagener (District Facilities Design Officer), Tayarni McGee-Rivington (Project Manager).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Meeting opened by karakia from Deputy Chairperson Trevor Bearson.

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

**2a APOLOGIES AND CONFLICTS OF INTEREST**

**RESOLUTION 2026/19**

Moved: Chairperson William (Bill) Subritzky  
Seconded: Deputy Chairperson Trevor Beatson

**That Te Hiku Community Board:**

- **Acknowledge apology from Member Eddie Bellas, and**
- **Conflict of interest declared by Cr Halkyard Harawira.**

**CARRIED**

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

- Peter Wiessing – Northland Regional Council
- Sarah Hammond – Mangonui Netball Association

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

None

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Michel Morris representing Ahipara Coastal Patrol
- Hone Harawira representing MESH

At 10:16 am, Member Eddie Bellas returned to the meeting.

**6 NGĀ PŪRONGO / REPORTS****6.1 RE-ESTABLISHMENT OF TE HIKU LAND DRAINAGE COMMITTEES**

Agenda item 6.1 document number A5658256, pages 125 - 128 refers

**RESOLUTION 2026/20**

Moved: Chairperson William (Bill) Subritzky

Seconded: Member Adele Gardner

**That Te Hiku Community Board:**

- b) Appoint the following members to the Kaitāia Drainage Area Committee:**
- i. Fiona King**
  - ii. Joe King**
  - iii. Mike Masters**
  - iv. Greg Yuretich**
  - v. Dennis Chapman**
  - vi. Member Adele Gardner as Te Hiku Community Board representative.**
  - vii. Deputy Chairperson Trevor Beatson as Te Hiku Community Board representative.**
- c) Appoint the following members to the Motutangi Drainage Area Committee:**
- viii. Jeremy White**
  - ix. Paul Harvey**
  - x. Member Adele Gardner as Te Hiku Community Board representative.**
- d) Appoint the following members to the Kaikino and Waiharara Drainage Area Committee:**
- xi. Fiona King**
  - xii. Aaron Bainbridge**
  - xiii. Dean Radojkovic**
  - xiv. Adriene Bartlett**
  - xv. Fred Petricevich**
  - xvii. Member Adele Gardner as Te Hiku Community Board representative.**
- e) Agree that meetings of these Committees be held on 20 April 2026 and 20 August 2026 at a venue to confirmed.**
- f) Iwi representatives to be notified and given opportunity to have representation on all 3 Committees.**

**CARRIED**

**6.2 REVISING THE KAITAIA ALCOHOL CONTROL AREA**

Agenda item 6.2 document number A5585884, pages 80 - 86 refers

**RESOLUTION 2026/21**

Moved: Chairperson William (Bill) Subritzky  
Seconded: Deputy Chairperson Trevor Beatson

**That Te Hiku Community Board, under section 147b of the Local Government Act 2002, recommends that Council by resolution:**

- a) **Amends the current permanent Alcohol Control Area in Kaitāia, to include locations listed in the body of the report, that will continue to apply 24 hours a day, 7 days a week, all year round.**

**CARRIED**

**6.3 NEW LOCATION WHATUWHIWHI CAMPERVAN DUMP STATION**

Agenda item 6.3 document number A5604261, pages 62 - 70 refers

**RESOLUTION 2026/22**

Moved: Chairperson William (Bill) Subritzky  
Seconded: Member Krystal-Rose Taaffe

That the Te Hiku Community Board approves the proposed relocation of the public campervan dump within the Local Purpose Reserve from 16 Matai Bay Road to 28 Matai Bay Road, adjacent to the existing public toilets.

Note: typing error, should read 28 to 16 Matai Bay Road.

**AMENDMENT**

Moved: Member Adele Gardner  
Seconded: Member Hilda Halkyard-Harawira

That the Te Hiku Community Board leaves item 7.2 New Location Whatuwhihi to lie until further consultations are carried out.

The amendment became substantive motion:

**RESOLUTION 2026/23**

Moved: Member Adele Gardner  
Seconded: Member Hilda Halkyard-Harawira

**That the Te Hiku Community Board leaves item 7.2 New Location Whatuwhihi to lie until further consultations are carried out.**

**CARRIED**

At 10:01 am, Member Eddie Bellas left the meeting.

**6.4 AMENITY LIGHTING**

Agenda item 6.4 document number A5585715, pages 71 - 73 refers

**RESOLUTION 2026/24**

Moved: Chairperson William (Bill) Subritzky

Seconded: Deputy Chairperson Trevor Beatson

**That Te Hiku Community Board;**

- **Approve the installation of amenity lighting at the Karikari Recreation Hub Multi-Courts as identified in Te Hiku Community Board 25/28 strategic plan.**
- **And recommend Māori Pt, Mangōnui and Jaycee / Centennial Park for further investigation to become the third amenity lighting location.**

**CARRIED**

Note: that Māori names be added to signs as well.

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

Agenda item 6.1 document number A5645266, pages 8 - 9 refers

**RESOLUTION 2026/25**

Moved: Chairperson William (Bill) Subritzky

Seconded: Member Mike Te Wake

**That Te Hiku Community Board confirm the minutes of the meeting held 10 March 2026 to be a true and correct record.**

**CARRIED**

**6.5 KAITAIA BUSINESS ASSOCIATION ANNUAL REPORT, ANNUAL FINANCIAL REPORT, ANNUAL PLAN AND CHAIRPERSON REPORT**

Agenda item 6.5 document number A5597487, pages 14 - 17 refers

tŪtohunga / Recommendation In Favour: Crs William (Bill) Subritzky, Trevor Beatson, Adele Gardner, Mike Te Wake, Krystal-Rose Taaffe and Rachel Baucke

Against: Nil

Abstained: Cr Hilda Halkyard-Harawira

**That Te Hiku Community Board:**

- a) **Approves the release of \$50,000 (GST exclusive) to the Kaitaia Business Association for the 2025-2026 financial year to fund their Annual Plan.**

**CARRIED**

**6.6 WINTER 2026 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 6.6 document number A5642747, pages 129 - 131 refers

**Ütohunga / Recommendation**  
**In Favour:** Crs William (Bill) Subritzky, Trevor Beatson, Adele Gardner, Mike Te Wake, Krystal-Rose Taaffe and Rachel Baucke

**Against:** Nil

**Abstained:** Cr Hilda Halkyard-Harawira

**That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

|   |                |
|---|----------------|
| a) 408 Community Trust                        | \$290          |
| b) Kaitaia Rugby Club                         | \$890          |
| c) Kaitaia United AFC                         | \$375          |
| d) Phoenix Netball                            | \$445          |
| e) Taipa Area School                          | \$270          |
| f) Te Hapua Sports and Recreation Club        | \$200          |
| g) Te Kura Kaupapa Māori o Te Rangi Aniwaniwa | \$370          |
| h) Te Rarawa Football Club                    | \$260          |
| <b>TOTAL:</b>                                 | <b>\$3,100</b> |

**CARRIED**

**6.7 HEREKINO REFUSE TRANSFER STATION IMPROVEMENTS AND APPROVED COLLECTION POINT REMOVALS**

Agenda item 6.7 document number A5657248, pages 87 - 92 refers

**RESOLUTION 2026/26**

Moved: Chairperson William (Bill) Subritzky

Seconded: Deputy Chairperson Trevor Beatson

**That the Te Hiku Community Board:**

- a) Approves the implementation of the Herekino Refuse Transfer Station improvement project as outlined in this report; and
- b) Approves the commencement of a formal process to remove approved collection points within the Te Hiku Ward where persistent illegal dumping is occurring.

**CARRIED**

Note: Staff to clarify if Panguru is in fact Pawarenga Corner.

**6.8 FUNDING APPLICATIONS****RESOLUTION 2026/27**

Moved: Member Mike Te Wake

Seconded: Deputy Chairperson Trevor Beatson

- a) **That Te Hiku Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Ahipara Coastal Patrol Inc for costs towards summer 2026/27 patrol petrol costs.**

**CARRIED****6.8 FUNDING APPLICATIONS**

Agenda item 6.8 document number A5642723, pages 133 - 135 refers

**RESOLUTION 2026/28**

Moved: Member Mike Te Wake

Seconded: Member Adele Gardner

In Favour: Crs William (Bill) Subritzky, Trevor Beatson, Adele Gardner, Mike Te Wake, Krystal-Rose Taaffe and Rachel Baucke

Against: Nil

Abstained: Cr Hilda Halkyard-Harawira

- b) **That Te Hiku Community Board approve the sum of \$13,413 (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Muriwhenua Education and Sports Hub for costs towards Punaora mezzanine and entrance.**

**CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.1 document number A5643309, pages 159 - 159 refers

**RESOLUTION 2026/29**

Moved: Chairperson William (Bill) Subritzky

Seconded: Member Adele Gardner

**That Te Hiku Community Board note the April 2026 member reports from Chair Bill Subritzky and members: Adele Gardner, Eddie Bellas, Krystal-Rose Taaffe, Mike Te Wake, and Trevor Beatson**

**CARRIED**

**7.2 THCB OPEN RESOLUTIONS REPORT**

Agenda item 7.2 document number A5646517, pages 169 - 169 refers

**RESOLUTION 2026/30**

Moved: Chairperson William (Bill) Subritzky

Seconded: Member Hilda Halkyard-Harawira

**That Te Hiku Community Board receive the report THCB Open Resolutions Report for March 2026.**

**CARRIED**

**9 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 1.20pm with karakia from Member Mike Te Wake.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 4 May 2026.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 PROPOSED ANNUAL PLAN 2026/27 BUDGETS FOR WAIHARARA AND KAIKINO, KAITAIA AND MOTUTANGI DRAINAGE AREAS

**File Number:** A5667038

**Author:** Lisa Eastlake, Financial Planner

**Authoriser:** Ken Macdonald, Chief Financial Officer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval of the proposed expenditure budgets for the Annual Plan 2026/27 for each drainage area.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Each Drainage Committee has received the proposed expenditure budgets for 2026/27.
- This report was requested by the Drainage Committee Chairs.

#### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board approve the proposed expenditure budgets to be included in the Annual Plan 2026/27 for each drainage area.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

Prior years, committee meetings are held with each drainage area to review and confirm work programmes and budgets for the following financial year to be included in an Annual Plan or LTP.

The last meeting held was in April 2026 to confirm completed works for the current financial year 2025/26.

Kaitāia, Motutangi, Waiharara and Kaikino Drainage Committee Chairs have requested the proposed 2026/27 budgets be presented to Te Hiku Community Board for approval to meet the deadline of the Annual Plan 2026/2027.

Reserves have been applied where necessary to each drainage area

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

##### Option 1: Approve proposed budgets for the Annual Plan 2026/27

The budgets are GST exclusive.

| Proposed Annual Plan 2026-2027 calculations<br>1 July 2026 - 30 June 2027 |   |                                |                              |   |
|---|---|--------------------------------|------------------------------|---|
| Location  | Description   | *All figures are GST exclusive | Proposed Annual Plan 2026/27 | Proposed % of available reserve budget used to reduce rates |
| <b>Kaikino</b>  |   |                                |                              |   |
|   | Projected Reserve Opening balance 1 July 2026         |                                | 23,280.91                    |   |
|   | Expenses (Withdrawal) 2026/27                         |                                | (18,700.00)                  |   |
|   | Rates ex GST (Contribution) 2026/27                   |                                | 5,429.88                     |   |
|   | Reserve contribution                                  | 13,270.12                      |                              | reserve used equals 57% of opening balance                  |
|   | <b>Projected Reserve Closing balance 30 June 2027</b> |                                | <b>10,010.79</b>             |   |
| <b>Kaitaia</b>  |   |                                |                              |   |
|   | Projected Reserve Opening balance 1 July 2026         |                                | 35,618.05                    |   |
|   | Expenses (Withdrawal) 2026/27                         |                                | (150,000.00)                 |   |
|   | Rates ex GST (Contribution) 2026/27                   |                                | 132,190.98                   |   |
|   | Reserve contribution                                  | 17,809.03                      |                              | reserve used equals 50% of opening balance                  |
|   | <b>Projected Reserve Closing balance 30 June 2027</b> |                                | <b>17,809.03</b>             |   |
| <b>Motutangi</b>  |   |                                |                              |   |
|   | Projected Reserve Opening balance 1 July 2026         |                                | 36,229.03                    |   |
|   | Expenses (Withdrawal) 2026/27                         |                                | (51,000.00)                  |   |
|   | Rates ex GST (Contribution) 2026/27                   |                                | 32,885.49                    |   |
|   | Reserve contribution                                  | 18,114.52                      |                              | reserve used equals 50% of opening balance                  |
|   | <b>Projected Reserve Closing balance 30 June 2027</b> |                                | <b>18,114.52</b>             |   |
| <b>Waiharara</b>  |   |                                |                              |   |
|   | Projected Reserve Opening balance 1 July 2026         |                                | 43,096.23                    |   |
|   | Expenses (Withdrawal) 2026/27                         |                                | (21,674.00)                  |   |
|   | Rates ex GST (Contribution) 2026/27                   |                                | 4,866.47                     |   |
|   | Reserve contribution                                  | 16,807.53                      |                              | reserve used equals 39% of opening balance                  |
|   | <b>Projected Reserve Closing balance 30 June 2027</b> |                                | <b>26,288.70</b>             |   |

## Expenses 2026/27 breakdown:

| Location         | Natural Account       | Adopted Budget<br>Annual Plan<br>2025/26 | Proposed Annual<br>Plan Budget<br>2026/27 |
|------------------|-----------------------|--|---|
| <b>Kaikino</b>   |                       |  |   |
|                  | Salaries              | 3,466                                    | 0   |
|                  | Contingency           | 2,050                                    | 2,000                                     |
|                  | Machine cleaning      | 3,075                                    | 5,000                                     |
|                  | Spray contract 7800m  | 11,050                                   | 11,700                                    |
|                  |                       | <b>19,640</b>                            | <b>18,700</b>                             |
| <b>Kaitaia</b>   |                       |  |   |
|                  | Salaries              | 10,783                                   | 0   |
|                  | Contingency           | 20,500                                   | 30,000                                    |
|                  | Machine cleaning      | 20,500                                   | 30,000                                    |
|                  | Spray contract 100km  | 71,750                                   | 90,000                                    |
|                  |                       | <b>123,533</b>                           | <b>150,000</b>                            |
| <b>Motutangi</b> |                       |  |   |
|                  | Salaries              | 8,472                                    | 0   |
|                  | Contingency           | 10,000                                   | 5,000                                     |
|                  | Machine cleaning      | 20,500                                   | 16,000                                    |
|                  | Spray contract 18.5km | 26,634                                   | 30,000                                    |
|                  |                       | <b>65,606</b>                            | <b>51,000</b>                             |
| <b>Waiharara</b> |                       |  |   |
|                  | Salaries              | 3,466                                    | 0   |
|                  | Contingency           | 2,050                                    | 5,000                                     |
|                  | Machine cleaning      | 3,075                                    | 5,000                                     |
|                  | Spray contract 7800m  | 11,193                                   | 11,674                                    |
|                  |                       | <b>19,784</b>                            | <b>21,674</b>                             |
|                  | <b>Total</b>          | <b>228,563</b>                           | <b>241,374</b>                            |

**Proposed rating implications (per Ha of land area)**

These are subject to change at the time of adoption of the Annual Plan 2026/27.

| <b>Drainage Rates</b>   |  |                      |   |   |  |
|-------------------------|--|----------------------|---|---|--|
|                         | <b>Proposed Drainage Rates<br/>Annual Plan 2026/27</b> |                      | <b>Adopted Drainage<br/>Rates Annual Plan<br/>2025/26</b> | <b>Adopted Drainage<br/>Rates LTP 2024/25</b> | <b>Proposed % rates<br/>increase from 25/26<br/>to 26/27</b> |
|                         | <b>GST Incl Amt</b>                                    | <b>Rate GST incl</b> | <b>Rate GST incl</b>                                      | <b>Rate GST incl</b>                          | <b>% increase</b>  |
| <b><u>Kaikino</u></b>   | \$ 6,244   |                      |   |   |  |
| Kaikino A               |  | \$ 7.97              | \$7.64  | \$11.46                                       | 4%   |
| Kaikino B               |  | \$ 3.99              | \$3.82  | \$5.73  | 4%   |
| Kaikino C               |  | \$ 1.33              | \$1.28  | \$1.91  | 4%   |
| <b><u>Kaitaia</u></b>   |  |                      |   |   |  |
| Kaitaia Drainage        | \$ 152,020   | \$ 16.78             | \$13.00   | \$12.47                                       | 23%  |
| <b><u>Motutangi</u></b> | \$ 37,818  |                      |   |   |  |
| Motutangi A             |  | \$ 38.46             | \$32.05   | \$0.00  | 17%  |
| Motutangi B             |  | \$ 19.23             | \$16.03   | \$0.00  | 17%  |
| Motutangi C             |  | \$ 6.42              | \$5.35  | \$0.00  | 17%  |
| <b><u>Waiharara</u></b> | \$ 5,596   |                      |   |   |  |
| Waiharara A             |  | \$ 9.12              | \$8.21  | \$20.96                                       | 10%  |
| Waiharara B             |  | \$ 4.56              | \$4.11  | \$10.48                                       | 10%  |
| Waiharara C             |  | \$ 1.52              | \$1.37  | \$3.50  | 10%  |

**Option 2: To not approve the proposed expenditure for 2026/27****TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To approve the proposed expenditure budgets to be included in the Annual Plan 2026/27 for each drainage area.

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

Option 1 has the proposed expenditure budgets and rating implications.

**ĀPITIHINGA / ATTACHMENTS**

1. Proposed Annual Plan 2026-2027 Drainage rates information - A5745117 [↓](#) 

**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.

| <b>He Take Ōkawa / Compliance Requirement</b>   | <b>Aromatawai Kaimahi / Staff Assessment</b>   |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | Nil  |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.   | Nil  |
| 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.   | Nil  |
| 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.<br><br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | Nil  |
| 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).  | Nil  |
| State the financial implications and where budgetary provisions have been made to support this decision.  | Proposed expenditure budgets and rating implications are stated under option 1 of this report. |
| Chief Financial Officer review.   | The Chief Financial Officer has reviewed this report.  |

| <b>Current Year reserves reconciliation</b> |   |                                   |   |
|---|---|-----------------------------------|---|
| <b>1 June 2025 - 30 June 2026</b>           |   |                                   |   |
| as at 23.04.2026                            |   |                                   |   |
| Location                                    | Description   | *All figures are<br>GST exclusive | Current projections of<br>income and expenditure<br>2025-2026 |
| <b>Kaikino</b>                              |   |                                   |   |
|   | Opening balance 1 July 2025                           |                                   | 39,547.43   |
|   | Expenditure withdrawals                               |                                   | (21,475.00)   |
|   | Rates contributions                                   |                                   | 5,208.48  |
|   | Reserves utilised                                     | 16,266.52                         |   |
|   | <b>Projected Reserve Closing balance 30 June 2026</b> |                                   | <b><u>23,280.91</u></b>                                       |
| <b>Kaitia</b>                               |   |                                   |   |
|   | Opening balance 1 July 2025                           |                                   | 50,699.61   |
|   | Expenditure withdrawals                               |                                   | (114,951.80)  |
|   | Rates contributions                                   |                                   | 99,870.24   |
|   | Reserves utilised                                     | 15,081.56                         |   |
|   | <b>Projected Reserve Closing balance 30 June 2026</b> |                                   | <b><u>35,618.05</u></b>                                       |
| <b>Motutangi</b>                            |   |                                   |   |
|   | Opening balance 1 July 2025                           |                                   | 71,616.41   |
|   | Expenditure withdrawals                               |                                   | (62,111.50)   |
|   | Rates contributions                                   |                                   | 26,724.12   |
|   | Reserves utilised                                     | 35,387.38                         |   |
|   | <b>Projected Reserve Closing balance 30 June 2026</b> |                                   | <b><u>36,229.03</u></b>                                       |
| <b>Waiharara</b>                            |   |                                   |   |
|   | Opening balance 1 July 2025                           |                                   | 44,357.85   |
|   | Expenditure withdrawals                               |                                   | (5,698.50)  |
|   | Rates contributions                                   |                                   | 4,436.88  |
|   | Reserves utilised                                     | 1,261.62                          |   |
|   | <b>Projected Reserve Closing balance 30 June 2026</b> |                                   | <b><u>43,096.23</u></b>                                       |

| <b>Proposed Annual Plan 2026-2027 calculations</b> |   |                                       |                                     |  |
|--|---|---------------------------------------|-------------------------------------|--|
| <b>1 July 2026 - 30 June 2027</b>                  |   |                                       |                                     |  |
| <b>Location</b>                                    | <b>Description</b>                                    | <b>*All figures are GST exclusive</b> | <b>Proposed Annual Plan 2026/27</b> | <b>Proposed % of available reserve budget used to reduce rates</b> |
| <b>Kaikino</b>                                     | Projected Reserve Opening balance 1 July 2026         |                                       | 23,280.91                           |  |
|  | Expenses (Withdrawal) 2026/27                         |                                       | (18,700.00)                         |  |
|  | Rates ex GST (Contribution) 2026/27                   |                                       | 5,429.88                            |  |
|  | Reserve contribution                                  | 13,270.12                             |                                     | reserve used equals 57% of opening balance                         |
|  | <b>Projected Reserve Closing balance 30 June 2027</b> |                                       | <b>10,010.79</b>                    |  |
| <b>Kaitaia</b>                                     | Projected Reserve Opening balance 1 July 2026         |                                       | 35,618.05                           |  |
|  | Expenses (Withdrawal) 2026/27                         |                                       | (150,000.00)                        |  |
|  | Rates ex GST (Contribution) 2026/27                   |                                       | 132,190.98                          |  |
|  | Reserve contribution                                  | 17,809.03                             |                                     | reserve used equals 50% of opening balance                         |
|  | <b>Projected Reserve Closing balance 30 June 2027</b> |                                       | <b>17,809.03</b>                    |  |
| <b>Motutangi</b>                                   | Projected Reserve Opening balance 1 July 2026         |                                       | 36,229.03                           |  |
|  | Expenses (Withdrawal) 2026/27                         |                                       | (51,000.00)                         |  |
|  | Rates ex GST (Contribution) 2026/27                   |                                       | 32,885.49                           |  |
|  | Reserve contribution                                  | 18,114.52                             |                                     | reserve used equals 50% of opening balance                         |
|  | <b>Projected Reserve Closing balance 30 June 2027</b> |                                       | <b>18,114.52</b>                    |  |
| <b>Waiharara</b>                                   | Projected Reserve Opening balance 1 July 2026         |                                       | 43,096.23                           |  |
|  | Expenses (Withdrawal) 2026/27                         |                                       | (21,674.00)                         |  |
|  | Rates ex GST (Contribution) 2026/27                   |                                       | 4,866.47                            |  |
|  | Reserve contribution                                  | 16,807.53                             |                                     | reserve used equals 39% of opening balance                         |
|  | <b>Projected Reserve Closing balance 30 June 2027</b> |                                       | <b>26,288.70</b>                    |  |

| Rates Expenditure |                       |                                    |                                     | Notes   |
|-------------------|-----------------------|------------------------------------|-------------------------------------|---|
| Location          | Natural Account       | Adopted Budget Annual Plan 2025/26 | Proposed Annual Plan Budget 2026/27 |   |
| <b>Kaikino</b>    | Salaries              | 3,466                              | 0                                   |   |
|                   | Contingency           | 2,050                              | 2,000                               |   |
|                   | Machine clearing      | 3,075                              | 5,000                               | Additional \$5k requested Kaikino drainage committee meeting 20.04.26 |
|                   | Spray contract 7800m  | 11,050                             | 11,700                              | 2 sprays x per year @75c p/m * 7800m                                  |
|                   |                       | <b>19,640</b>                      | <b>18,700</b>                       |   |
| <b>Kaitaia</b>    | Salaries              | 10,783                             | 0                                   |   |
|                   | Contingency           | 20,500                             | 30,000                              |   |
|                   | Machine clearing      | 20,500                             | 30,000                              |   |
|                   | Spray contract 100km  | 71,750                             | 90,000                              | 1 spray x per year @ 75c p/m * 120km                                  |
|                   |                       | <b>123,533</b>                     | <b>150,000</b>                      |   |
| <b>Motutangi</b>  | Salaries              | 8,472                              | 0                                   |   |
|                   | Contingency           | 10,000                             | 5,000                               |   |
|                   | Machine clearing      | 20,500                             | 16,000                              | incl long reach digger  |
|                   | Spray contract 18.5km | 26,634                             | 30,000                              | 2 sprays x per year @75c * 20km                                       |
|                   |                       | <b>65,606</b>                      | <b>51,000</b>                       |   |
| <b>Waiharara</b>  | Salaries              | 3,466                              | 0                                   |   |
|                   | Contingency           | 2,050                              | 5,000                               |   |
|                   | Machine clearing      | 3,075                              | 5,000                               |   |
|                   | Spray contract 7800m  | 11,193                             | 11,674                              | 2 sprays x per year @75c p/m * 7800m                                  |
|                   |                       | <b>19,784</b>                      | <b>21,674</b>                       |   |
|                   | <b>Total</b>          | <b>228,563</b>                     | <b>241,374</b>                      |   |

| Drainage Rates          |  |               |  |                                       |   |
|-------------------------|--|---------------|--|---------------------------------------|---|
|                         | Proposed Drainage Rates<br>Annual Plan 2026/27 |               | Adopted Drainage<br>Rates Annual Plan<br>2025/26 | Adopted Drainage<br>Rates LTP 2024/25 | Proposed % rates<br>increase from 25/26 to<br>26/27 |
|                         | GST Incl Amt                                   | Rate GST incl | Rate GST incl                                    | Rate GST incl                         | % increase  |
| <b><u>Kaikino</u></b>   | \$   | 6,244         |  |                                       |   |
| Kaikino A               | \$   | 7.97          | \$7.64   | \$11.46                               | 4%  |
| Kaikino B               | \$   | 3.99          | \$3.82   | \$5.73                                | 4%  |
| Kaikino C               | \$   | 1.33          | \$1.28   | \$1.91                                | 4%  |
| <b><u>Kaitaia</u></b>   |  |               |  |                                       |   |
| Kaitaia Drainage        | \$   | 152,020       | \$13.00  | \$12.47                               | 23%   |
| <b><u>Motutangi</u></b> | \$   | 37,818        |  |                                       |   |
| Motutangi A             | \$   | 38.46         | \$32.05  | \$0.00                                | 17%   |
| Motutangi B             | \$   | 19.23         | \$16.03  | \$0.00                                | 17%   |
| Motutangi C             | \$   | 6.42          | \$5.35   | \$0.00                                | 17%   |
| <b><u>Waiharara</u></b> | \$   | 5,596         |  |                                       |   |
| Waiharara A             | \$   | 9.12          | \$8.21   | \$20.96                               | 10%   |
| Waiharara B             | \$   | 4.56          | \$4.11   | \$10.48                               | 10%   |
| Waiharara C             | \$   | 1.52          | \$1.37   | \$3.50                                | 10%   |

Disclaimer:

\* Land size subject to change based on revised revaluation data when received.

\* The above 4 pages represents the data to be submitted to the Te Hiku Community Board meeting agenda for 04.05.2026

## 7.2 TE HIKU COMMUNITY HALL 2024/2025 ANNUAL INFORMATION

**File Number:** A5678177

**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 Te Hiku Community Board the annual AGM minutes, financial statement and statistical data as provided by Kaingaroa Memorial Hall, Lake Ohia Hall, Mangōnui War Memorial Hall.

### 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 the Te Hiku Community Board receive the report for Te Hiku 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:

|                                | <b>Council owned on Council land</b>   | <b>Community owned on Council land</b> | <b>Council owned on Crown Land</b> | <b>Community owned buildings on community owned land</b>          |
|--------------------------------|--|--|------------------------------------|---|
| <b>Kaikohe Hokianga Ward</b> – | Kaikohe War Memorial, KohuKohu, South Hokianga War Memorial, Kaikohe Senior Citizen's, Horeke, Okaihau, Rāwene |  | Taheke Community Centre            | Broadwood, Ngāwhā, Waimamaku, Umawera                             |
| <b>Te Hiku Ward</b>            | Herekino, Mangōnui<br><i>Oruru remains closed</i>  | Whatuwhiwhi                            | Lake Ohia, Kāingaroa               | Fairburn, Waiharara, Araiawa<br><i>Takahue – no longer exists</i> |
| <b>BOI Whangaroa Ward</b> –    | Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village                           | Moerewa                                | Maromākū                           | Ōpua, Pākaraka  |

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 Herekino Hall. All other information reports are attached to this report.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

### **Kaingaroa Memorial Hall \***

- Bookings – 112
- Users – Community 87, Casual 25
- Improvements Completed – Continue to carry out replacing wooden windows. Replaced section of outside wall. Replaced lights in main hall.
- Maintenance Completed – Repairs as required. Replaced some rotten floorboards. Clean gutters and wash down exterior. Regular grounds maintenance.

### **Lake Ohia Hall**

- Bookings – 123
- Users – Community, casual and commercial
- Improvements Completed – purchase of replacement chairs
- Maintenance Completed – lawns, weed control, cleaning, general repairs & maintenance. Community working bee.

**Mangōnui War Memorial Hall**

- Bookings – Numerous
- Users – Community
- Other – Lawns mowed regularly, cleaned fortnightly

*\*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.

**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. Kaingaroa Memorial Hall - A5472791 [↓](#) 
2. Lake Ohia Hall - A5472759 [↓](#) 
3. Mangōnui Wae Memorial Hall - A5561704 [↓](#) 
4. Community Halls Policy - A2125076 [↓](#) 
5. Halls and Facilities Strategy 2015 - A3622314 [↓](#) 
6. 2024-2025 Request for Annual Hall Information and Statistics - A5459310 [↓](#) 
7. 2024-2025 Annual Hall Information & Statistics Return Form - A5481546 [↓](#) 

**2024-2025 Hall Information and Statistics**

| HALL DETAILS                 |  |                     |        |
|------------------------------|--|---------------------|--------|
| Name of Hall:                | Kaingaroa Memorial Hall  |                     |        |
| Physical address:            | Cnr S H 10 and 1 Mill Road Kaingaroa Far North                   |                     |        |
| Postal address:              | [REDACTED]   |                     |        |
| Booking Officer Name         | (Booking Officer will be added to our website)<br>Lynne McDonald |                     |        |
| Booking Officer Contact Info | Ph.:<br>09 4087837   | [REDACTED]          | Email: |
| Afterhours Contact Name      | Martin & Lynne McDonald  |                     |        |
| Afterhours Contact Info      | Ph.:<br>As Above   | Mobile:<br>As Above | Email: |
| Emergency Contact Name       | Tony Cusack  |                     |        |
| Emergency Contact Info       | Ph.:<br>09 4087147   | Mobile:             | Email: |

| HALL COMMITTEE DETAILS |                 |                |               |              |
|------------------------|-----------------|----------------|---------------|--------------|
| Position               | Name            | Postal Address | Email address | Phone number |
| Chairperson            | Mark Atkinson   | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Secretary              | Lynne McDonald  | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Treasurer              | Martin McDonald | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Committee Member       | Tony Cusack     | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Committee Member       | Lois Sandle     | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Committee Member       |                 | [REDACTED]     | [REDACTED]    | [REDACTED]   |
| Committee Member       |                 | [REDACTED]     | [REDACTED]    | [REDACTED]   |

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?   | 11         |
| How often did the Committee meet in the year? | 11         |
| Date of the last AGM?                         | 09.07.2025 |

| HALL INFORMATION              |   |
|-------------------------------|---|
| Usage Data                    |   |
| Number of bookings:           | 112   |
| Number of estimated users:    | 112   |
| Type of use                   |   |
| Community (regular users):    | 87  |
| Casual (one off):             | 25  |
| Commercial:                   |   |
| Hire rates (per hour)         |   |
| Community:                    | Depends on the booking – i.e. considering the length of time, type of function, number of people attending etc. – for any larger function a cleaning fee is charged but reimbursed if hall left clean and tidy.               |
| Casual:                       | As above  |
| Commercial:                   | As above  |
| Other:                        | As above  |
| 2024/2025 Financial Statement | Attached: Yes   |
| Building Warrant of Fitness   | Photo attached as display in the hall : No don't have one of those.   |
| Evacuation Plan               | Photo attached as display in the hall : Yes   |
| Insurance - Contents          | No Liability Ins only      Value:   |
| Improvements completed        | Continue to carry out re-placing wooden windows.<br>Replaced a section of the outside wall adjacent to the men's bathroom and painted.<br>Re-placed lights in main hall.  |
| Maintenance completed         | Do maintenance and repairs as they arise. Have replaced some floor boards that were rotten.<br>Regularly clean gutters and wash down exterior.<br>Lawns and spraying done regularly. Generally keep the outside grounds tidy. |
| Other:                        | Got our War Memorial Board re-done, looking really good now.  |

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 seats approximately 80 people comfortably.<br>Supper room 30 comfortably at tables. |
| Kitchen facilities  | Two stoves, two fridges, microwave, dish washer, gas hot water and electric califont.         |
| Toilets   | Male & Female, have a bar in one of the female cubicles.                                      |
| Disabled access   | Double open doors into main hall and ramp.  |
| Parking   | Approx. 30 – 40 cars.   |
| Furniture available   | Tables and approximately 100 chairs.<br>Forms and 8 trestle tables, various lengths.          |
| Other facilities / assets available e.g.: stage, lighting, heating  | Stage, oil heaters.   |

**Checklist:**

|        |  |
|--------|--|
| Yes    | Form fully completed   |
| No     | 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 2024 to 30 June 2025                               |
| Yes/No | Other (funding report, funding requests) <b>NA</b>   |
| Yes    | Invite to attend the Community Board meeting – <b>often in contact with our Community Board Member</b> |

Thank you for your co-operation.

Kaingaroa Memorial Hall AGM Meeting 09.07.2025

At 6.00 pm at the Kaingaroa Memorial Hall

Present: Mark Atkinson – Chairman  
Lynne McDonald  
Martin McDonald  
Tony Cusack

Apologies: Lois Sandle

Residents: Josie Hudson Sue Cusack

Minutes of the last meeting 10.07.2024 read: Tony/Mark

Correspondence – Nil

Matters Arising:

- The Hall is still being used regularly, on a permanent and casual basis, and seems to be popular in the community for an assortment of different functions.

Finance:

- Lynne presented the accounts for the present committee from 01.07.2024 – 30.06.2025 (See attached sheet) this will be forwarded to Bill Subritzky to be presented to the Community Board Meeting. This also includes the usage of the hall.

Moved Mark Atkinson 2<sup>nd</sup> Tony Cusack

General Business:

- There were no new nominations for Officers, so the present Committee remains insitu:
- Chairman – Mark Atkinson,  
Treasurer – Martin McDonald  
Secretary – Lynne McDonald  
Committee – Tony Cusack, Lois Sandle  
Hall Care-takers & bookings – Martin & Lynne McDonald


Meeting closed: 6.15 p.m.

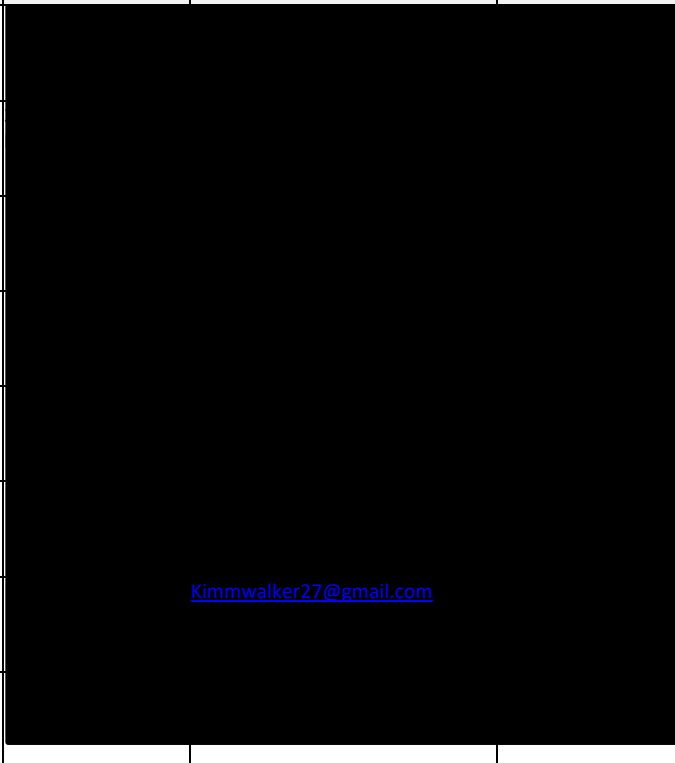
Next Meeting: To be advised.





2024-2025 Hall Information and Statistics

| HALL DETAILS                |                                    |   |  |
|-----------------------------|------------------------------------|---|--|
| Name of Hall:               | Lake Ohia Community Hall           |   |  |
| Physical address:           | Corner of SH10 and Pekaeru Road.   |   |  |
| Postal address:             | 393 Pekaeru Road, RD3 Kaitaia 0483 |   |  |
| Booking Officer (name):     | Kim Walker                         |   |  |
| Booking Officer (contact.): | Ph.:                               |  | <a href="mailto:lakeohiahall@gmail.com">lakeohiahall@gmail.com</a> |
| Afterhours contact (name):  |                                    |   |  |
| Emergency Contact (name):   | John Templeton 027886297           |   |  |
| Afterhours (contact):       | Ph.:                               | Mobile:   | Email:   |
| Other:                      |                                    |   |  |

| HALL COMMITTEE DETAILS |                        |  |               |              |  |
|------------------------|------------------------|--|---------------|--------------|--|
| Position               | Name                   | Postal Address   | Email address | Phone number |  |
| Chairperson            | John Templeton         |  |               |              |  |
| Secretary              | Vicki Stevens          |  |               |              |  |
| Treasurer              | Vicki Stevens          |  |               |              |  |
| Committee Member       | Haina Tamahere         |  |               |              |  |
| Committee Member       | Raymond Jurlina        |  |               |              |  |
| Committee Member       | Margaret Timmer-Arends |  |               |              |  |
| Committee Member       | Kim Walker             |  |               |              | <a href="mailto:Kimmwalker27@gmail.com">Kimmwalker27@gmail.com</a> |
| Committee Member       | Eric Foster            |  |               |              |  |

Please feel free to update on the reverse of this or add another piece of paper

| COMMITTEE MEETING DETAILS                     |                    |
|---|--------------------|
| How often does the Committee meet annually?   | 10 (about monthly) |
| How often did the Committee meet in the year? | 10                 |

**HALL INFORMATION**

**Usage Data**

Number of bookings: 123

Number of estimated users: Community events have between 20-120 Lake Ohia locals attend. Rural support evenings have upto 80 people attend some the same some different. Homeschool meetings from 10 – 30 people attend mainly different from above. Have had private functions with an estimated 100 people attend from local and family from afar. Plus the quilters and yoga make another 25 people. Plus the farmer meetings, and other events. Have upto 30 people each. So would be about 250+ people at a guess this year.

**Type of use**

Community (regular users): Cards Club, Table Tennis Club, Quilting Club, Rural support Evenings, Committee Meetings, Community Meetings, Community Get Togethers, fundraisers. Pilates, yoga.

Casual (one off): Homeschoolers, family get togethers, Party's, local school.

Commercial: Fonterra meeting, Horticulture group, DOC, training days.

**Hire rates (per hour)**

Community: Donation (ranges from \$12 – 1200) some use it for fundraisers for hall.

Casual: \$50 for small events \$100 medium and \$150 for large events

Commercial: \$150 but negotiable depending on actual event.

Other: If providing an event to bring community together then rates can be waived. As we want to encourage community get togethers.



2024/25 Financial Statement Attached: yes

BWOF Attached: yes / **No** Expiry Date:

Insurance - Contents No Value:

Improvements completed Purchase of replacement chairs from community funds.

Maintenance completed Regular lawns, weed control, cleaning, general repairs and maintenance Community Working Bee.

|                                    |  |                           |                         |  |
|------------------------------------|--|---------------------------|-------------------------|--|
| Other:                             | Most work on the hall is completed by volunteers from our community, many of whom are local trades people. |                           |                         |  |
| Check list (cross out as provided) |  AH / emergency           | Copy of BWOFF certificate | Copy of Evacuation Plan |  Form fully completed |

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 | 100 people  |
| Kitchen facilities  | Older facilities. Microwave, pie warmer, basic cutlery, plates, etc. Hot water available only with urn. |
| Toilets   | 2   |
| Disabled access   | No  |
| Parking   | Yes   |
| Furniture available   | Tables and chairs.  |
| Other facilities / assets available e.g.: stage, lighting, heating  | Hall is fully fenced in to ensure safety of children at events.   |

Copy of annual financial reports attached – presented and accepted at committee meeting.

Issues with building certificate and evacuation plan as we are currently going through a building process with council so these are not completed.

**Checklist:**

|        |   |
|--------|---|
| Yes/No | Form fully completed  |
| Yes/No | Photo of BWOFF on display (not available as waiting on council upgrades)                                    |
| Yes/No | Photo of Evacuation procedure on display (no as only the one proper exit – waiting on upgrades to get done) |
| 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  |

| Lake Ohia Hall - 2024 - 2025 Accounts |         |                                       |           |              |           |      |             |             |                   |              |
|---------------------------------------|---------|---------------------------------------|-----------|--------------|-----------|------|-------------|-------------|-------------------|--------------|
| Date                                  | Bank    | Other Party                           | Hall Hire | Fund-raisers | Donations | R&M  | Consumables | Electricity | Capital Purchases | Term Deposit |
| 21/06/2024                            | 20      | Deposit SCHLUTER                      | 20        |              |           |      |             |             |                   |              |
| 29/06/2024                            | 90      | Table Tennis Club                     | 90        |              |           |      |             |             |                   |              |
| 15/07/2024                            | 100     | School Play Te Rito                   | 100       |              |           |      |             |             |                   |              |
| 19/07/2024                            | 200     | Rural Support Trust                   | 200       |              |           |      |             |             |                   |              |
| 25/07/2024                            | -932.83 | Coastline Plumbing Watertanks         |           |              |           | -933 |             |             |                   |              |
| 31/07/2024                            | 15      | homeschool lego movies                | 15        |              |           |      |             |             |                   |              |
| 02/08/2024                            | -39.91  | Power                                 |           |              |           |      |             | -39.91      |                   |              |
| 03/08/2024                            | 120     | Table Tennis Club                     | 120       |              |           |      |             |             |                   |              |
| 20/08/2024                            | 500     | FNQuilters Rent 2024                  | 500       |              |           |      |             |             |                   |              |
| 30/08/2024                            | 120     | Table Tennis Club                     | 120       |              |           |      |             |             |                   |              |
| 30/08/2024                            | 100     | Cards Group                           | 100       |              |           |      |             |             |                   |              |
| 02/09/2024                            | -99.45  | Power                                 |           |              |           |      |             | -99.45      |                   |              |
| 01/10/2024                            | 120     | Table Tennis Club                     | 120       |              |           |      |             |             |                   |              |
| 03/10/2024                            | -122.59 | Power                                 |           |              |           |      |             | -122.59     |                   |              |
| 04/11/2024                            | -92.47  | Power                                 |           |              |           |      |             | -92.47      |                   |              |
| 05/11/2024                            | 120     | Table Tennis Club                     | 120       |              |           |      |             |             |                   |              |
| 22/11/2024                            | 100     | Cards Group                           | 100       |              |           |      |             |             |                   |              |
| 25/11/2024                            | 50      | S Olver Yoga                          | 50        |              |           |      |             |             |                   |              |
| 03/12/2024                            | -99.65  | Power                                 |           |              |           |      |             | -99.65      |                   |              |
| 09/12/2024                            | 150     | Table Tennis Club                     | 150       |              |           |      |             |             |                   |              |
| 18/12/2024                            | 200     | Schluters                             |           |              | 200       |      |             |             |                   |              |
| 21/12/2024                            | 60      | Table Tennis Club                     | 60        |              |           |      |             |             |                   |              |
| 03/01/2025                            | -95.16  | Power                                 |           |              |           |      |             | -95.16      |                   |              |
| 03/02/2025                            | -96.23  | Power                                 |           |              |           |      |             | -96.23      |                   |              |
| 03/02/2025                            | 2500    | DBFCA funds Auction auc proceed       |           | 2500         |           |      |             |             |                   |              |
| 05/03/2025                            | -99.31  | Power                                 |           |              |           |      |             | -99.31      |                   |              |
| 13/03/2025                            | 100     | Cards Group                           | 100       |              |           |      |             |             |                   |              |
| 02/04/2025                            | -94.6   | Power                                 |           |              |           |      |             | -94.6       |                   |              |
| 06/05/2025                            | -99.36  | Power                                 |           |              |           |      |             | -99.36      |                   |              |
| 07/05/2025                            | 30      | Rosie MTSCCT hall hire 2 May          | 30        |              |           |      |             |             |                   |              |
| 13/05/2025                            | 30      | Jasmine B HallPilates 3 weeks         | 30        |              |           |      |             |             |                   |              |
| 25/05/2025                            | -388.5  | BILL PAYMENT TO Andrew Ward 37 Chairs |           |              |           |      |             |             | -388.5            |              |
| 26/05/2025                            | -200    | BILL PAYMENT TO PEtrol ChairPick-up   |           |              |           |      |             |             | -200              |              |
|                                       |         |                                       |           |              |           |      |             |             |                   |              |
|                                       |         |                                       |           |              |           |      |             |             |                   |              |
|                                       |         |                                       |           |              |           |      |             |             |                   |              |
| Totals:                               | 2264.94 | 0                                     | 2025      | 2500         | 200       | -933 | 0           | -938.73     | -588.5            | 0            |
| Date                                  | Amount  | Other Party                           | Hall Hire | Fundraisers  | Donations | R&M  | Consumab    | Electricity | Capital Purchases |              |

| Lake Ohia Hall - 2024-25 June Accounts        |                                    |                                      |
|---|------------------------------------|--------------------------------------|
| Lake Ohia Community Centre Accounts           |                                    |                                      |
| June 2023 - May 2024                          |                                    |                                      |
| <b>Income</b>                                 | <b>Expenses</b>                    | <b>Capital Development</b>           |
| Hall Hire 2025                                | Electricity -938.73                | Capital Costs -588.5                 |
| Fundraisers 2500                              | Consumables 0                      |                                      |
| Donations 200                                 | R&M -932.83                        |                                      |
| <b>Total Incom \$4,725.00</b>                 | <b>Total Expenses: -\$1,871.56</b> | <b>Total Capital: -\$588.50</b>      |
| <b>Total Profit/Loss for year: \$2,264.94</b> |                                    |                                      |
| <b>Assets as of 30th May 2025:</b>            |                                    | <b>Position Last Year (May 2024)</b> |
| Term Depo: \$13,204.46                        |                                    | Term Deposit: \$12,548.65            |
| Bank Accou \$14,883.63                        |                                    | Bank Account: \$12,618.69            |
| Prepared by Vicki Stevens                     |                                    |                                      |

## 2024-2025 Hall Information and Statistics

| HALL DETAILS                 |   |                       |                                  |
|------------------------------|---|-----------------------|----------------------------------|
| Name of Hall:                | Mangonui War Memorial Hall                                    |                       |                                  |
| Physical address:            | 130 Waterfront Drive  |                       |                                  |
| Postal address:              | P.O. Box 158, Mangonui 0442                                   |                       |                                  |
| Booking Officer Name         | (Booking Officer will be added to our website)<br>Lynn Pooley |                       |                                  |
| Booking Officer Contact Info | Ph.:<br>4060170   | Mobile:<br>0212168025 | Email:<br>lynpoolley13@gmail.com |
| Afterhours Contact Name      | Lorraine Wilson   |                       |                                  |
| Afterhours Contact Info      | Ph.:<br>4061360   | Mobile:<br>0275252393 | Email:                           |
| Emergency Contact Name       | Lynn Pooley   |                       |                                  |
| Emergency Contact Info       | Ph.:<br>as above  | Mobile:<br>as above   | Email:<br>as above               |

| HALL COMMITTEE DETAILS |           |                               |                            |              |
|------------------------|-----------|-------------------------------|----------------------------|--------------|
| Position               | Name      | Postal Address                | Email address              | Phone number |
| Chairperson            | L. Wilson | P.O. Box 360<br>Mangonui 0442 |                            | 4061360      |
| Secretary              | L. Pooley | P.O. Box 73<br>Mangonui 0442  | lynpoolley13@<br>gmail.com | 4060170      |
| 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?   | N/A |
| How often did the Committee meet in the year? | N/A |
| Date of the last AGM?                         | N/A |

| HALL INFORMATION              |  |
|-------------------------------|--|
| Usage Data                    |  |
| Number of bookings:           | Numerous   |
| Number of estimated users:    | see below  |
| Type of use                   |  |
| Community (regular users):    | Mgī MKts, Artisan MKt, Taichi, Moved outdoors, Yoga Library, Indoor Bowls                                |
| Casual (one off):             |  |
| Commercial:                   |  |
| Hire rates (per hour)         |  |
| Community:                    | } \$7 per hour   |
| Casual:                       |  |
| Commercial:                   |  |
| Other:                        | Library pay \$400 per year   |
| 2024/2025 Financial Statement | Attached: <input checked="" type="radio"/> Yes <input type="radio"/> No                                  |
| Building Warrant of Fitness   | Photo attached as display in the hall <input checked="" type="radio"/> Yes <input type="radio"/> No      |
| Evacuation Plan               | Photo attached as display in the hall <input checked="" type="radio"/> Yes <input type="radio"/> No      |
| Insurance - Contents          | Yes <input type="radio"/> No <input checked="" type="radio"/> Library have own insurance on books Value: |
| Improvements completed        |  |
| Maintenance completed         |  |
| Other:                        | Lawns mowed regularly<br>Cleaned fortnightly   |

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<br>Library in annex   |
| Kitchen facilities  | 1 stove, smt fridge<br>2 urns, cups, plates, saucers<br>1 microwave |
| Toilets   | 1 ladies<br>1 mens<br>1 urinal<br>council toilets underneath        |
| Disabled access   | N/A Has been investigated by FNDC<br>unable to be done              |
| Parking   | wherever available  |
| Furniture available   | 1 Piano<br>100 chairs   |
| Other facilities / assets available e.g.: stage, lighting, heating  | stage, fans, heaters, tall ladder<br>display boards                 |

**Checklist:**

|  |   |
|--|---|
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Form fully completed  |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Photo of BWOF on display  |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Photo of Evacuation procedure on display  |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Copy of Audited Financial Accounts if relevant  |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Copy of Annual Financial Accounts for period 1 <del>July</del> <sup>April</sup> 2024 to <del>30 June</del> <sup>31 March</sup> 2025 |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Other (funding report, funding requests)  |
| <input checked="" type="radio"/> Yes/<br><input type="radio"/> N | Invite to attend the Community Board meeting  |

Thank you for your co-operation.

**MANGONUI WAR MEMORIAL HALL****ANNUAL FINANCIAL REPORT****From 1<sup>st</sup> April 2024 -31<sup>st</sup> March 2025**

Cash in bank 1.04.2024 5586.04

**Receipts**

|                               |                        |
|-------------------------------|------------------------|
| Taichi                        | 280.00                 |
| M it or L it                  | 504.00                 |
| A.Tothill                     | 1561.00                |
| Mgi Mkts                      | 2680.00                |
| Library                       | 400.00                 |
| MVIBC                         | 308.00                 |
| RSA Sign                      | 310.50                 |
| S.Olver                       | 294.00                 |
| L.Price(paid into wrong acct) | 120.00                 |
| Circability                   | 182.00                 |
| Whiti te Ra                   | 420.00                 |
| Misc                          | 71.33                  |
| G.Brady(R and R)              | <u>112.00</u>          |
|                               | 7242.83                |
| Opening balance               | <u>5586.04</u>         |
|                               | 12828.87               |
| Less Expenditure              | <u>7062.71</u>         |
| Bank Statement balance        | 5766.16 as @ 31.3.2025 |

**Expenditure**

|               |                |
|---------------|----------------|
| Contact       | 2844.56        |
| Repairs       | 984.88         |
| Lawns         | 550.00         |
| Post Stmt fee | 8.00           |
| New Sign(RSA) | 310.50         |
| Toilet Sign   | 86.25          |
| L.Price       | 120.00         |
| Cleaning Mat  | 583.52         |
| Cleaner       | <u>1575.00</u> |
|               | 7062.71        |

|                    |                             |
|--------------------|-----------------------------|
| Investment Account | 7734.06 @ 1.04.2024         |
|                    | <u>8085.09 @ 31.03.2025</u> |
|                    | 350.49                      |

I have examined the records of this committee and according to the information provided the Statement presented is a true and fair review of the committee for the 2024/2025 Financial Year

Signed.....

M.J.POOLEY JP

## 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.

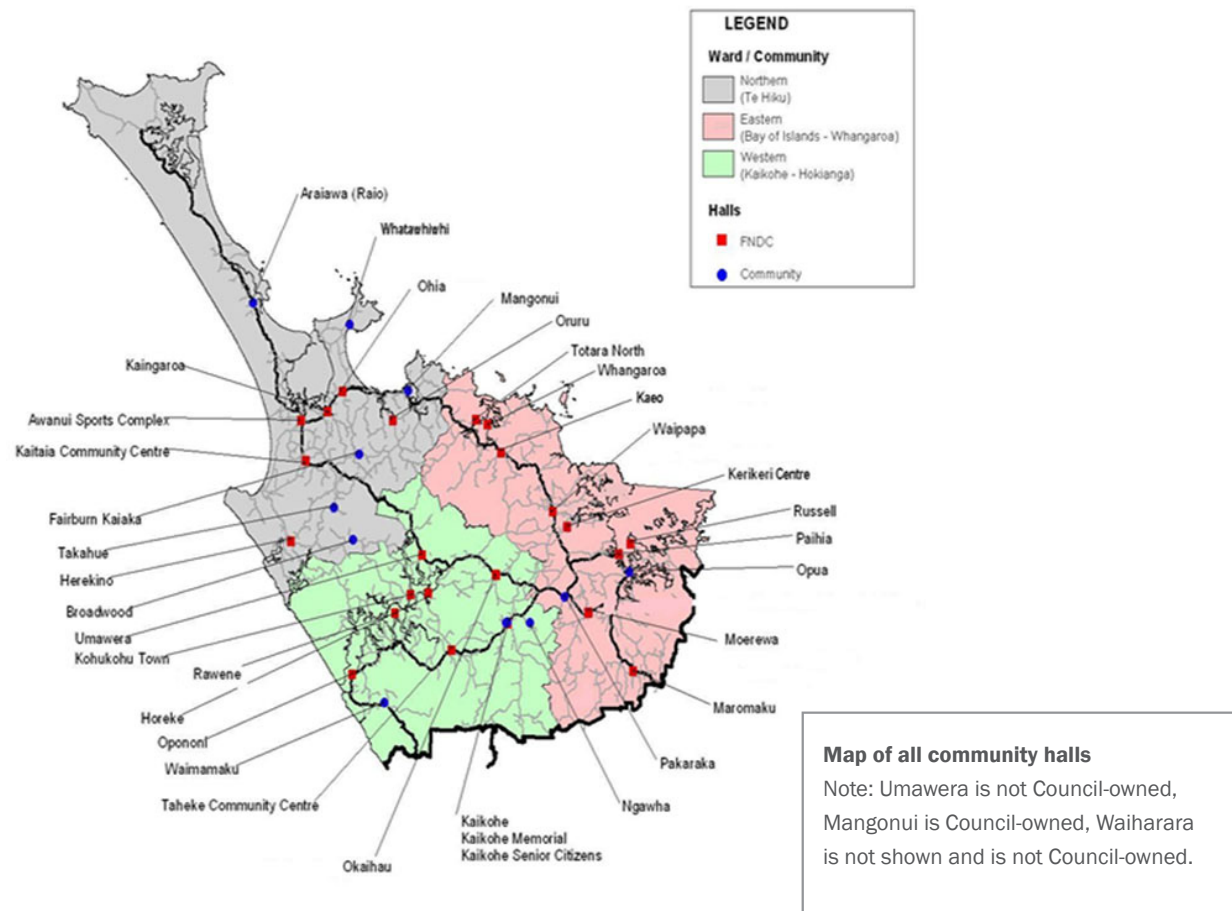
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

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.

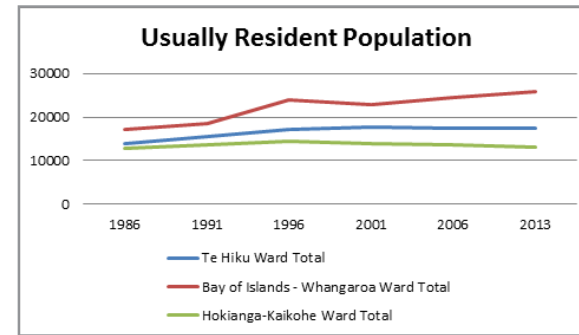
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

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, Opuha, 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

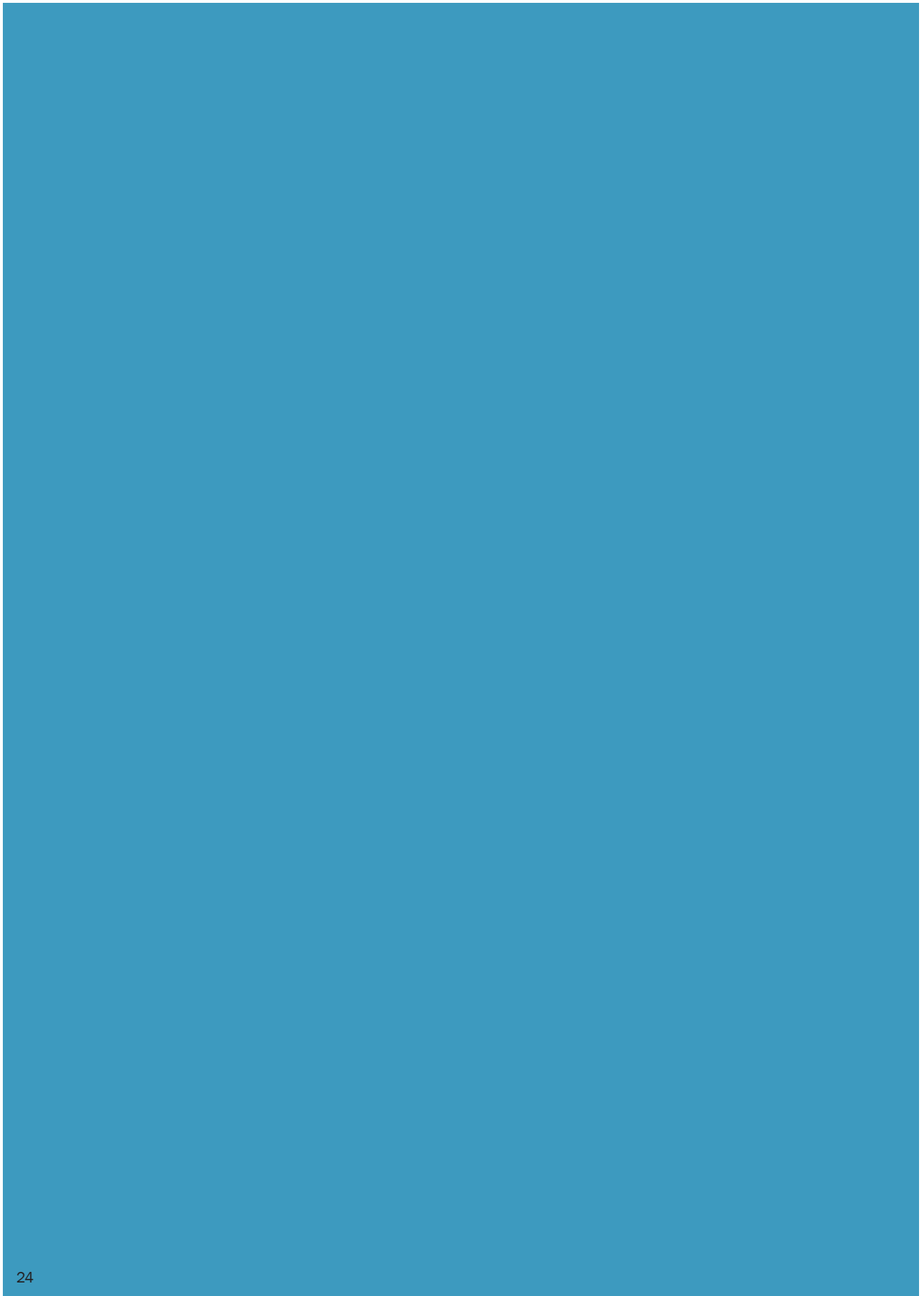
Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- 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**.

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

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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](mailto:Cheryl.Henry@fndc.govt.nz)

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12 November 2025

The Horeke Hall Committee

Email : [mark@lestersofwhitford.co.nz](mailto: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](mailto: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](mailto:lwitehira@xtra.co.nz)

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12 November 2025

The Kaingaroa Hall Committee  
Email : [markatkinson023@gmail.com](mailto: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](mailto:john@kohukohu.com)

**RE: Annual Hall Information and Statistics Return**

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12 November 2025

The Lake Ohia Hall Committee  
Email : lakeohiahall@gmail.com

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**Cheryl Henry**

Property & Facilities Support Officer - Property Management

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12 November 2025

The Mangonui Hall Committee  
Email : [lynpooley13@gmail.com](mailto:lynpooley13@gmail.com)

**RE: Annual Hall Information and Statistics Return**

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Nga mihi



**Cheryl Henry**

Property & Facilities Support Officer - Property Management

P 649 408 9405 | [Cheryl.Henry@fndc.govt.nz](mailto:Cheryl.Henry@fndc.govt.nz)

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12 November 2025

The Okaihau Hall Committee  
Email : [newportblue2015@gmail.com](mailto:newportblue2015@gmail.com)

**RE: Annual Hall Information and Statistics Return**

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12 November 2025

The Paihia Memorial Hall Committee  
Email : [memorialhall1945@gmail.com](mailto: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](mailto:rawenehall@gmail.com)

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12 November 2025

The Russell Town Hall Committee  
Email : [townhallrussell@gmail.com](mailto:townhallrussell@gmail.com)

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12 November 2025

The Opononi Memorial Hall Committee

Email : [opononihall@gmail.com](mailto:opononihall@gmail.com)

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12 November 2025

The Taheke Hall Committee

Email : [ellenicereihanaruka@gmail.com](mailto:ellenicereihanaruka@gmail.com)

**RE: Annual Hall Information and Statistics Return**

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12 November 2025

The Totara North Hall Committee  
Email : [totaranorthhall@gmail.com](mailto:totaranorthhall@gmail.com)

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12 November 2025

The Waipapa Hall Committee  
Email : [sharkbait@outlook.co.nz](mailto:sharkbait@outlook.co.nz)

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12 November 2025

The Whangaroa Village Hall Committee  
Email : [melden.stepping.s@xtra.co.nz](mailto:melden.stepping.s@xtra.co.nz)

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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.

### 7.3 APPOINTMENT TO ACCESSIBILITY ACTION GROUP

**File Number:** A5679511

**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 Te Hiku 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.
- Te Hiku Community Board is able to appoint a member as their delegate to the group.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku 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 - A5685724 [↓](#) 

**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.

| <b>He Take Ōkawa / Compliance Requirement</b>   | <b>Aromatawai Kaimahi / Staff Assessment</b>   |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | 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.<br><br>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.

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- 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

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- 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.

## 7.4 CONFIRMATION OF MEMBERSHIP OF TE HIKU LAND DRAINAGE COMMITTEES AND ADOPTION OF COMMITTEE TERMS OF REFERENCE

**File Number:** A5738906

**Author:** Natasha Rmandic, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

- To confirm the membership for the Te Hiku Drainage Committees.
- To confirm additional meeting date for year 2026.
- To adopt updated the Terms of Reference.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- At Te Hiku Community Board Meeting on 09 February board members confirmed re-establishment of 3 Drainage Area Committees.
  - The Drainage Committees have previously been Committees of the Te Hiku Community Board and act in an advisory role to the Community Board.
- The membership has previously consisted of ratepayers in those areas to provide community views on the development of the work programmes, for Council to maintain the drainage network in these areas. Staff have sought feedback from committee members to form draft Terms of Reference documents.  
Feedback from members is incorporated in this report for Te Hiku Community Board's consideration.

### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) **Appoint the following members to the Kaitāia Drainage Area Committee**
  - i. **Fiona King - Chairperson**
  - ii. **Joe King**
  - iii. **Mike Masters**
  - iv. **Greg Yuretich**
  - v. **Dennis Chapman**
  - vi. **Dion Harrison**
  - vii. **David Bysterveldt**
  - viii. **Adele Gardner and Trevor Beatson as Te Hiku Community Board representatives.**
- b) **Appoint the following members to the Motutangi Drainage Area Committee**
  - i. **Jeremy White - Chairperson**
  - ii. **Paul Harvey**
  - iii. **Adele Gardner as Te Hiku Community Board representative.**
- c) **Appoint the following members to the Kaikino and Waiharara Drainage Area Committee**
  - i. **Sheryl Bainbridge - Chairperson**
  - ii. **Fred Petricevich**
  - iii. **Aaron Bainbridge**
  - iv. **Adrienne Bartlett**
  - v. **Dean Radojkovich**
  - vi. **Fiona King**
  - vii. **Adele Gardner as Te Hiku Community Board representative.**
- d) **Adopt 20 August as additional meeting of these Committees As per Terms of Reference.**

**e) adopt the attached Terms of References for the following Committees:**

- **Kaitāia Drainage Area Committee;**
- **Waiharara and Kaikino Drainage Area Committee;**
- **Motutangi Drainage Area Committee.**

**1) TĀHUHU KŌRERO / BACKGROUND**

Although flood protection assets were vested in the Northland Regional Council in 2005, under the Local Government Act 1974, Part 29, rural land drainage assets remain under Far North District Council control and management. Drainage Committees are designed to provide drainage of soils within defined areas to ensure an economic long-term return from low lying land. Council has delegated the governance of land drainage within the area to the Te Hiku Community Board.

Land drainage is an activity which directly benefits the ratepayers within the defined areas and is funded by them through a targeted rate. To support Council's management of the drainage assets, the ratepayers had formed an advisory committee, and this committee has recommended and prioritised works in the past. The communities requested that Council formalise these governance arrangements by creating Drainage Committees of the Te Hiku Community Board which occurred in 2016.

In 2003 a management and operational plan was prepared for the Northern Drainage Area incorporating the Motutangi, Waiharara and Kaikino areas. The plan was never formally adopted by the Community Board. It had been received by the affected community and is used as a guide for how drainage works have been undertaken in the above areas. The development of this plan is ongoing and is required as part of the resource consent process.

Part six, subpart three of the LGA 2002 requires a local authority to ensure that each year's projected operating revenues are set at a level sufficient to meet the year's operating expenses. To ensure this happens, the proposed operating expenses for the drainage areas need to be determined in line with the Councils Annual and Long-Term Plan processes.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings.

**Section 52(1)(b)** provides that a community board **may appoint committees and delegate to them any of its responsibilities, duties, or powers**, subject to the Act and any council-imposed delegations.

In summary, section 52 confirms that a community board can:

- **Appoint one or more committees**
- **Delegate functions or decision-making powers to those committees**
- **Act within the delegations and limits set by the territorial authority**

Community boards are therefore treated similarly to councils in this respect, though their powers depend on what the council has delegated to them.

The Far North District Council recognises that Committees are a key part of enabling good governance. Terms of Reference should be adopted for each Committee to clarify its role, responsibilities and membership.

Terms of Reference were developed in conjunction with the drainage committees in the 2016 triennium. The purpose of the Terms of Reference is to explain the type, purpose, scope, authority, membership, meeting arrangements, reporting, resources, deliverables of the committee, and how often the document should be reviewed. The Terms of References were approved by the Drainage Committees prior to the election and are attached for the adoption of the Board, to provide continuity.

## **2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

The requirements for the creation of committees within the local authority are set out in Schedule 7 of the Local Government Act 2002. Given the three Drainage Committees are in the Te Hiku area this report recommends a continuation of arrangements that have been in place since 2016.

If the Board were to decide not to re-establish the Drainage Committees, reports would be provided to Community Board meetings to oversee the work programme, budgets and the finance requirements to support the delivery of the work programme. As this is a targeted rate, the Board would need to consider how it would seek the views of the affected landowners if the Committees were not re-established.

The members of the committee may, but need not be, elected members of the Community Board, and a Community Board may appoint to a committee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee. At least one member of a committee must be an elected member of the Te Hiku Community Board; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee. The recommendation is that the membership remain as it was prior to the election, and staff intend to develop a more thorough process on how members will be appointed in future, as part of the management plan.

The minimum number of members is three for a committee.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987. A meeting is duly constituted if a quorum is present and business may not be transacted at that meeting unless a quorum is present for the whole time at which the business is being conducted. For a committee the quorum can be no fewer than two and must include one member of the Community Board. The recommended quorum is three; this will be determined by the Community Board when the Committee is established.

Terms of Reference were developed in conjunction with the drainage committees in the 2016 triennium and then updated and re-adopted in 2026. The purpose of the Terms of Reference is to explain the type, purpose, scope, authority, membership, meeting arrangements, reporting, resources, deliverables of the committee, and how often the document should be reviewed. The Terms of References were approved by the Drainage Committees prior to the election and are attached for the adoption of the Board, to provide continuity.

This report recommends that the Committees that the following meeting date be confirmed.

- 20 August 2026

The proposed meeting date ensures minimal meeting event conflicts and sufficient time for report escalation to the following Te Hiku Community Board meeting.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To provide continuity of service that ensures that affected parties are engaged with in a formal manner.

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

There is a cost in supporting meetings, and these are covered within operational budgets.

## ĀPITIHANGA / ATTACHMENTS

1. **Kaitāia Drainage Committee - ToR - A5738829** [↓](#) 
2. **Waiharara and Kaikino Drainage Committee - ToR - A5738830** [↓](#) 
3. **Motutangi Drainage Committee - ToR - A5738833** [↓](#) 

**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.

| <b>He Take Ōkawa / Compliance Requirement</b>   | <b>Aromatawai Kaimahi / Staff Assessment</b>   |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | 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.   | The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.         |
| 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.   | Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings. |
| 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.<br><br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | There are no particular implications for 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 report does not have any implications on persons identified in legislation.   |
| State the financial implications and where budgetary provisions have been made to support this decision.  | Financial implications are covered within operational budgets.   |
| Chief Financial Officer review.   | The Chief Financial Officer has not reviewed this report.  |



Dated: 09 Feb 2026

## **KAITAIA DRAINAGE AREA COMMITTEE Terms of Reference**

### **Purpose**

**The purpose of the Kaitaia Drainage Area Committee is:**

- To represent and consult with the ratepayers of the Kaitaia Drainage Area
- To make recommendation to Te Hiku Community Board in respect of all matters pertaining to the management of the Kaitaia Drainage Area
- To ensure the Kaitaia Drainage Area ratepayers and Te Hiku Community Board are well informed about matters of concern relating the Kaitaia Drainage Area
- To identify initiatives and improvements and make recommendations to Te Hiku Community Board on how these improvements can be implemented
- To provide the Kaitaia Drainage Area community with an opportunity to provide feedback to Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between Te Hiku Community Board and community.

### **Quorum**

The Quorum is set at three.

### **Responsibilities**

#### **Work Programs**

Preparing the program of work for the Kaitaia Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programs are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Kaitaia Drainage Area.

### **Membership**

The Kaitaia Drainage Area Committee is to be appointed by resolution of Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by Te Hiku Community Board.

An agenda will be prepared and circulated 2 clear working days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by Te Hiku Community Board.

**Values**

**Advocacy** - promote the public's trust and confidence in Council and the Community board.

**Openness** - communicating clearly and providing as much information as possible.

**Honesty** - observing both the spirit and the letter of the law, policy and procedures.

**Respect** - treating people with courtesy, observing their rights and recognizing the different roles that others play in management and decision making.

**Responsiveness** - dealing with issues within agreed timeframes.

**Consider** the full range of costs and benefit of alternatives in making recommendations to Council.

**Ensure** open and free exchange of information within the group.

**Meetings**

Kaitaia Drainage Area Committee will meet three times a year as determined by Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

**Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Chief Financial Officer

Proposed Work Program

**Reporting**

A report will be included in Te Hiku Community Board agenda at the following meeting that conveys any recommendations to Te Hiku Community Boards for adoption.

**Support**

Administrative support is provided by the Council's Governance Support team.

**Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Kaitaia Drainage Targeted Rate.

**Procurement of Goods and Services**

Procurement of goods and services for Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy (including Sustainable Procurement). For more information, please follow the link:

[https://www.fndc.govt.nz/\\_data/assets/pdf\\_file/0021/43509/Procurement-Policy-FINAL.pdf](https://www.fndc.govt.nz/_data/assets/pdf_file/0021/43509/Procurement-Policy-FINAL.pdf)

**Procurement of Goods and Services**

Procurement of goods and services for Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

**Contacts with Media and Outside Agencies**

Committee Chairperson is the authorized spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

**Power to Delegate**

The Kaitaia Drainage Area Committee may not delegate any of its responsibilities, duties or powers.



**Dated 09 Feb 2026**

## **WAIHARARA AND KAIKINO DRAINAGE AREAS COMMITTEE Terms of Reference**

### **Purpose**

**The purpose of the Waiharara and Kaikino Drainage Areas Committee is:**

- To represent and consult with the ratepayers of the Waiharara and Kaikino Drainage Areas
- To make recommendation to Te Hiku Community Board in respect of all matters pertaining to the management of the Waiharara and Kaikino Drainage Areas
- To ensure the Waiharara and Kaikino Drainage Areas ratepayers and Te Hiku Community Board are well informed about matters of concern relating the Waiharara and Kaikino Drainage Areas
- To identify initiatives and improvements and make recommendations to Te Hiku Community Board on how these improvements can be implemented
- To provide the Waiharara and Kaikino Drainage Areas community with an opportunity to provide feedback to Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between Te Hiku Community Board and community.

### **Quorum**

The Quorum is set at three.

### **Responsibilities**

#### **Work Programs**

Preparing the program of work for the Waiharara and Kaikino Drainage Areas, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions
- Consistent with Policy #4302 - Northland River Management Policy.

Such programs are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas'.

### **Membership**

The Waiharara and Kaikino Drainage Areas Committee is to be appointed by resolution of Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.



### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by Te Hiku Community Board.

An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by Te Hiku Community Board.

### **Values**

**Advocacy** - promote the public's trust and confidence in Council and the Community board.

**Openness** - communicating clearly and providing as much information as possible.

**Honesty** - observing both the spirit and the letter of the law, policy and procedures.

**Respect** - treating people with courtesy, observing their rights and recognizing the different roles that others play in management and decision making.

**Responsiveness** - dealing with issues within agreed timeframes.

**Consider** the full range of costs and benefit of alternatives in making recommendations to Council.

**Ensure** open and free exchange of information within the group.

### **Meetings**

The Waiharara and Kaikino Drainage Areas Committee will meet three times a year as determined by Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

### **Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Program

### **Reporting**

A report will be included in Te Hiku Community Board agenda at the following meeting that conveys any recommendations to Te Hiku Community Boards for adoption.

### **Support**

Administrative support is provided by the Council Advisory Services Department.

### **Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Waiharara and Kaikino Drainage Areas Targeted Rates.

### **Procurement of Goods and Services**

Procurement of goods and services for Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy (including Sustainable Procurement). For more information, please follow the link:

[https://www.fndc.govt.nz/data/assets/pdf\\_file/0021/43509/Procurement-Policy-FINAL.pdf](https://www.fndc.govt.nz/data/assets/pdf_file/0021/43509/Procurement-Policy-FINAL.pdf)

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**Contacts with Media and Outside Agencies**

Committee Chairperson is the authorized spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, Te Hiku Community Board Standing Orders and Council Code of Conduct.

**Power to Delegate**

Waiharara and Kaikino Drainage Areas Committee may not delegate any of its responsibilities, duties or powers.



**Dated 09 Feb 2026**

**MOTUTANGI DRAINAGE AREA COMMITTEE  
Terms of Reference**

**Purpose of Motutangi Drainage Area Committee is:**

- To represent and consult with the ratepayers of the Motutangi Drainage Area
- To make recommendation to Te Hiku Community Board in respect of all matters pertaining to the management of the Motutangi Drainage Area
- To ensure the Motutangi Drainage Area ratepayers and Te Hiku Community Board are well informed about matters of concern relating the Motutangi Drainage Area
- To identify initiatives and improvements and make recommendations to Te Hiku Community Board on how these improvements can be implemented
- To provide the Motutangi Drainage Area community with an opportunity to provide feedback to Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between Te Hiku Community Board and community.

**Quorum**

The Quorum is set at three.

**Responsibilities**

**Work Programs**

Preparing the program of work for the Motutangi Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programs are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

**Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Drainage Areas.

**Membership**

Motutangi Drainage Area Committee is to be appointed by resolution of Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

**Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by Te Hiku Community Board.

An agenda will be prepared and circulated 5 days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

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**Values**

**Advocacy** - promote the public's trust and confidence in Council and the Community board.

**Openness** - communicating clearly and providing as much information as possible.

**Honesty** - observing both the spirit and the letter of the law, policy and procedures.

**Respect** - treating people with courtesy, observing their rights and recognizing the different roles that others play in management and decision making.

**Responsiveness** - dealing with issues within agreed timeframes.

**Consider** the full range of costs and benefit of alternatives in making recommendations to Council.

**Ensure** open and free exchange of information within the group.

**Meetings**

The Motutangi Drainage Area Committee will meet three times year as determined by Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

**Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Financial Controller

Proposed Work Program

**Reporting**

A report will be included in Te Hiku Community Board agenda at the following meeting that conveys any recommendations to Te Hiku Community Boards for adoption.

**Support**

Administrative support is provided by the Council Advisory Services Department.

**Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Motutangi Drainage Targeted Rate.

**Procurement of Goods and Services**

Procurement of goods and services for Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy (including Sustainable Procurement). For more information, please follow the link:

[https://www.fndc.govt.nz/\\_data/assets/pdf\\_file/0021/43509/Procurement-Policy-FINAL.pdf](https://www.fndc.govt.nz/_data/assets/pdf_file/0021/43509/Procurement-Policy-FINAL.pdf)

**Contacts with Media and Outside Agencies**

Committee Chairperson is the authorized spokesperson for the Committee in all matters where the Committee has authority or a particular interest. Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

Document number A1566773

Page 2 of 3

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

**Power to Delegate**

The Motutangi Drainage Area Committee may not delegate any of its responsibilities, duties or powers.

## 7.5 FUNDING APPLICATIONS

**File Number:** A5718130

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable Te Hiku Community Board to determine which application/s will receive funding at this meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three new applications have been received requesting a total of \$25,000.
- The Community Board has an available total of \$49,948.70 in Community Grant Funding for the 2025/26 financial year.
- The Community Board has an available total of \$75,129 in Pride of Place Funding for the 2025/26 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Herekino Cemetery Board for costs towards equipment for cemetery maintenance.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Houhora Golf Club for costs towards fairway mower repairs.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Mangonui Netball Centre for costs towards sound system installation.

### 1) TĀHUHU KŌRERO / BACKGROUND

The applications have been checked by staff for completeness and comply 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.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

| <b>Applicant and Project</b>                           | <b>Requested</b> | <b>Recommend</b> | <b>Comments</b>  |
|--|------------------|------------------|--|
| a) Herekino Cemetery Board – maintenance equipment     | \$10,000         | \$10,000         | The applicant is seeking funding from the Board to help purchase equipment for the ongoing maintenance of the Herekino cemetery. This is a community cemetery (not Council owned or operated), which has been maintained by community volunteers since its creation. The cemetery board is working with the wider community and any equipment purchased will be cared and maintained by the cemetery board, but available to the wider community for care of community assets.<br>This is the first application from the applicant, who will also be undertaking more work at the cemetery, including replacement of the current signage.<br>This meets community outcomes 2,3,5 |
| b) Houhora Golf Club – fairway mower repairs           | \$8,050          | \$5,000          | The applicant is seeking funding to repair and maintain the mowers that are used to keep the fairways operational. Funding was granted in July towards the replacement of a bore for the facility in the amount of \$15,000. The organisation has had a complete change of leadership since that application was approved.<br>This meets community outcomes 2,3,4,5  |
| c) Mangonui Netball Centre – sound system installation | \$30,081         | \$10,000         | The applicant is seeking funding to install an all-weather outdoor soundsystem at the Mangonui Netball Centre. At present, they have a portable system, that is only useful on the court it is based on. This is a safety concern as if there is an emergency, most of the attendees would not be able to hear a warning or call for assistance.<br>This meets community outcomes 2,3,5,6  |

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

The applicant is 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.

Each application must meet at least one community outcome from the Council's Long Term Plan.

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;

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

Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.

#### **ĀPITIHINGA / ATTACHMENTS**

1. **Herekino Cemetery Board - A5717663** [↓](#) 
2. **Houhora Golf Club Inc - A5717665** [↓](#) 
3. **Mangonui Netball Club - A5717664** [↓](#) 

**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.

| <b>He Take Ōkawa / Compliance Requirement</b>   | <b>Aromatawai Kaimahi / Staff Assessment</b>  |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>  | 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 Board Funding 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.  |
| 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.<br><br>State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | 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 the application.  |
| 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.   |

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

Form Submitted 14 Apr 2026, 12:15PM 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](mailto: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 \*

Herekino Cemetery Board

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

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**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB53 From Herekino Cemetery Board**

Form Submitted 14 Apr 2026, 12:15PM NZST

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

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

**Postal Address \***

2682 Kaitaia-Awaroa Rd  
Herekino Kaitaia 0481 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Physical Address \***

2682 Kaitaia-Awaroa Rd  
Herekino Kaitaia 0481 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

**Website**

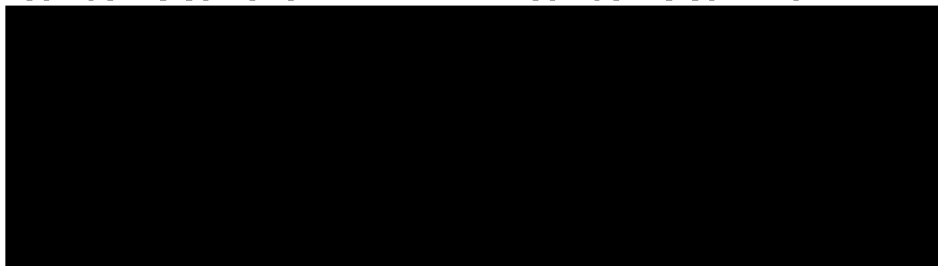
Must be a URL.

**Facebook page**

**Contact details**

Contact Person One:

Contact Person Two:



## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

Form Submitted 14 Apr 2026, 12:15PM NZST

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

Care of the Herekino Cemetery and environs.

Must be no more than 50 words.

**Number of Members \***

6

### 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 \***

Herekino Cemetery Care

#### 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 \(fndc.govt.nz\)](#)

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

Form Submitted 14 Apr 2026, 12:15PM NZST

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

01/06/2026

Must be a date.

End Date:

Date:

30/06/2027

Must be a date.

### Project Details

#### Location \*

Herekino Cemetery

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? \*

3

Must be a number.

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

0

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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## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

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- 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 cemetery is owned by the community and maintained by community volunteers.

The families of past residents and future residents all benefit from being able to visit their tupuna and find their graves due to the ongoing care and maintenance of the volunteers.

They have used their own equipment, but are now needing to purchase equipment specifically for use at the cemetery.

This project has united the wider community - they are working together to prepare a succession plan. Any equipment purchased will be cared for and available to be used (under supervision) by local community groups.

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? \*

The board reflects the community and welcomes residents (past and present) and their families into the cemetery space.

They take pride in caring for those who have passed for those who are still here.

It is a connection point for the community.

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

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## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

Form Submitted 14 Apr 2026, 12:15PM NZST

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? \*

\$10,468.00

Must be a dollar amount.

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

\$10,000.00

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
- 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. |  |
| Cub Cadet LX42 Ride On Mower | \$8,759.00               | \$8,759.00               | Filename: Ride on quote.pdf<br>File size: 642.4 kB       |
| Petrol Linetrimmer           | \$295.00                 | \$295.00                 | Filename: Minty - Stihl Quote.pdf<br>File size: 443.6 kB |
| Chainsaw                     | \$1,150.00               | \$1,150.00               | No files have been uploaded                              |

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB53 From Herekino Cemetery Board**

Form Submitted 14 Apr 2026, 12:15PM NZST

|                  |          |          |                             |  |
|------------------|----------|----------|-----------------------------|--|
| Backpack sprayer | \$264.00 | \$264.00 | No files have been uploaded |  |
|                  |          |          | No files have been uploaded |  |
|                  |          |          | No files have been uploaded |  |
|                  |          |          | No files have been uploaded |  |
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|                  |          |          | 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? \***

\$7,364.89

Must be a dollar amount.

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

\$6,500.00

Must be a dollar amount.

**Te Hiku Community Board Grants July 2025 - June 2026  
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**Tagged Funds**

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

| Purpose  | Amount     |
|--|------------|
| Ongoing repairs, maintenance and operating costs (including insurance) | \$6,500.00 |
|  |            |
|  |            |
|  |            |

**Total Tagged Funds**

**Total Expenditure Amount**

\$6,500.00

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 \***

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

Form Submitted 14 Apr 2026, 12:15PM NZST

Bank Statement

### 1 Supporting Financial document \*

Filename: Bank statement.pdf  
File size: 549.3 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.

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB53 From Herekino Cemetery Board

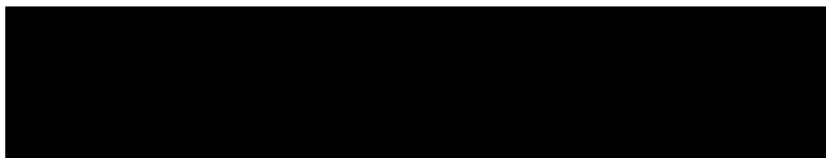
Form Submitted 14 Apr 2026, 12:15PM NZST

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**



## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM 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](mailto: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 \*

Houhora Golf Club Incorporated

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

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**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB65 From Houhora Golf Club Incorporated**

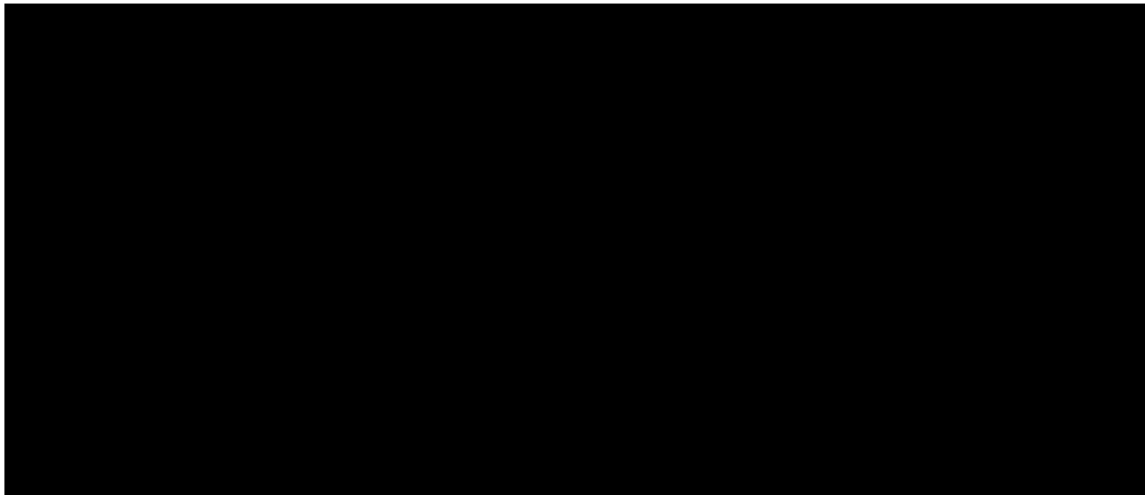
Form Submitted 16 Apr 2026, 10:02PM NZST

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

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

**What sector do you/your organisation work in? \***

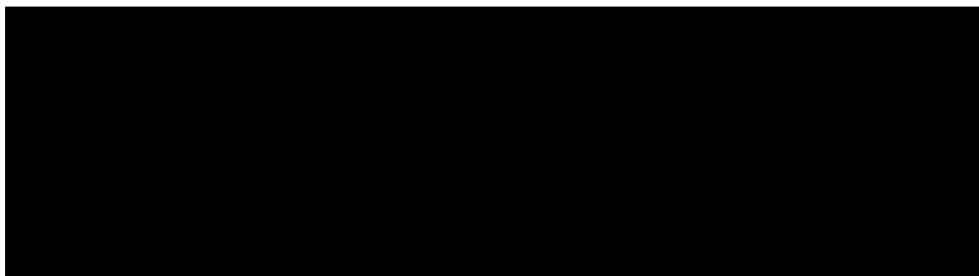
Sport/Recreation



**Contact details**

Contact Person One:

Contact Person Two:



## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM NZST

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

Houhora Golf Club, New Zealand's northernmost club is a welcoming community hub in the Far North. Run by volunteer members, it offers a scenic nine-hole course to golfers of all abilities, fostering physical activity, social connection, and whānau-friendly fun for members and visitors alike.

Must be no more than 50 words.

**Number of Members \***

60

### 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 \***

Hydra 5 Gang Mower Fix

### Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM 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:

06/05/2026

15/06/2026

Must be a date.

Must be a date.

### Project Details

#### Location \*

Houhora Golf Club

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? \*

60

Must be a number.

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

700

Must be a number.

#### Have you engaged with tangata whenua about your project? \*

- Yes
- No

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM 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? \*

Houhora Golf Club is urgently seeking assistance to fund the repair and upgrade of its Hydra5 Trailing 5 Gang Mower, the primary fairway maintenance equipment for our golf course.

The gang mower mows the greens, and without it, the golf course will become unplayable within a couple of months.

A well-kept course is essential for members and visitors to continue to use the course

Those who will benefit from the project are the 60 members and visitors who play the course, which last year was approximately 700 people.

Please note that there is only one quote, as the mower was built by Kawakawa Engineering.

I

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? \*

For our small club, golf provides far more than recreation. It offers physical activity, mental stimulation, and social connection that are essential to healthy active living.

The club's members, mostly retired locals, with an average age of around 68, volunteer their time and effort to the day-to-day running and ongoing improvement of the club.

The club fields a pennants team competing in the Northland competition and often hosts other Northern clubs at Houhora.

In addition, the club is also used by other local groups and businesses for team building or fun day activities.

Must be no more than 250 words.

## Project Cost

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB65 From Houhora Golf Club Incorporated**

Form Submitted 16 Apr 2026, 10:02PM NZST

**\* 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? \***

\$8,050.00

Must be a dollar amount.

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

\$5,000.00

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
- 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**

| <b>Expenditure</b> | <b>Total Cost</b>        | <b>Amount Requested</b>  | <b>Quotes</b> |
|--------------------|--------------------------|--------------------------|---------------|
|                    | Must be a dollar amount. | Must be a dollar amount. |               |

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB65 From Houhora Golf Club Incorporated**

Form Submitted 16 Apr 2026, 10:02PM NZST

|  |            |            |  |  |
|--|------------|------------|--|--|
|  | \$8,050.00 | \$5,000.00 | Filename: Kawakawa Engineering Group Ltd Quote .png<br>File size: 195.4 kB |  |
|  |            |            | No files have been uploaded  |  |
|  |            |            | No files have been uploaded  |  |
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|  |            |            | 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

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM NZST

### GST Number

**GST Number**

42-389-897

### Current Funding

**How much money does your organisation currently have? \***

\$10,000.00

Must be a dollar amount.

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

\$8,000.00

Must be a dollar amount.

### Tagged Funds

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

| Purpose                              | Amount     |
|--------------------------------------|------------|
| Green Keeper Wages (20 hours a week) | \$6,000.00 |
| Fuel                                 | \$1,500.00 |
| Electricity                          | \$500.00   |
|                                      |            |
|                                      |            |

### Total Tagged Funds

**Total Expenditure Amount**

\$8,000.00

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. |          |
| Membership Fees (recently invoiced) | \$3,000.00               |          |
|                                     |                          |          |
|                                     |                          |          |

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB65 From Houhora Golf Club Incorporated**

Form Submitted 16 Apr 2026, 10:02PM NZST

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**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. |                          |
| Bore    | \$17,250.00              | 01/08/2025      | 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 \***

Profit and Loss

**1 Supporting Financial document \***

Filename: Houhora\_Golf\_Club\_-\_Current year profit and loss.pdf  
File size: 120.5 kB

**2 Name of supporting financial document**

Profit and Loss Statment

**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**

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB65 From Houhora Golf Club Incorporated

Form Submitted 16 Apr 2026, 10:02PM NZST

\* 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

#### **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.

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

Form Submitted 1 Apr 2026, 3:22PM 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](mailto: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 \*

Mangonui Netball Association

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Reg Number

Page 1 of 12

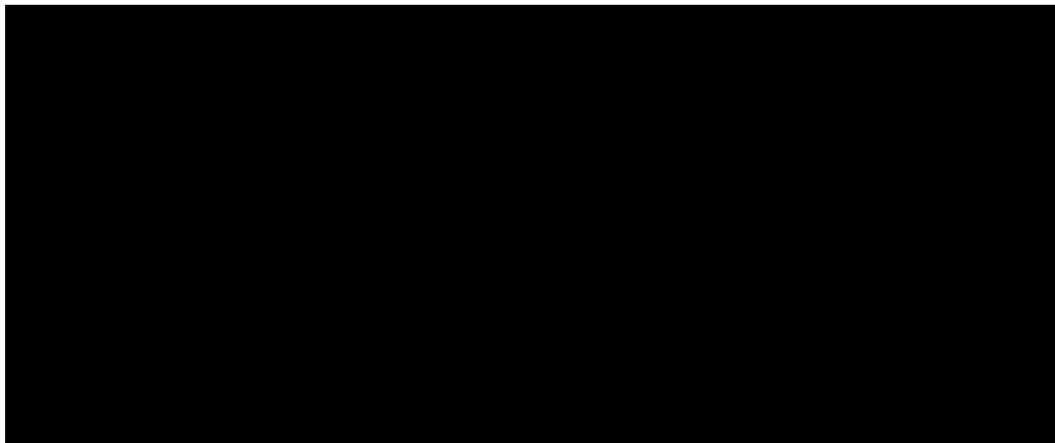
**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB59 From Mangonui Netball Association**

Form Submitted 1 Apr 2026, 3:22PM NZDT

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

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

**What sector do you/your organisation work in? \***  
Sport/Recreation

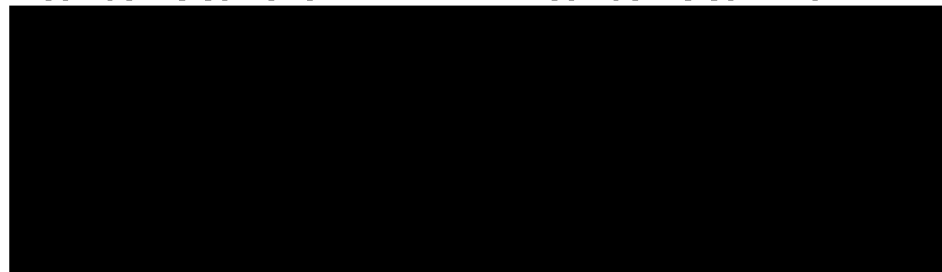


**Facebook page**  
<https://www.facebook.com/mangonui.netballcentre>

**Contact details**

Contact Person One:

Contact Person Two:



## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

Form Submitted 1 Apr 2026, 3:22PM NZDT



### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

We provide community and representative netball to the Mangonui District.

Must be no more than 50 words.

**Number of Members \***

780

### 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 \***

PA System and Timer

#### 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 \(fndc.govt.nz\)](#)

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

Form Submitted 1 Apr 2026, 3:22PM 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

05/04/2026

Must be a date.

End Date:

Date:

05/06/2026

Must be a date.

### Project Details

#### Location \*

South Road Netball Courts

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? \*

780

Must be a number.

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

100

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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## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

Form Submitted 1 Apr 2026, 3:22PM 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? \***

Our membership and the spectators who attend weekly netball. Plus visiting teams and supporters when we have tournament days. Also community groups that use our facility such as Parafed.

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? \***

Installing a PA system and electric timer will support Mangonui Netball Association to deliver proud, vibrant, and connected communities while embracing and celebrating our unique culture and heritage as a source of enduring pride. The PA system will enable clear communication across game days and events, allowing for acknowledgements, the use of te reo Māori, and the sharing of local stories and achievements. This helps reflect the identity of our community, strengthens cultural connections, and fosters a sense of belonging and pride among players, whānau, and spectators.

These improvements will also contribute to a healthy, safe, and inclusive environment. Clear audio ensures important information, including safety messages and emergency instructions, can be communicated effectively, while the electric timer supports fair and consistent game management. Together, they create a well-organised and enjoyable experience that encourages active participation, promotes physical wellbeing, and reduces confusion or disruption during games.

In addition, the enhanced game day environment will strengthen community connections and support long-term sustainability. A more professional and engaging atmosphere encourages increased participation, supports volunteers, and enables the association to host larger events. This brings people together, builds community spirit, and ensures Mangonui Netball remains a positive and enduring part of the local community.

Must be no more than 250 words.

### Project Cost

**\* indicates a required field**

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB59 From Mangonui Netball Association**

Form Submitted 1 Apr 2026, 3:22PM NZDT

- 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? \***

\$30,081.00

Must be a dollar amount.

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

\$10,000.00

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
- 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**

| <b>Expenditure</b> | <b>Total Cost</b>        | <b>Amount Requested</b>  | <b>Quotes</b>   |
|--------------------|--------------------------|--------------------------|---|
|                    | Must be a dollar amount. | Must be a dollar amount. |   |
| PA System          | \$14,791.27              | \$0.00                   | Filename: Edwards (sound system 2).pdf<br>File size: 191.9 kB |

**Te Hiku Community Board Grants July 2025 - June 2026  
Community Board Funding Application Form (Dec 2024)  
Application No. THCB59 From Mangonui Netball Association**

Form Submitted 1 Apr 2026, 3:22PM NZDT

|                    |             |             |  |
|--------------------|-------------|-------------|--|
| Electronic timer   | \$5,290.00  | \$0.00      | Filename: Electropresto (clock).pdf<br>File size: 153.7 kB |
| installation costs | \$10,000.00 | \$10,000.00 | Filename: Laser Electrical.pdf<br>File size: 309.5 kB      |
|                    |             |             | No files have been uploaded                                |
|                    |             |             | No files have been uploaded                                |
|                    |             |             | No files have been uploaded                                |
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|                    |             |             | 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

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

Form Submitted 1 Apr 2026, 3:22PM NZDT

### GST Number

**GST Number**

055-145-407

### Current Funding

**How much money does your organisation currently have? \***

\$38,000.00

Must be a dollar amount.

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

\$35,000.00

Must be a dollar amount.

### Tagged Funds

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

| Purpose           | Amount      |
|-------------------|-------------|
| operational costs | \$10,000.00 |
| maintenance       | \$5,000.00  |
| financial buffer  | \$15,000.00 |
|                   |             |
|                   |             |

### Total Tagged Funds

**Total Expenditure Amount**

\$30,000.00

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. |          |
| Grassroots Trust | \$16,667.08              | Yes      |
|                  |                          |          |
|                  |                          |          |
|                  |                          |          |

## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

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### 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 \*

Annual Accounts

#### 1 Supporting Financial document \*

Filename: signed financials.pdf

File size: 3.5 MB

#### 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*

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## Te Hiku Community Board Grants July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) Application No. THCB59 From Mangonui Netball Association

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*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.
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.

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A5676599

**Author:** Beverly Mitchell, 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 Te Hiku Community Board note the May 2026 member reports from Chair Bill Subritzky and members: Adele Gardner, Eddie Bellas, Krystal-Rose Taaffe, Mike Te Wake, and Trevor Beatson.**

#### 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. Chair Subritzky report - A5679298  
2. Member Gardner report - A5677053  
3. Member Bellas report - A5676626  
4. Member Taaffe report - A5678983  
5. Member Te Wake Report - A5676780  
6. FNRMT Minutes - A5679021  
7. Member Beatson report - A5676978  



## Member's Report

Name: Bill Subritzky

Subdivision: Whatuwhiwhi

Date: 13/03/2026

### Meetings Attended:

| Meeting name  | Date       | Comments   |
|---|------------|--|
| Te Kūkupa Committee for Strategy, Policy and Regulation | 18/03/2026 |  |
| Workshop – LG Reforms, Northland Waters and Annual Plan |            |  |
| Awanui Ratepayers Inc                                   | 18/03/2026 | Re Incorporation   |
| Annual Plan Workshop                                    | 24/03/2026 | MS Teams   |
| Illegal Dumping Initiatives Workshop                    | 24/03/2026 | Te Ahu with Waste Minimisation & Sustainability Specialist, Manager Property & Facilities Management and Northland Waste                               |
| Emergency response work                                 | 26/03/2026 | Prepping supplies for potential emergency use  |
| Checking flooded areas                                  | 27/03/2026 | Karikari Peninsula, Kaitaia, Awanui, assisting community group to move household items.  |
| Meeting local resistance                                | 28/03/2026 | Hall incorporation. Update general ward issues.  |
| THCB Agenda preview                                     | 31/03/2026 |  |
| Broadwood Mosaic project                                | 31/03/2026 | Official opening of park and repurposing of ex-Kaitaia mosaic tiles  |
| Council meeting – Kaikohe                               | 01/04/2026 |  |
| Drainage update   | 02/04/2026 | Review of current drainage situation with drainage representative  |
| Visit Unahi Wharf                                       | 03/04/2026 | Check recent repairs to electrical shed which had been damaged by vandals. Confirm final work with carpenter   |
| Whatuwhiwhi ward update                                 | 04/04/2026 | Rangiputa hillside, Perehepe gum tree issues review sand dune damage with marae representative. Local discussion about pending dump station relocation |

|                                       |            |   |
|---------------------------------------|------------|---|
| THCB April meeting                    | 07/04/2026 | Te Ahu  |
| Mayor and Elected Members address     | 08/04/2026 | MS Teams  |
| Whatuwhiwi ward tour prior to cyclone | 09/04/2026 | Checking smaller eastern coastal communities, hall availability |

**Community Issues:**

| <b>Issue name</b>             | <b>Comment</b>   |
|-------------------------------|--|
| Emergency weather preparation | Prior to the weekends expected cyclone, our visit through the Whatuwhiwi Ward was extremely positive with the locals we talked to being fully prepared for the worse. We concentrated on the exposed isolated eastern bay areas due to the high swells. These bay areas have several smaller retired residential groups. All had evacuation plans to higher ground already in place. Once again in our history we dodged much of the forecasted cyclone, but our hearts and best wishes go out to everyone effected in any way by these events.  |
| General                       | <p>These are in the process of being addressed at the time of this report and include.</p> <ul style="list-style-type: none"> <li>- Site visit of the dump station Whatuwhiwi. Tuesday 14 April 2026</li> <li>- Continued issue of the collapsing hillside over the footpath and road entry to the Rangiputa settlement</li> <li>- Re leasing of the Rangiputa Hall to the local community pending the moving of the Rural Fire Service to the new FENZ building in Whatuwhiwi.</li> <li>- Address the damage to the beach sand dunes on the Karikari Peninsula.</li> </ul> <p>A request has been made to be linked to staff who can assist.</p> |

**Member Recommendations:**

Irrespective of the latest cyclone outcome, which could have been far worse in the far North, this and the prior storm demonstrated that there is still a lot of refining to do in terms of response efficiency and ongoing preparation. The accounts of community helping in any way they can clearly demonstrates that we do not accept the adage that so much is owed by so many to so few. The Te Hiku community Board Team is looking forward to working with any or all community or service groups as well as the emergency response sectors to develop and maintain a seamless, efficient and effective system of community response now and into the future.

**Request for Service (RFS):**

| RFS number | Comment  |
|------------|--|
| 4294357    | Replace damaged shackles on Awanui Reserve playground sails. |



## Member Report

**Name:** Adele Gardner  
**Ward:** Kaitaia  
**Date:** March/April 2026

**Meetings Attended**

| Date      | Meeting Topic   |
|-----------|---|
| 19/3/2026 | Northland Forward Together in Kaikohe                                   |
| 25/3/2026 | Kaitaia Business Association  |
| 07/4/2026 | Te Hiku Community Board Meeting at Te Ahu                               |
| 07/4/2026 | Workshop- Kaitaia Flood Protection work with Northland Regional Council |
| 07/4/2026 | Workshop – Footpath priorities  |

**Request for Service (RFS):**

| RFS     | Comment  |
|---------|--|
| 4294658 | Flooding and drainage issues on Taupata Place, Kaitaia |

**Community Matters**

| Topic               | Comment   |
|---------------------|---|
| RMA2260418          | 17 Lot Subdivision 85 Grigg Street Kaitaia Lot 10 DP194891      |
| March Weather Event | Helping with victims of the March weather event in Kaitaia area |



## Member's Report

Name: Eddie Bellas  
 Subdivision: Doubtless Bay  
 Date: 10 Apr 2026

### Meetings Attended:

| Meeting name  | Date      | Comments                            |
|---|-----------|-------------------------------------|
| Trip to meet up with community about speed limits in Hihi | 18/3/2026 |                                     |
| Illegal Dumping Workshop                                  | 24/3/2026 | Te Ahu, Kaitaia                     |
| Welfare checks Karikari and Doubtless Bay                 | 26/3/2026 | Flooding and adverse weather events |
| Welfare checks Karikari and Doubtless Bay                 | 27/3/2026 | Flooding and adverse weather events |
| Mangonui Festival   | 28/3/2026 |                                     |
| Meeting with Hihi residents                               | 31/3/2026 |                                     |
| THCB Ordinary meeting and footpath meeting                | 10/4/2026 | Online                              |

### Community Issues:

| Issue name            | Comment  |
|-----------------------|--|
| Mill Bay Road         | Narrow road and needs footpath ASAP.                         |
| Hihi Road speed limit | Email received from Kathryn to Mayor, Felicity and myself    |
| Dumping signs         | Still awaiting answer on approval for children to make signs |

**Member Recommendations:** Mill Bay Road is in the LTP

### Request for Service (RFS):

| RFS number | Comment  |
|------------|--|
| 4231945    | Drainage issues on Tokerau Beach Road                              |
| 4293427    | Trees overhanging on Tasman Street                                 |
| 4293796    | Virtue Crescent, Karikari Peninsula drainage and flooding problems |



## Member's Report

Name: Krystal-Rose Taaffe

Subdivision: North Cape

Date: 9 April 2026

### Meetings Attended:

| Meeting name               | Date     | Comments |
|----------------------------|----------|----------|
| THCB Meeting and workshops | 7/4/2026 |          |

### Community Issues:

| Issue name                      | Comment  |
|---------------------------------|--|
| Observations from the Community | <p>An elected member noted awareness of recent public commentary relating to Far North District Council that is circulating within the community. The commentary has prompted some community discussion locally.</p> <p>This item is raised for awareness only. No formal response, decision, or action is sought by the Community Board at this time.</p>   |
| March Weather event.            | <p>Communications prior and during this weather event need improvement. Some community members didn't know where to go if they needed to evacuate. They were trying to be prepared in daylight hours.</p> <hr/> <p><input checked="" type="checkbox"/> During an actual emergency (most important)</p> <p>Evacuation (Civil Defence or community-led) centres are <b>only confirmed and publicised once an emergency is active</b>. Locations can change depending on the hazard and impacts.</p> <p>Authoritative sources at the time:</p> <ul style="list-style-type: none"> <li>• <b>FNDC Civil Defence – Far North webpage</b><br/>Public updates, links to open evacuation/welfare centres and road closures are published once the EOC is stood up</li> <li>• <b>Civil Defence Northland Facebook</b></li> <li>• <b>Far North District Council Facebook page</b></li> <li>• <b>FNDC Contact Centre: 0800 920 029</b> or lodge a Request for Service (RFS) to <a href="mailto:ask.us@fndc.govt.nz">ask.us@fndc.govt.nz</a></li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• <b>Local radio</b> (used when power/internet is intermittent)</li> </ul> <p>This is deliberate: centres are <b>not all opened at once</b>, and pre-publishing locations can cause people to self-evacuate to unsafe or unopened sites.</p> <hr/> <p><i>Re: Kaitaia Community Response Plan</i></p> <p><i>Community Response Plans support local preparedness and outline how communities, emergency services, and councils work together during an emergency. While these plans are developed and <b>owned by local communities, they are administered and published at a regional level by Northland Regional Council through the Northland Civil Defence Emergency Management Group.</b></i></p> <p><a href="#">Community Response Plans - Northland Regional Council</a></p> |
| March weather event. Skip bins removed too early from flooded areas in Kaitaia, Donald Lane, Allen Bell, Terry Crescent, Parkdale Crescent | A great gesture but the community needed those bins in place longer or emptied several times before removing.  |
| 90-mile Beach access from Waipapakauri ramp  | <p>Works have been undertaken at the access point however this has the potential to become a hazard.</p> <p>I intend to follow up.</p>   |
| Roadside Rubbish- Kaimaumau turn-of  | Ongoing issue  |



## Member Report

Name: Mike Te Wake

Ward: Kaitāia

Date: 9 April 2026

**Meetings Attended**

| Date               | Meeting Topic  | Comment   |
|--------------------|--|---|
| 11/03/2026         | Ordinary meeting Far North Regional Museum Trust (FNRMT) | Attended the first hui with FNRMT. Minutes attached.                |
| 17/03/2026         | LGNZ   | ZOOM with the ministers office                                      |
| 19/03/2026         | LGNZ ZONE 1  | Northland Forward   |
| 24/03/2026         | Illegal Dumping  | Workshop  |
| 26/03 - 03/04/2026 | State of Emergency                                       | Civil Defence response. Kaimanaaki                                  |
| 25/03/2026         | TTMRTB AGM   | I stepped down as chair of this committee                           |
| 28/03/2026         | Tai Tokerau Senior Regional Kapa Haka                    | McKay Stadium   |
| 01/04/2026         | Site visit   | Te Ahu centre for 28 <sup>th</sup> Te Tiriti signing day            |
| 07/04/2026         | THCB Ordinary meeting                                    | TH Drainage x2<br>TH Funding workshop<br>Pukepoto footpath workshop |
| 07/04/2026         | Northland Rugby Union (NRU) Ordinary meeting             | I stepped down as board member                                      |
| 08/04/2026         | Elected members briefing                                 | 4pm hui   |
| 09/04/2026         | Te Kahu o Taonui Chairs hui                              | First time attending  |
| 25/04/2026         | ANZAC commemorations                                     | Waihou, North Hokianga  |
| 28/04/2026         | Te Hiku. Te Tiriti signing day                           | Community event   |



## Member Report

**Community Issues:**

|   |                           |
|---|---------------------------|
| Playground people<br>( <i>Technical Operations FNDC</i> ) | Outdoor gym equipment     |
| Rae ki te Rae   | Manaaki Recovery Hubs hui |

**Request for Service (RFS):**

| RFS number | Comment  |
|------------|--|
| 4291716    | Centennial Park, Kaitaia public toilets<br><b><i>RFS Closed: plumbers attended the toilets 12/3/26 and resolved the leaks.</i></b> |
| 4295086    | Pawarenga junction illegal dumping<br><b><i>Rubbish picked up and RFS remaining open for wider illegal dumping project</i></b>     |

**Portfolio Update:**

- FNRMT – minutes to follow
- Kaitāia People's Center

**Training / Conference Attendance**

|                                    |   |
|------------------------------------|---|
| <b>Name of Event:</b>              | Institute of Directors                              |
| <b>Date of Event:</b>              | 18/03 - 11/04                                       |
| <b>Learnings:</b>                  | Governance upskilling                               |
| <b>Value for the organisation:</b> | Using Te Ao Māori lens and frameworks in governance |



|                              |   |   |
|------------------------------|---|---|
|                              | <p><u>Museum Name, Programme of Works and Promotion</u></p> <p>How else can we promote the museum, need to consolidate the museum's name and tap into visitors / locals and share what Taonga we have available.</p> <p>Key messaging and visibility important.</p> <p>Further discussions needed to ensure Council, Te Ahu Trust and Museum have a collaborative approach while maintaining their own presence.</p> <p>Ruben raised the Museum Strategy is due for review and how Council can support this review.</p> <p>Ruben raised how he &amp; Hinekaa are establishing initially a 3-month work programme that should incl. events / activities, exhibitions and associated budget. This programme should also identify Trust input and where the Trust can provide funding support. Should cover local, national and international perspective. Timing will be aligned to the next 3 months (April to June 2026) and aligns to the Deed &amp; MOU review and the Museums Strategic Plan.</p> <p>April works of programme should be available before then for review.</p> <p>Name rebranding required as well and could take 12 months and should include the archives aspect.</p> <p><b><u>Resolved:</u></b><br/> <i>That the Chair's report dated 10 March 2026 be received.</i><br/> <i>Moved by S Bainbridge Secoded by J Nother</i></p> | <p>RG / HM<br/>Draft to be presented at May meeting</p> <p>To do</p> <p>To do<br/>To do</p> |
| <b>FINANCIAL REPORT</b>      | <p>Financial report dated 11 March 2026 provided.</p> <p><u>Audit of Accounts</u></p> <p>Audit request to be removed from the Deed noted above as per Deed &amp; MOU item.</p> <p><u>Funds Available - Clarification</u></p> <p>Chair to ask for clarification from Bronwyn Hunt about the different pools of funding and purpose of the funding.</p> <p><b><u>Resolved:</u></b><br/> <i>That the Financial information be received and accepted.</i><br/> <i>Moved by J Nother Secoded by N Gobie</i></p>  | <p>SB</p>   |
| <b>CORRESPONDENCE</b>        | <p>NIL</p>  |   |
| <b>MUSEUM MANAGER UPDATE</b> | <p>Museum Manager report dated February 2026 received.</p> <p>Ruben acknowledged the museum staff have been focused on the backend of the museum service and that the KPI's don't reflect this.</p> <p>Ruben has asked Hinekaa to reflect the one successful exhibition and do this on a monthly basis. This will be incorporated into the 'programme of works'. Must include a cost / benefit analysis after each event.</p> <p>Ruben spoke about the Museum Managers February 2026 report. He has also requested Hinekaa share her monthly report with the Trust.</p> <p>Chair raised the FB stats. Hinekaa explained how the numbers can be reached esp. using old photographs / footage. Peter Jackson also raised how The Age would publish photo's asking 'do you know this place and / or people' ... need to ask The Age again.</p> <p>Discussion had about the Northwood Collection received by John Edmond's sister. Need to acknowledge John's desires and wishes and how the museum can utilise these Taonga.</p> <p>Museum entrance – the Chair to submit a letter to the Te Ahu Trust asking about an update and date for when this issue will be addressed.</p>  | <p>HM</p> <p>HM</p> <p>PJ</p> <p>HM / note</p> <p>HM / SB</p>                               |

|                                   |  |   |
|-----------------------------------|--|---|
|                                   | <p>Signing of the Tiriti in April – need an Iwi approach. Mike to support Hinekaa re this event.</p> <p><u>Report Statistics</u><br/>Can the trust see the previous 2 years' stats alongside the current month and possibly information re the type of visit e.g.: tour bus, school group, individual etc. It would also be helpful to see the time / day of visits so we can start to identify trends.</p> <p><u>Volunteers</u><br/>NOTE - use appropriate documentation as per Hinekaa's discussion when identifying volunteers for the museum.</p> <p><u>Taonga Repatriation</u><br/>Sheryl to provide clarification for Hinekaa re her concerns as raised.</p> <p><u>Museum entrance / doors</u><br/>Fire concerns raised by F Burton and people being inside the museum while the door is closed. Made unsafe as the gateway between the library and museum is no longer available. Frank still concerned not addressed and timeline getting tighter.</p> <p><u>Archives</u><br/>Museum Manager putting in tighter restrictions to gain access to archives.</p> <p><u>Pioneer House</u><br/>Stabilisation of Taonga is a priority. How do we proceed with Pioneer House? Ruben requested a report from Hinekaa that outlines options re Pioneer House – identifying who, what, why and how, options and recommendations etc. If necessary, the draft report can be emailed to the trust.<br/>NB: Taonga in Pioneer House need to be removed before painting starts. This may be a to properly repatriate, record and decide what items from the collection are up for deaccessioning.</p> <p><u>Tāngonge Case</u><br/>The original display case Tāngonge was displayed in required attention as a key glass piece was missing. This needed to be replaced and the whole case resealed. Cost is approx. \$2500. Hinekaa to provide a brief report explaining why this is a trust issue and include a copy of the agreement.</p> <p><b><u>Resolved:</u></b><br/><i>That the invoice for the Tanonge case repairs be paid, once the report from Hinekaa explaining the background is received.</i><br/><i>Moved by N Gobie    Seconded by J Nother</i></p> <p><b><u>Resolved:</u></b><br/><i>That the Museum Managers report dated February 2026 be received and accepted.</i><br/><i>Moved by S Bainbridge    Seconded by T Allan</i></p> | <p>MTW / HM</p> <p>HM / RG</p> <p>ALL TO DO</p> <p>SB / HM</p> <p>HM</p> <p>HM</p> <p>HM / NOTE</p> <p>HM</p> |
| <b>PREVIOUS ACTIONS</b>           |  |   |
| Return of Taonga Whangarei Museum | Bronwyn Hunt to meet with Whangarei Museum staff and discuss this matter and update the Trust by the end of January 2026.  | BH / SB / HM  |
| Ka Uri presence                   | Tom Allan to follow-up with Lance Norman re museum presence at Ka Uri.   | TA  |
| Museum Processes & Policies       | Need an update and priority list from Hinekaa  | HM  |
| <b>REMINDER</b>                   | Next trust meeting Wednesday 13 May 2026, starting at 10am.  | ALL   |
| <b>MEETING CLOSED</b>             | Meeting closed at 12.00 noon with a karakia by Tom Allan   |   |



## Member's Report

Name: Trevor Beatson  
 Subdivision: Kaitāia  
 Date: 13 March 2026

### Meetings Attended:

| Meeting name                                | Date      | Comments  |
|---|-----------|---|
| Te Hiku Community Board Ordinary Meeting    | 7/4/2026  |   |
| THCB Agenda Preview                         | 31/3/2026 |   |
| Facilities Technical Officer                | 17/3/2026 | Meet in Ahipara to discuss Foreshore Rd issues (multiple) and then in Pukepoto re footpaths |
| LGNZ zoom with Minister of Local Government | 17/3/2026 | Online  |
| District Wide Strategy Project              | 20/3/2026 | Online meeting Chair Subritzky and Spatial Strategy team                                    |
| Illegal Dumping Hui                         | 24/3/2026 | Meeting with council staff, Northland Waste and Board members                               |

### Community Issues:

| Issue name             | Comment  |
|------------------------|--|
| North Park Toilet      | No update  |
| Ahipara Dog Issues     | Improving  |
| Cenotaph Memorial Park | Maintenance required – recommended funding application for works to be completed |

### Request for Service (RFS):

| RFS number          | Comment   |
|---------------------|---|
| 4281235             | Walking path from Pukepoto to Kaitāia township. – NO CHANGE as of 7.4.26  |
| 4287701<br>/4291197 | <p>Heap of complaints about the unrepaired damaged bollards and safety feature for the walkway along foreshore road</p> <p>apparently this has been raised several times - but there is still no action - the walkway continues to be used like crazy - lots of families kids etc</p> <p>NO CHANGE as of 7.4.26</p> |
| 4287706             | <p>The bus stop shelter at the Paripari reserve opposite Wharo Way Ahipara (Foreshore Rd) is damaged with side protection missing from each side. There is also cross supporting timber that has been broken as per the pictures. For repair please</p> <p><b>Repaired – thank you team – RFS closed</b></p>        |
| 4290324             | <p>Foreshore Road (Paripari toilets area) showers not working. All three showers do not have water running and neither do the footpath taps</p> <p><b>Repaired thank you team – RFS closed</b></p>  |

**Board Delegations Issues:****Herekino Cemetery:**

Ongoing contact with Sexton to check on progress of his funding application for equipment etc. Progressing well, likely to be in THCB meeting May 2026.

**Takahue Cemetery:**

Ongoing contact with Sexton regarding funding application. Held up due to other commitments and recent flooding but hoping to get work completed.

**Discussion Point:**

Community Board members have raised concerns that some Ahipara projects completed through community funding prior to and during COVID-19 are not being maintained to the expected standard.

Following a site meeting with Council's Technical Officer, members have indicated their understanding that there may have been gaps or delays in the formal handover of certain completed assets from the delivery contractor to Council, which they believe has contributed to uncertainty around ownership and ongoing maintenance responsibility.

While staff have advised that this matter is a priority, Board members note that visible progress is not yet apparent, and community members report they are informally undertaking minor maintenance on assets they understand to be Council-owned.

## 8.2 THCB OPEN RESOLUTIONS REPORT

**File Number:** A5741082

**Author:** Natasha Rmandic, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions and actions for Te Hiku 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.

### TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board receive the report THCB Open Resolutions Report for April 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.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

### 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. Open Resolutions April 2026 - A5747492  

|                               |                         |  |
|-------------------------------|-------------------------|--|
| <b>OPEN RESOLUTION REPORT</b> |                         | <b>Printed:</b> Friday, 24 April 2026 3:37:38 pm |
| <b>Division:</b>              | Te Hiku Community Board | <b>Date From:</b> 1/01/2024                      |
| <b>Committee:</b>             |                         | <b>Date To:</b> 24/04/2026                       |
| <b>Officer:</b>               |                         |  |

| Meeting                              | Title  | Resolution  | Notes  |
|--------------------------------------|--|---|--|
| Te Hiku Community Board<br>9/02/2026 | Re-establishment of Te Hiku Land Drainage Committees | <p><b>RESOLUTION 2026/4</b></p> <p>Moved: Deputy Chairperson Trevor Beatson<br/>Seconded: Member Eddie Bellas</p> <p><b>That Te Hiku Community Board:</b></p> <p>a) re-establish the Kaitāia, Motutangi and Kaikino and Waiharara Area Drainage Committee;</p> <p>b) appoint the following members to the Kaitāia Drainage Area Committee</p> <ul style="list-style-type: none"> <li>i. Fiona King</li> <li>ii. Joe King</li> <li>iii. Mike Masters</li> <li>iv. Greg Yuretich</li> <li>v. Dennis Chapman</li> <li>vi. Adele Gardner_____ Te Hiku Community Board representative</li> <li>vii. Trevor Beatson_____ Te Hiku Community Board representative</li> </ul> <p>c) appoint the following members to the Motutangi Drainage Area Committee</p> <ul style="list-style-type: none"> <li>i. Paul Harvey</li> <li>ii. Jeremy White</li> <li>iii. Adele Gardner_____ Te Hiku Community Board representative.</li> </ul> <p>d) appoint the following members to the Kaikino and Waiharara Drainage Area Committee</p> <ul style="list-style-type: none"> <li>i. Aaron Bainbridge</li> <li>ii. Fred Petricevich</li> <li>iii. Joe Milich</li> </ul> | 24 Apr 2026 3:34pm Democracy Advisor<br>Committees reestablished and meeting held on 20 April. |

| <b>OPEN RESOLUTION REPORT</b>         |  |  |  |
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|                                       |  | <b>Division:</b><br><b>Committee:</b> Te Hiku Community Board<br><b>Officer:</b>   | <b>Printed:</b> Friday, 24 April 2026 3:37:38 pm<br><b>Date From:</b> 1/01/2024<br><b>Date To:</b> 24/04/2026                              |
| Meeting                               | Title                                      | Resolution   | Notes  |
|                                       |  | iv. <b>Adriene Bartlett</b><br>v. <b>Dean Radojkovich</b><br>vi. <b>Fiona King</b><br>vii. <b>Adele Gardner</b> _____ <b>Te Hiku Community Board representative.</b><br><br>And that meetings of these Committees be held on 2 April 2026 and 20 August 2026 at a venue to confirmed.<br><br><p style="text-align: right;"><b>CARRIED</b></p> <b>MOTION</b><br>Moved: Member Eddie Bellas<br>Seconded: Member Mike Te Wake<br><b>That Council Staff:</b><br>a) <b>Approach Drainage Committee Members and confirm they accept continuing in their roles for Year 2025 to 2028.</b><br>b) <b>Confirm that proposed dates for 2026 are acceptable to all involved.</b><br><br><p style="text-align: right;"><b>CARRIED</b></p> |  |
| Te Hiku Community Board<br>13/02/2024 | Deferral of North Park Toilet Construction | <b>RESOLUTION 2024/4</b><br>Moved: Member Sheryl Bainbridge<br>Seconded: Deputy Chairperson John Stewart<br><b>That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table.</b><br><br><p style="text-align: right;"><b>CARRIED</b></p>   | <b>02 Mar 2026 1:07pm Democracy Advisor</b><br>Conversation between Deputy Chair and District Facilities Design Officer exploring options. |

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| Meeting                               | Title             | Resolution   | Notes   |
|---------------------------------------|-------------------|--|---|
|                                       |                   | <i>Note: The Board request further enquiry by staff into alternative locations for the toilet.</i>   |   |
| Te Hiku Community Board<br>22/10/2024 | Taipa Placemaking | <p><b>RESOLUTION 2024/55</b></p> <p>Moved: Chairperson Adele Gardner<br/>Seconded: Member Rachel Baucke</p> <p><b>That Te Hiku Community Board adopts the 2024 Taipa Placemaking Plan subject to a variation that provides adequate parking spaces for trailers at Taipa Point and costings of items for stage 3.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> | <p><b>14 Aug 2025 12:14pm Executive Assistant to Group Manager - Planning &amp; Policy</b><br/>Staff will submit a revised Taipa placemaking plan for adoption at the 30 September THCB. The revised plan will include costings for the outstanding placemaking outcomes in the placemaking plan as requested by the community board.</p> <p><b>05 Sept 2025 4:55pm Executive Assistant to Group Manager - Planning &amp; Policy</b><br/>Staff are in the process of obtaining the cost estimates and will submit a revised report for adoption at the upcoming 30 September THCB meeting.</p> <p><b>17 Nov 2025 11:29am Executive Assistant to Group Manager - Planning &amp; Policy</b><br/>At 30 September THCB meeting the Taipa Placemaking Plan was adopted. Staff were instructed to report back to the TCHB on cost estimates to relocate the waka compound, which would enable establishment of more parking outside the sailing club. Staff are in the process of obtaining cost estimates and will report these up to THCB in a future meeting.</p> <p><b>06 Mar 2026 9:30am Executive Assistant to Group Manager - Planning &amp; Policy</b><br/>Staff circulated to THCB coordinator in February the costs required by this resolution and are currently seeking confirmation if these costs need to be formally reported up to the Community Board.</p> <p><b>17 Apr 2026 8:49pm Executive Assistant to Group Manager - Planning &amp; Policy</b><br/>An information report containing requested cost estimates has been written for the 02 June THCB meeting agenda.</p> |
| Te Hiku Community Board<br>10/06/2025 | Motion            | <p><b>RESOLUTION 2025/75</b></p> <p>Moved: Member Sheryl Bainbridge<br/>Seconded: Chairperson Adele Gardner</p>  | <p><b>25 Feb 2026 9:05am George, Tania</b><br/>The building consent application has been submitted to Building Compliance for the installation of emergency lighting to achieve compliance with NTF and BWOFF requirements. Compliance works will continue to be progressed, noting the lease is currently holding over. PM will continue to progress.</p>  |

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| <b>Committee:</b>             | Te Hiku Community Board | <b>Date To:</b> 24/04/2026                       |
| <b>Officer:</b>               |                         |  |

| Meeting | Title | Resolution   | Notes   |
|---------|-------|--|---|
|         |       | <p><b>That Te Hiku Community Board request that a report come to Te Hiku Community Board July meeting to finalise a formal lease between Far North District Council and the Far North Regional Museum Trust for the Pioneer House.</b></p> <p><i>Note: A report came to the December 2024 board meeting and there has been no progress since.</i></p> <p style="text-align: right;"><b>CARRIED</b></p> | <p>24 Apr 2026 3:36pm Democracy Advisor - Email<br/>May I please have an update on this item, thanks.</p> |

**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**