

AGENDA



Thursday, 6 August 2026

Time: 10:00 am
Location: Turner Centre
43 Cobham Road
Kerikeri

Membership:

Chairperson Belinda Ward - Chairperson
Deputy Chairperson Tyler Bamber
Member Jo Alexander
Member Korey Atama
Member Roddy Hapati-Pihema
Member Dane Hawker
Member Jane Hindle
Councillor Arohanui Allen
Councillor Ann Court

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

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Thursday 6 August 2026 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

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.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

Sri Lockyer from Chargenet to speak about EV Charging Infrastructure

5 NGĀ KAIKŌRERO / SPEAKERS

- Kristyl Noho representing The Turner Centre – agenda item 7.3 refers.
- Daniela Cook representing Kerikeri Community Childcare Trust – agenda item 7.3 refers.
- Margaret Nimmo representing Kerikeri Golf Club Inc – agenda item 7.3 refers.
- John Oszejca representing Kerikeri Theatre Company – agenda item 7.3 refers.
- Graeme Kettle representing Northland Edible Garden Trail – Te Ara Māra Kai o Tai Tokerau agenda item 7.3 refers.
- Keringawai Evans representing Te Tai Tokerau Tarai Waka Inc – agenda item 7.3 refers.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5865405

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Bay of Islands-Whangaroa Community Board to confirm that the minutes are a true and correct record of the previous meeting.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held 2 July 2026 as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 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 Bay of Islands-Whangaroa 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 meeting.

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

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

ĀPITI HANGA / ATTACHMENTS

- 1. 2026-07-02 Bay of Islands-Whangaroa Community Board Minutes - A5850293**  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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

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Bay of Islands-Whangaroa Community Board Meeting Minutes

2 July 2026

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON THURSDAY, 2 JULY 2026 AT 10:07AM**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Tyler Bamber, Member Jo Alexander, Member Korey Atama, Member Roddy Hapati-Pihema, Member Dane Hawker, Member Jane Hindle (online), Councillor Arohanui Allen, Councillor Ann Court.

STAFF PRESENT: Marysa Maheno (Democracy Advisor), Stephen FitzHerbert (Community Board Coordinator), Esther Powell (Manager – Climate Action & Resilience), Kathryn Trewin (Funding Advisor), Lawrence Wharerau (Kaiahi Kaupapa Māori).

1 KARAKIA TIMATANGA / OPENING PRAYER

The meeting was commenced with a karakia by Lawrence Wharerau at 10:07AM.

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

Chair Belinda Ward noted the apology for lateness from Member Jo Alexander and online attendance from Member Jane Hindle.

Chair Belinda Ward also noted the Conflicts of Interests listed below:

- Deputy Chair Tyler Bamber - item 7.4k
- Member Jane Hindle – item 7.4f
- Member Arohanui Allen – item 7.4j.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Vikram Gorur presented on behalf of Meridian Energy in relation to agenda item 7.2.

Attachments tabled at meeting

- 1 Meridian EV Public Charging Presentation
- 2 Partner with Meridian EV charging

4 NGĀ TONO KŌRERO / DEPUTATIONS

Lau'rell Pratt spoke in relation to Ōpua to Taumārere Cycle Trail Reinstatement.

Attachments tabled at meeting

- 1 PHT Twin Coast Cycle Trail Opua to Kawakawa Alternative Solution
- 2 Keteriki Bio Diversity Corridor Cycle Trail Inland Route Concept Proposal only July 2025
- 3 2025 NZCT Evaluation Report 25 November 2025 FINAL

5 NGĀ KAIKŌRERO / SPEAKERS

Hannah Ledingham spoke in relation to item 7.4i.

At 11:04AM Member Jo Alexander arrived.

Marcus Powell spoke in relation to agenda item 7.4b.

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Attachments tabled at meeting

- 1 Within Nature - Whakapakari Whenua

Phil Waggot spoke in relation to agenda item 7.4e.

Karla McCaughan spoke in relation to agenda item 7.4g.

Attachments tabled at meeting

- 1 Little Dippers Swim School & Aquatic Centre

Catherine Langford spoke in relation to agenda item 7.4f.

Lee Warbrick spoke to agenda item 7.4a.

The meeting adjourned at 11:48AM and resumed at 12:08PM.

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

Agenda item 6.1 document number A5822200, pages 10 - 23 refers

RESOLUTION 2026/39

Moved: Chairperson Belinda Ward

Seconded: Deputy Chairperson Tyler Bamber

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held 4 June 2026 as a true and correct record.

CARRIED**7 NGĀ PŪRONGO / REPORTS****7.1 NEW ROAD NAME: 39 RIDDELL ROAD, KERIKERI**

Agenda item 7.1 document number A5794883, pages 24 - 27 refers

RESOLUTION 2026/40

Moved: Member Jo Alexander

Seconded: Member Dane Hawker

That the Bay of Islands-Whangaroa Community Board name the five right of ways outlined in this report "Connemara Lane," "Rehua Road," "Takurua Lane," "Tautoru Lane" and "Atutahi Lane" located at 39 Riddell Road, Kerikeri.

CARRIED

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Bay of Islands-Whangaroa Community Board Meeting Minutes

2 July 2026

7.2 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A5826995, pages 36 - 40 refers

RESOLUTION 2026/41

Moved: Deputy Chairperson Tyler Bamber

Seconded: Member Jo Alexander

That the Bay of Islands-Whangaroa Community Board note the project reports received from:

- a) **ArtsXL Trust – 100x100**

CARRIED**7.3 FUNDING APPLICATIONS**

Agenda item 7.4 document number A5826995, pages 41 – 64 refers

RESOLUTION 2026/42

Moved: Member Jo Alexander

Seconded: Member Korey Atama

- a) **That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Youthline Auckland Charitable Trust for costs towards Helpline support costs.**

Abstained: Cr Ann Court**CARRIED****RESOLUTION 2026/43**

Moved: Member Roddy Hapati-Pihema

Seconded: Member Jane Hindle

- b) **That the Bay of Islands-Whangaroa Community Board leave to lie the funding application from Within Nature.**

Abstained: Cr Ann Court**CARRIED****RESOLUTION 2026/44**

Moved: Chairperson Belinda Ward

Seconded: Member Dane Hawker

- c) **That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,790 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Whangaroa Health Services Trust for costs towards two portable AED units.**

Abstained: Cr Ann Court**CARRIED****Item 7.4d has been deferred to the August meeting.**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

2 July 2026

RESOLUTION 2026/45

Moved: Member Jo Alexander

Seconded: Deputy Chairperson Tyler Bamber

- e) That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Splashsave Foundation for costs towards Wai Ora Far North at Kawakawa.

Abstained: Cr Ann Court**CARRIED****RESOLUTION 2026/46**

Moved: Member Dane Hawker

Seconded: Member Roddy Hapati-Pihema

- f) That the Bay of Islands-Whangaroa Community Board approve the sum of \$4,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to R. Tucker Thompson Sail Training Trust for costs towards youth sailing voyages.

Abstained: Cr Ann Court**CARRIED****RESOLUTION 2026/47**

Moved: Chairperson Belinda Ward

Seconded: Member Korey Atama

- g) That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Little Dippers Swim School and Aquatic Centre for costs towards BlueMind Hydrotherapy.

Abstained: Cr Ann Court**LOST****RESOLUTION 2026/48**

Moved: Member Jo Alexander

Seconded: Chairperson Belinda Ward

- h) That the Bay of Islands-Whangaroa Community Board approve the sum of \$100 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kerikeri Golf Club for costs towards Matariki Mixed Pairs Tournament.

Abstained: Cr Ann Court**LOST**

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Bay of Islands-Whangaroa Community Board Meeting Minutes

2 July 2026

RESOLUTION 2026/49

Moved: Member Dane Hawker

Seconded: Chairperson Belinda Ward

- i) **That the Bay of Islands-Whangaroa Community Board leave to lie the application from Hospice Mid-Northland.**

Abstained: Cr Ann Court**CARRIED****Agenda item 7.4j has been deferred to the August meeting.****RESOLUTION 2026/50**

Moved: Member Jo Alexander

Seconded: Chairperson Belinda Ward

- k) **That the Bay of Islands-Whangaroa Community Board approve the sum of \$13,146 (plus GST if applicable) be paid from the Board's Community Grant Fund account to The Turner Centre for costs towards Mardi Gras 2027, in addition to the \$6,854 (plus GST if applicable) granted at the June 2026 meeting of the previous financial year.**

At 1:01PM Deputy Chair Tyler Bamber left the table and did not participate in the debate or voting of this item.

Abstained: Cr Ann Court**CARRIED**

At 1:09PM Deputy Chair Tyler Bamber returned to the table.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**8.1 2025 - 26 END OF YEAR FUNDING REPORT**

Agenda item 8.1 document number A5826836, pages 65 - 70 refers

RESOLUTION 2026/51

Moved: Chairperson Belinda Ward

Seconded: Member Jo Alexander

That the Bay of Islands-Whangaroa Community Board receive the report 2025 - 26 End of Year Funding Report.

CARRIED

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8.2 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.2 document number A5834154, pages 71 - 83 refers

RESOLUTION 2026/52

Moved: Member Jo Alexander
Seconded: Member Roddy Hapati-Pihema

That the Bay of Islands-Whangaroa Community Board note the June 2026 member reports from Chair Belinda Ward and Members Jo Alexander, Dane Hawker, Jane Hindle and Roddy Pihema.

CARRIED**8.3 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**

Agenda item 8.3 document number A5822236, pages 84 - 89 refers

RESOLUTION 2026/53

Moved: Chairperson Belinda Ward
Seconded: Member Jo Alexander

That the Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report.

CARRIED*The meeting adjourned at 1:43PM and resumed at 3:25PM***9 NGĀ PŪRONGO / REPORTS CONTINUED****7.4 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PROPOSAL**

Agenda item 7.2 document number A5799259, pages 29 - 35 refers

RESOLUTION 2026/54

Moved: Chairperson Belinda Ward
Seconded: Deputy Chairperson Tyler Bamber

That Bay of Islands-Whangaroa Community Board endorse the exploration for the granting of leases for sites managed by the Far North District Council to facilitate the installation of public EV charging infrastructure in off-street public carparks and in areas of council parks and reserves that are already in use as public parking spaces.

CARRIED

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10 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2026/55**

Moved: Chairperson Belinda Ward

Seconded: Member Dane Hawker

That the public be excluded from the following parts of the proceedings of this meeting.**The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED**10.1 DECISIONS AND INFORMATION RELEASED TO THE PUBLIC****RESOLUTION 2026/56**

Moved: Chairperson Belinda Ward

Seconded: Member Dane Hawker

That the board confirm that agenda item 9.1 Confirmation of Previous Minutes – Public Excluded remain within public excluded.**CARRIED**

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11 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Lawrence Wharerau closed the meeting with karakia.

12 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 3:30PM.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 6 August 2026.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 HEARING TO CONSIDER SIMSON PARK DOMAIN RESERVE MANAGEMENT PLAN

File Number: A5853339

Author: Robin Rawson, Parks & Reserves Planner

Authoriser: Kate Ivicheva, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

Direction is sought from the Bay of Islands-Whangaroa Community Board as the delegated Hearing Panel for the Simson Park Domain Reserve Management Plan, on the content of the final reserve management plan for Simson Park Domain. Following consideration of written submissions and presentations from submitters who wish to be heard, the Hearing Panel will provide direction to staff on any further amendments needed before the reserve management plan is reported to Council for approval.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The draft Simson Park Domain Reserve Management Plan (draft plan) was made available for public comment in late 2025, with 70 written submissions being received.
- Staff have amended the draft plan in response to written submissions received.
- The Bay of Islands-Whangaroa Community Board is the delegated Hearing Panel and will consider presentations from submitters who wish to speak at a hearing as well as written submissions received
- The Hearing Panel will then give direction to staff on any further amendments to the reserve management plan following the hearing
- The Hearing Panel will make its recommendations to Council.
- Staff have recommended that the Hearing Panel recommend to Council approval of the reserve management plan subject to any changes following consideration of submissions received.
- A hearing timetable will be issued on the day.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board as the Hearing Panel for the Simson Park Domain Reserve Management Plan under the Reserves Act 1977:

- a) Hears comments and objections received** at the hearing from submitters who speak at the hearing.

After the hearing, that the Committee:

- b) Consider the feedback** from the public consultation on the Simson Park Reserve Management Plan including information given at the hearing and from written submissions.
- c) Directs staff** to make any amendments based on the information provided by submitters.
- d) Recommends to Council** that the amended reserve management plan be approved as the final Simson Park Domain Reserve Management Plan.

1) TĀHUHU KŌRERO / BACKGROUND

The Reserves Act 1977 requires that Council prepares and periodically reviews management plans for many Council-administered reserves. This process includes community

consultation and consideration of submissions and objections to ensure the final plan reflects community views. Reserve management plans guide the management of reserves including development and use.

The review of the 1987 reserve management plan began in September 2023, and the process included the following steps:

- Initial invitation for written comment in June 2024
- Consultation with sporting codes and expert advice on the need for a proposed fourth sports field
- Public consultation on the fourth field November to December 2024
- Formal consultation on the draft plan October to December 2025
- Methods of engagement included pre-consultation events with the community, meetings with key stakeholders, information posted to the Far North District Council's website and Facebook.

The draft plan was prepared taking full account of the feedback received during the preliminary submission period and earlier feedback from engagement workshops with rangatahi and the wider community, and meetings including sporting codes and other stakeholders. Further changes have been made in response to public consultation on the draft plan.

In September 2025, Council *appoint(ed) the Bay of Islands-Whangaroa Community Board to hear any submissions received in response to consultation associated with the development of a reserve management plan under section 41(6)(d) of the Reserves Act 1977.* (Resolution 2025/117)

Process

The Reserves Act requires that if people wish to speak to their submissions, a hearing is held to give them this opportunity:

41(6)d before approving the management plan, or, as the case may require, recommending the management plan to the Minister for his or her approval, give every person or organisation who or which, in lodging any objection or making any comments under paragraph (a) or paragraph (b), asked to be heard in support of his or her or its objection or comments, a reasonable opportunity of appearing before the administering body or a committee thereof or a person nominated by the administering body in support of his or her or its objection or comments; ...

41(10) The administering body or committee or person before which or whom any person appears at any hearing in support of any objection or comments shall determine its or his or her own procedure at the hearing.

Submissions received

The submission format asked whether submitters supported the draft plan, the reasons for either approving or disapproving it, and any additional comments. A redacted summary of submissions to this consultation is provided as Appendix 1. Longer written submissions by organisations are attached as Appendix 2, and submission themes are outlined in Appendix 3.

A very good response meant 70 submissions were received on the draft plan during the public engagement period. This consultation also asked for comment on the classification of reserve fronting Leaiti Street, which has since been classified as Recreation Reserve. The public engagement process, as prescribed by section 41(6) of the Reserves Act 1977, was

followed. Of the submissions, 42 supported the draft plan in full, 25 supported it in part, 2 were unsure, and 1 did not support it.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Amendments made

The draft plan and associated concept plan have been amended in response to submissions and provided as a track changes version (refer Attachments 4 and 5).

Other changes made to the reserve management plan:

Removal of references to draft plan, minor corrections to spelling	Parcels now classified and added to plan.
Reference to the classification of parcels fronting Leaity Street including within Technical Information section	Parcels now classified and added to plan.
Concept plan amended	Plan amended to take account of changes above.

Next steps

The Hearing Panel will consider the extent to which objections and comments will be accepted or not accepted, and direct staff to make any consequential changes to the Simson Park Reserve Management Plan including the included concept plan.

Once approved by Council, the plan will be graphically enhanced by Council's design team prior to publication on the Council website.

Options

The Hearing Panel has the following options available to them:

- Recommend to Council that the reserve management plan is approved with further changes
- Recommend to Council that the reserve management plan is approved without further changes as per attachments 4 and 5
- Not recommend approval of the reserve management plan.

Risks

If the reserve management plan is not approved, with or without amendments, the community's contributions will not be recognised in an updated plan, and the management and use of the domain will be guided by an outdated reserve management plan.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommended process acknowledges feedback from key stakeholders and from public submissions on the Simson Park Domain Draft Reserve Management Plan and meets the requirements of the Reserves Act 1977 for the preparation of reserve management plans.

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

The reserve management plan states that development works are currently unfunded and there are no financial implications or the need for budgetary provision by approving this plan.

ĀPITIHINGA / ATTACHMENTS

1. 1. Simson Park Domain RMP Submissions 2025 Redacted - A5855995  
2. 2. Simson_Park_Submissions_67_70_71_72_Merged - A5855996  
3. 3. Simson Park Domain RMP - submission themes - A5855997  
4. 4. Draft Simson Park Domain RMP no plan - A5855998  
5. 5. Simson Park Domain RMP plan comparison - A5855999  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Reserve Management Plans have an operational and development focus and are generally of relatively low significance. Full public consultation was undertaken, in addition to targeted engagement.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The process follows the requirements of the Reserves Act 1977.
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.	The Community Board are the delegated Hearing Panel.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	A representative from Ngāti Kōpaki and Ngāti Te Ara has been involved throughout the planning process and has supported the community aspirations for this valued park.
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).	The Reserves Act provides for formal, publicly notified consultation, and a two-month consultation concluded in December 2025. Management and development issues were raised with representatives from the Sporting Codes and other groups, including the Simson Park Hall Committee, throughout the development of the plan so that their needs were understood.
State the financial implications and where budgetary provisions have been made to support this decision.	The reserve management plan states that development works are currently unfunded and there are no financial implications or the need for budgetary provision by adopting this plan.
Chief Financial Officer review.	

ObjectID	Do you live near Simson Park, or regularly visit?	What is your main reason for visiting Simson Park Domain?	Do you agree with the proposed Reserve Management Plan final draft?	What made you choose this answer?	Further comments	Organisation (if applicable)	Which ward do you live in?
1	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	No	Firstly, grateful that we are even getting looked at. I'm in the junior space for both Moerewa rugby and Moerewa tigers rugby league We had over 100 kids at league and 60+ at rugby. During the winter months they are busy and there will be date clashes.		Moerewa rugby and tigers.	Bay of Islands-Whangaroa (East)
2	Yes, I live near Simson Park	Community events	Yes	Modernises it and allow more events to be held there for the town I live in.	Kao		Bay of Islands-Whangaroa (East)
3	Yes, I visit often	Running, walking, fitness, gym	Yes	It's a great asset for our community. The upgrade will heighten the communities, therefore provide an opportunity to lift their view on the community while taking pride in what is within the community.	It's a great plan which will bring vibrancy to our community.		Bay of Islands-Whangaroa (East)
4	No, I don't live nearby or visi		Yes	It a great gathering space for all the community that is away from the highway yet right in the town center.			Te Hiku (North)
5	Yes, I live near Simson Park	Community events	Yes	I like the proposed plan as it incorporates most of the additions Simpson Park needs, I especially like the recreation spaces with seating, paths, trees, and family-friendly features. wondering if there is any space for a dog park/area for people to let their dogs off for a contained run?)	Please seriously consider a dog park for all the dogs in Moerewa that could be let off to socialize and get some exercise		Bay of Islands-Whangaroa (East)
6	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	It will benefit all of us having a buildng, courts to use and fields to continue to play on	I support this proposal		Bay of Islands-Whangaroa (East)
7	No, I don't live nearby or visi	other	Yes	The park is necessary for the locals to enjoy with friends and whanau. To foster a sense of pride, to promote health and well being through exercise and social interaction.			Bay of Islands-Whangaroa (East)
8	No, I only visit on the rare oc	Running, walking, fitness, gym	Yes	Moerewa children and whānau deserve improved facilities and recreation spaces			Te Hiku (North)
9	No, I don't live nearby or visi	other	Not sure	Don't know where it is...	Might be a good plan but since I don't know where the park is, I can't comment	Te Wānanga o Te RangiAniwaniwa	Bay of Islands-Whangaroa (East)
10	No, I don't live nearby or visi	Visitor, spectator	Yes, in part	I don't think the population of Moerewa reflects such an ambitious project. While I uphold the need for improvement and classified reserves - common sense needs to be used. Also rates have had a marked increase in last 2 rateable years. A large portion of Northland is deemed as zero rated because of religious and cultural assignation. Therefore when vast projects such as this are deemed necessary cost falls heavily on the portion of existing ratepayers. I would prefer money spent on more necessary expenditure. Such as roading, upkeep of existing reserves and public amenities , traffic load infrastructure. I don't believe the building of new sports facilities comes into play as being essential.			Bay of Islands-Whangaroa (East)
11	No, I don't live nearby or visi		Yes, in part	I agree generally but do not know enough about the park to comment further.	As a regular user of the Kerikeri Domain for exercise I can comment that the areas that get used the most are the childrens playground and the walking path round the perimeter. The walking track is used by people recovering from illness and by the elderly who need a good surface to walk on. Many people have doggs and are responsible in collecting the dogs mess.		Bay of Islands-Whangaroa (East)
12	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Four full sized sports fields Space for a new clubrooms			Bay of Islands-Whangaroa (East)
13	No, I only visit on the rare oc	other	Yes	I trust Roddy Pihema to have consulted with the community and to have good ideas for changes that fit with the community needs and desires.			Bay of Islands-Whangaroa (East)
14	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Rugby is the dominant sport at Simson Park, another full sized field is welcomed.			Bay of Islands-Whangaroa (East)
15	No, I only visit on the rare oc	Visitor, spectator	Yes, in part	Proposal does not include detailed design.	Prefer local hapū name preferences for the reserve and anything else that gets named. Consider permeable parking surfaces and sustainability focused development eg. solar and renewable energies, local native trees and plants only incl. rongoa species (for sports/health recovery). Māori and kaitiakitanga design outcomes built into all structures and upgrades. Takaro Māori (traditional games and play) also to be considered and provided for. Non-herbicide/toxic grounds management methods, create jobs for locals or preference given to contractors who provide for this and grounds maintenance specialisation and manual methods.		Kaikohe-Hokianga (West)

16	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	Increased field capacity Space for a new club and changing facilities Great to finally have investment in our park to meet the needs of rugby		Moerewa Rugby	Bay of Islands-Whangaroa (East)
17	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Use to play school boy rugby there up through to seniors, definitely needs a makeover. Not just for Morewa but for northland in general...	Just cant wait for the finished outcome, very much looking forward to it...		Te Hiku (North)
18	No, I only visit on the rare oc	Community events	Yes	family-friendly features are needed			Bay of Islands-Whangaroa (East)
19	Yes, I live near Simson Park	Recreation	Yes	No need to answer this if I do not wish to			Bay of Islands-Whangaroa (East)
20	No, I only visit on the rare oc	Netball, basketball, tennis	Yes	Improved facilities will be good for the community		Russell Sports Club	Bay of Islands-Whangaroa (East)
21	No, I only visit on the rare oc	Choice 1	Yes	Because it's what is needed. No procrastination, just get on with the job	Sounds like an awesome idea which is long overdue Good asset for the town and wider Bay people Hurry up and let's get it going Chop Chop		Bay of Islands-Whangaroa (East)
22	No, I only visit on the rare oc	other	Yes	I believe shared club rooms across a range of sports codes is excellent. Having been a treasurer for a sports club of just one sport - it's hard to keep the funds coming in to keep the lights on	The Mangere Park (Auckland) has installed permanent “pits” for cooking. Good idea I thought. Their need probably grater in Auckland for this as small sections and difficult to do		Bay of Islands-Whangaroa (East)
23	No, I don't live nearby or visi	Choice 1	Yes	We drive through often (we live in Whangaroa) and would be delighted to see all your ideas come to fruition. Give them everything .. I always thought the meat works should beautify the paths and surrounds.			Bay of Islands-Whangaroa (East)
24	No, I don't live nearby or visi	Choice 1	Yes, in part	My only concern is what the cost of this works is I think a budget should be set prior to design that sits within council budgets without need to raise Rates We need monitory discipline			Te Hiku (North)
25	No, I only visit on the rare oc	other	Yes	It's a great meeting place but is tired and needs to be upgraded to encourage people to use it more and also to make it more inviting			Te Hiku (North)
26	No, I only visit on the rare oc	Rugby, league, touch, kiorahi	Yes, in part	Once again...huge cost put on all ratepayers. Fund this by downsizing council staff			Kaikohe-Hokianga (West)
27	No, I only visit on the rare oc	Running, walking, fitness, gym	Yes	Sounds like a pretty good addition to the community.	Please dog fence any little family areas as wandering dangerous dogs pose a huge risk in Moerewa. Please add some outdoor gym equipment on the walks as there is a growing movement of increasing fitness and well-being amongst the locals.	Te Ara Tu o Ngati Hine Medical centres	Bay of Islands-Whangaroa (East)
28	No, I don't live nearby or visi	other	Yes, in part	Moerewa has a history of issues with wandering and aggressive dogs. Yet there is no part of the plan which provides a safe place for dog owners to walk with their dogs, or a place for dog trainers to run free puppy training classes. When will FNDC choose to remember that more than 50% of the population owns dogs, that there are more dogs in poorer areas because of a need for home security, and that dog owners are disproportionately Maaori?	Choose to be honest with your communities. Choose to tell us when you are doing something which has an impact on dog owners. Choose to focus on human safety and wellbeing. Provide areas for puppy training, and safe places for responsible people to walk their dogs without fear of being attacked by wandering dogs which FNDC's animal control managers have failed to address.	The BOI Watchdogs	Bay of Islands-Whangaroa (East)
29	Yes, I visit often	Running, walking, fitness, gym	Yes, in part	I would like to see the bowling club become a part of the new multisport complex..they are trying at the moment but a combined area would be even better			Kaikohe-Hokianga (West)
30	Yes, I live near Simson Park	Running, walking, fitness, gym	Yes, in part	Simson Park is woven into the very fabric of our community. The grounds hold great historical significance for our area, having nurtured many sporting greats who began their journeys on these very fields. Centrally located, it continues to serve as a vibrant hub — not only for sport, but for whānau connection and social gatherings. Long may it remain a place where all walks of our community come together.	I would like to see a similar setup to that of the Kerikeri Rugby and Sports Centre, where a dedicated playground and an external walking pathway run along the perimeter of the fields. A resource like this at Simpson Park would cater for all ages, providing a safe and inclusive space for our tamariki and the wider community to enjoy.	Moerewa School	Bay of Islands-Whangaroa (East)
31	No, I only visit on the rare oc	Visitor, spectator	Not sure	Not clear			Te Hiku (North)
32	No, I only visit on the rare oc	Visitor, spectator	Yes	It makes sense			Te Hiku (North)
33	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Currently when we visit for sports there is lack of good facilities available for visitors/players to use, as currently they are very run down or not accesible. Be great to see some upgrades and make it appealing when we come to tautoko the local club when they are hosting. Fields are usually very boogy by the 2nd lot of games due to surface water holding and be good to see some proper drainage and some seating available to watch the games too. Some better parking areas that arent just accesible by 4WD would be nice too for those that travel in cars.	Noted the far side over by the old rugby club isnt included in the upgrade, as there is heaps of space to add additional parking space on or make it accessible to park and walk for sports and quite often there is insufficient space for visitors. Be nice to see that area cleaned up for use too.		Outside Far North
34	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Need in our community	Wheelchair/ Walking aid freindly please and Toilet to please as a parent of a child whom uses a wheelchair		Bay of Islands-Whangaroa (East)
35	No, I only visit on the rare oc	Community events	Yes	It is a great investment into a park heavily used by the community.			Bay of Islands-Whangaroa (East)
36	No, I don't live nearby or visi	Choice 1	Yes	Every community deserves a nice place to meet, play and enjoy sports.			Bay of Islands-Whangaroa (East)

37	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	More space for full field Rugby matches, can host multiple teams. Upgraded Club and changing facility Much needed investment in our park		Bay of Islands-Whangaroa (East)
38	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	I like the increased capacity in terms of sports fields		Bay of Islands-Whangaroa (East)
39	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	A 2nd rugby field, along with new clubrooms		Bay of Islands-Whangaroa (East)
40	No, I don't live nearby or visi	Choice 1	Yes, in part	Can Council afford currently		Bay of Islands-Whangaroa (East)
41	No, I don't live nearby or visi	Choice 1	Yes	Although I don't go there myself I know that lots of Northlanders do. The area needs to be enhanced to provide longevity. There is a huge Leasgue community in Te Tai Tokerau and this park is one of the main venues. We need to provide excellent facilities to encourage development of the sport and to keep residents of Te Tai Tokerau active.		Bay of Islands-Whangaroa (East)
42	Yes, I live near Simson Park	Softball, cricket	Yes	Because moerewa deserves it		Bay of Islands-Whangaroa (East)
43	Yes, I live near Simson Park	Softball, cricket	Yes, in part	I am a softball coach, and we really could do with our very own area, so we don't interfere with other codes as they get pre season going during our season schedule.		Bay of Islands-Whangaroa (East)
44	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	More investment in rugby playing area and allowing space for a future facility		Bay of Islands-Whangaroa (East)
45	Yes, I live near Simson Park	Running, walking, fitness, gym	Yes	I think that any investment in Simpson park would be great. It is a well used park!		Bay of Islands-Whangaroa (East)
46	Yes, I live near Simson Park	Community events	Yes			Bay of Islands-Whangaroa (East)
47	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	Another full sized rugby field Allocated space for a new clubrooms and changing rooms. Changing facilities that caters to female athletes	Moerewa Rugby	Bay of Islands-Whangaroa (East)
48	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes, in part	See email submission (Moerewa Tigers)	Moerewa Tigers Rugby League Club	Bay of Islands-Whangaroa (East)
49	No, I only visit on the rare oc	Rugby, league, touch, kiorahi	Yes	Moerewa should have what other towns have for its residents	Please plant native trees.Easy access for the elderly to get their wheelchairs and walkers around.	Bay of Islands-Whangaroa (East)
50	Duplicate	Duplicate	Duplicate	Duplicate	Duplicate	Duplicate
51	Yes, I live near Simson Park	Community events	Yes	This would be great for our commynity	I agree with the plan and any other future plans that would have our community thrive	Bay of Islands-Whangaroa (East)
52	Yes, I visit often	Community events	Yes, in part	There still work that need to be done.		Bay of Islands-Whangaroa (East)
53	Yes, I live near Simson Park	I sit on the committee that manages the domain.	Yes, in part	I'd like the field names to be changed to "SPORTS FIELD" so not one code seeks ownership. We have consistently had this problem and dedicating it as RUGBY or LEAGUE will mitigate the internal challenges around that issue.	Other than the field names I totally support the submission.	Simson Park Hall and Domain Management Committee Bay of Islands-Whangaroa (East)
54	Yes, I visit often	Rugby, league, touch, kiorahi	Yes, in part	I agree with another full sized field for Rugby with space for a future clubrooms. I think a few adjustments are needed: The rangatahi space and multi-purpose court should be on the other side of the netball courts, with all of the parking together. Having children playing beside the car park and having to cross the entrance is a safety issue that can be avoided.		Bay of Islands-Whangaroa (East)
55	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	It is in of an upgrade. The fields are far too hard too.		Outside Far North
56	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	If its better then it is now we're theres more for our youth and community i am all for the change	Te kohanga reo o moerewa	Bay of Islands-Whangaroa (East)
57	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes, in part	I support another full sized field for Moerewa Rugby I also support all of the upgrades to the park I would swap the multi purpose court and rangatahi space over to the other side of the netball courts with the parking. Having kids playing right beside the entrance and car park creates an avoidable safety hazard. I would also move League field number 2 over more towards Leaity Street, so it doesn't overlap with the new rugby field.	Moerewa Rugby	Bay of Islands-Whangaroa (East)

58	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes, in part	I think it is great that the council is focusing on sports facilities in Moerewa. Simson park is well used and desperately requires further resourcing and upgrading. I and happy that the proposed plan includes an additional rugby and league field (which could double as touch fields). I am also happy that the Rugby and League buildings will be retained, as will the league fields and netball courts. I love the idea of planting fruit trees around the perimeter - a strategy that has worked well in Nawton, Hamilton - where they have feijoa and mandarin trees.	Yes. 1) The plan ignores the rich history of Moerewa and the whakapapa of the land and area. It is critical that the plan fundamentally incorporate - the pūrākau and knowledge of the area - e.g., tuna, Ngāti Hine reflecting Moerewa and Ngāti Hine. 2) The plan needs a playground. We have HEAPS of tamariki and they need a safe, purpose-built area to play. I would suggest - where you have indicated the softball will go - to have line of sight to kids from the whole park. 3) Palm trees - these serve no purpose and should be removed in the short term. I suggest making this area into parking given it is next to SH1 and high risk for kids if anything else goes there. 4) Proposed parking next to the bar park - Instead of parking - this grass area should be retained and used as Ki-o-Rahi fields. 5) Proposed League club seating/parking - should be swapped - otherwise spectators can't see games properly 5) Please invest in upgrading the league club and hall facilities 6) Add more toilets		Bay of Islands-Whangaroa (East)
59	Yes, I live near Simson Park	Netball, basketball, tennis	Yes, in part	No need for a second rugby field. League and Rugby should work together to utilise the fields they already have Draft site for parking next to shared future clubrooms the land floods and needs to be raised quite significantly Sites for Defibulators? Toilets are a priority - should be done regardless of the draft building of a shared clubrooms Potenitally have the future shared clubrooms as a business / innovation hub as well for community groups to book board rooms / meeting spaces. Where is the storage buidling plans	It would be helpful to have the evidence and data or a link to the data that proves the need for a 2nd rugby field.	Ngati Hine Health Trust	Bay of Islands-Whangaroa (East)
60	Yes, I visit often	Rugby, league, touch, kiorahi	Yes	I agree with the 4th sports field for rugby			Bay of Islands-Whangaroa (East)
61	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	A great improvement to the park. Much needed.			Bay of Islands-Whangaroa (East)
62	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes, in part	Good improvement to the park, especially the additional rugby field and future clubrooms. I would put the new car parks together as one.			Bay of Islands-Whangaroa (East)
63	Yes, I live near Simson Park	Rugby, league, touch, kiorahi	Yes	It's a big improvement to what's available currently. Additional field, future clubrooms etc allows for growth in the rugby space. The sole field is in pretty bad condition, especially during the season			Bay of Islands-Whangaroa (East)
64	Yes, I visit often			Yes, in part	I would appreciate an allocated area for a kiorahi field. The 'future social space' would be perfect		
65	Yes, I live near Simson Park			Yes	Needs a facelift. Sports good, too many of our peoole are overweight	Great, make our town prettier. Fruit trees please	
66	Disabled Persons Assembly	ATTACHED SEPARATELY					
67		I'm emailing about the Draft Reserve Management Plan at Simson Park in Moerewa. ... I am a Life Member of the Moerewa Rugby Club. I support the plan, in particular, the creation of another full sized rugby field, and space for a future clubrooms with increased capacity. However, I would like some adjustments made. Not taking anything out of the plan, just moving a few things around: I would place the multipurpose court and rangatahi space on the other side of the netball courts, swapping it with the car park. This is for safety reasons. If parents are playing netball or rugby and their children are utilising these spaces, having them by a car park, entrance and the side of the road is dangerous. Secondly, I would push the league #2 field towards Leaity Street so it doesn't overlap with rugby union field #2. This is also a safety issue. The plan, with these easy adjustments, has my support. I would like the opportunity to speak to councillors about my Submission and Simson Park. I look forward to hearing from you. Thanks,				Moerewa Rugby Club	
68		I am emailing about the plan for Simson Park. I am the Head Girl of Bay Of Islands College. I am also a Northland Kauri rugby player, and member of the Moerewa Rugby Club. I support the proposed plan for Simson Park, particularly the addition of a 2nd rugby field and future clubrooms. I would like the opportunity to speak with council representatives about Simson Park and what it means to me.				Moerewa Rugby Club	
69	Moerewa Rugby Football Sports Club	ATTACHED SEPARATELY					
70	Moerewa Tigers	ATTACHED SEPARATELY					
71	Sport Northland	ATTACHED SEPARATELY					
70 total	TOTAL 70 submissions excluding duplicate						



December 2025

Ki Te Kaunihera o Te Hiku o te Ika / Far North District Council

Please find attached DPA's submission on the Simson Park Domain in Moerewa.

For any further inquiries, please contact:

Patti Poa

Policy Advisor – Te Tai Tokerau

Disabled Persons Assembly New Zealand

Email: policy@dpa.org.nz

Introducing Disabled Persons Assembly

We work on systemic change for the equity of disabled people

Disabled Persons Assembly NZ (DPA) is a not-for-profit pan-impairment Disabled People's Organisation run by and for disabled people.

We recognise:

- Māori as Tangata Whenua and [Te Tiriti o Waitangi](#) as a founding document of Aotearoa New Zealand;
- disabled people as experts on their own lives;
- the [Social Model of Disability](#) as the guiding principle for interpreting disability and impairment;
- the [United Nations Convention on the Rights of Persons with Disabilities](#) as the basis for disabled people's relationship with the State;

We drive systemic change through:

Rangatiratanga | Leadership: reflecting the collective voice of disabled people, locally, nationally and internationally.

Pārongo me te tohutohu | Information and advice: informing and advising on policies impacting on the lives of disabled people.

Kōkiri | Advocacy: supporting disabled people to have a voice, including a collective voice, in society.

Aroturuki | Monitoring: monitoring and giving feedback on existing laws, policies and practices about and relevant to disabled people.

The submission

Introduction

DPA welcomes the opportunity to engage with the Northland District Council on the Simson Park Domain in Moerewa.

DPA's aim is to provide an accessibility lens which supports the Moerewa's community goal to create a park where the community can gather to play, cheer, and celebrate.

The importance of the disability community having places for connection and belonging, where tāngata whaikaha (disabled community) and whānau hauā (Māori disabled) can spend time together is a vision we share with the Moerewa local community.

We would like to acknowledge Council staff, local councillors, the disability advisory group, and iwi and hapū organisations who continue to support the local community in this endeavour. Specifically, we acknowledge Moerewa residents for continuing to advocate on what is needed within our community.

DPA uses the terms disabled, disability, impairment, whaikaha and hauā to align with the social and human rights models of disability.

Accessibility essential for our children

DPA is disappointed that accessibility appears to be largely invisible within this plan especially given the adoption of the Taitokerau Regional Accessibility Strategy and establishment of the Disability Advisory Group.

As Simpson Park is in close vicinity to Te Kura Kaupapa Māori o Taumarere and Mokopuna o Moerewa Early Childhood Education and Care, our submission is focussed on disabled children and their whānau.

We have several recommendations to ensure that the new playground is made accessible and inclusive for everyone, especially disabled children.

DPA believes that it is vital for the physical, social and emotional development of children to have access to playgrounds that include them.

DPA asks that Council commit to progressively realising the development of fully inclusive, accessible spaces for all disabled people, including disabled children.

DPA asks that all pathways or walkways from the street to the playground are made fully accessible for people using wheelchairs, mobility aids, children's pushchairs, as well as blind and low vision people.

DPA recommends that the new playground has inclusive play equipment installed with a mixture of nature-inspired play elements and rural-themed structures, giving every child the opportunity to participate in play.

This means that if any child cannot access any specific piece of equipment, then they can play on another piece (or part thereof) that is accessible. There are examples of inclusive play equipment that should be considered for placement in the playground either now or in the future, which are available from New Zealand-based suppliers.¹

DPA recommends that seating be placed around the playground of varying heights (either higher or lower) and should include armrests so that people with mobility impairments, children and older people can easily get in or out of the seats.

DPA recommends that tables with seating to enable a wheelchair or mobility aid to be easily inserted alongside people sitting on benches should be incorporated into the designs. This will enable both disabled and non-disabled people to be fully included in the same space.

DPA recommends that fully accessible public toilets (with changing facilities) be established at the park so that both children and adults can use these facilities. This would enable any adults supervising children on the playground to have ready access to a toilet and changing facilities for either themselves and/or any children if needed.

¹ Playground Centre. <https://www.playgroundcentre.com/categories/all-inclusive-and-accessible/>

DPA recommends that a wheelchair user-friendly drinking water fountain be placed on the playground, and preferably at medium height where both wheelchair and mobility aid using adults and children can access it.

DPA recommends that a shade tarpaulin be installed so that there can be more shade for people, especially during the summer months.

DPA asks that sufficient mobility parking spaces are created in the car park and that a pathway from the carpark to all areas within the park is created as well.

DPA recommends that the proposed social space, hall and gym development, shared clubrooms, netball courts, multipurpose court area, rangatahi space, and rugby league club are made fully accessible and inclusive for all users, including disabled people.

DPA asks that Council reminds all its contracted architects, landscape designers, engineering consultants, project management companies, placemaking agencies and infrastructure companies of the commitment to universal design.

DPA asks that Council include the disability community and their whānau in feedback processes on Council services and projects. The local disabled community have also given general feedback on the need for more ramps, wheelchair accessible swings, and wider openings for walkways, as well as platforms and slides so that disabled and non-disabled support people/carers can access the playground alongside disabled children.

**Submission in Support of the Simson Park Reserve Management Plan
from Moerewa Rugby Football Sports Club**

To: Far North District Council
Re: Draft Simson Park Domain Reserve Management Plan

Support for Additional Rugby Field and Future Clubrooms

Moerewa Rugby fully supports the creation of an additional full-sized rugby field and the development of future clubrooms with increased capacity. These developments directly respond to the documented shortfall in rugby field capacity identified in the Simson Park Domain Sports Field Demand Assessment, which confirmed that rugby's field is being used beyond its intended capacity and is often in poor condition as a result. The addition of another rugby field and improved facilities is essential to ensuring the safety, sustainability, and continued growth of rugby in Moerewa.

Recommended Adjustments for Safety and Practicality**1. Relocation of Rugby League Field #2**

We recommend shifting League Field #2 toward Leaiti Street so it does not overlap with the proposed Rugby Union Field #2. Overlapping fields present a safety risk—particularly between two high-contact sports—so adjusting the layout will prevent unnecessary conflict and better utilise the available space.

2. Swap Parking with the Rangatahi Space / Multipurpose Court Area

We request that the multipurpose courts and future rangatahi space be swapped over to the other side of the netball courts with the proposed parking area. Locating youth activity spaces beside car movement areas creates avoidable safety hazards. Moving these spaces to the opposite side of the netball courts will create a safer, more family-friendly environment.

3. Avoid Planting Large Trees Near Sports Fields and Courts

Large trees near playing surfaces create leaf litter, slippery areas, and shading issues, all of which affect player safety and field performance. Given the heavy use of the fields, we ask that no large trees be planted adjacent to sports fields or courts.

Conclusion

Simson Park has been the home of Moerewa Rugby for more than a century, and we remain committed to supporting its development as a central, safe, and vibrant sports hub. The improvements proposed in the Draft Plan—and the adjustments we recommend—will ensure the Reserve continues to meet community needs for many generations to come.

I would also welcome the opportunity to speak to councillors or appear at a hearing to discuss this submission further, should that be required.

Nga mihi,
Lee Nankivell

Bay of Islands - Whangaroa Community Board

11th July 2025



Subject: Feedback on Draft Reserve Management Plan for Simson Park Domain

Tēnā koutou,

Moerewa Tigers Rugby League Club has proudly been part of Simson Park for over five decades. Our club serves as a vital hub for whānau in Moerewa, fostering community connection through Rugby League and other sports. We welcome the development of a refreshed Reserve Management Plan and offer the following feedback to help ensure Simson Park continues to thrive as a space for our community.

1. Retention of Existing Clubrooms and Fields

Moerewa Tigers Rugby League Club has been a long-standing user and kaitiaki of Simson Park since 1967. We strongly support the ongoing use and retention of our two rugby league fields and existing clubrooms. These facilities are essential to the continued success of our club and the wider community that we serve.

2. Support for Upgrading Clubrooms

We are open and supportive of proposed upgrades or redevelopment of our clubrooms, provided that:

- The location remains close to our current base.
- The upgrade supports the needs of our club and wider whānau.
- Our current lease arrangements and tenure are upheld and transitioned fairly through any redevelopment process.

3. Support for Shared Community Facilities

We support the inclusion of shared-use facilities such as a weights/gym space, pool, and other health or wellbeing amenities that benefit our players, whānau, and wider Moerewa community. We would welcome further consultation around design, access, and community use of any shared facilities.

4. Partnership and Communication

We believe that ongoing collaboration between Council, the Community Board, and park stakeholders (including Moerewa Tigers) will be critical to the successful implementation of the Reserve Management Plan. We support the idea of regular hui to coordinate use and development.

5. Safety and Security for Tamariki and Whānau

We support the inclusion of Crime Prevention Through Environmental Design (CPTED) principles in future developments. Ensuring well-lit, secure, and visible areas is essential for the safety of our tamariki, rangatahi, and whānau, especially during evening trainings and events.

6. Field Layout and Tamariki Growth

With the growth of our tamariki teams, it is crucial that existing field space be maintained or enhanced. We request active involvement in any future planning or design work related to field layout, to ensure adequate space for training, games, and junior development is protected and supported.

7. Lease Renewal Process

Our current lease runs through to 2029. We request early and transparent discussions regarding lease renewal and seek assurance that continuity of use will be prioritised for our club. Clear processes and fair transition arrangements are important to protect our club's presence and kaupapa.

8. Amenities and Facilities to Support Club Activities

We support the development of amenities such as toilets, changing rooms, shaded areas, and water stations, particularly to accommodate the needs of our tamariki, visiting teams, and whānau during events and game days.

9. Support for Rangatahi Space

We support the proposal for a dedicated Rangatahi Space within the park and would welcome the opportunity to collaborate on how this space can be utilised to engage local youth in sport, wellbeing, and leadership opportunities.

In summary, Moerewa Tigers are committed to the kaupapa of sport, hauora, and community wellbeing in Moerewa. Simson Park is central to our mahi, and we look forward to working together to ensure its future reflects the aspirations of our people.

Ngā mihi,
Moerewa Rugby League Club
Moerewarugbyleague@gmail.com



Sport Northland Submission: Support for Proposed Changes to Simson Park

Introduction

Sport Northland strongly supports the Far North District Council's proposed plan for Simson Park. This investment has the potential to enhance Moerewa into a vibrant hub for play, active recreation and sport, delivering significant benefits for tamariki, rangatahi, and whānau across Te Tai Tokerau.

Proposed Development

We endorse the proposed upgrades, which include:

- Four full-sized winter sports fields
- Upgraded multi-purpose courts
- Space for shared clubrooms
- Improved paths and connectivity
- Enhanced informal recreation areas with trees, seating, and family-friendly features
- A softball diamond with movable fencing

These changes align with the **Far North Spaces & Places Plan** and the regional strategy for play, active recreation, and sport – **Kōkiri ai te Waka Hourua**, which FNDC was instrumental in developing. The proposal reflects a commitment to creating a park that caters to all ages and abilities, fostering inclusive, vibrant, and sustainable communities.

Beyond Infrastructure: Addressing Participation Barriers

While the proposed facilities will be great, the recent **Active NZ 2024/25 insights** highlight that infrastructure alone will not guarantee increased participation. To ensure these facilities deliver on their potential, the following three critical factors need consideration:

- **Confidence is key for rangatahi (12–18 years)**
Interest in sport and recreation only translates into action when young people feel confident in their abilities. Simson Park's design and programming should include initiatives that build confidence—such as skill development programmes, social play opportunities, and inclusive environments. Play has not yet returned to pre-pandemic levels among rangatahi (please note that play for rangatahi is quite different for tamariki).
- **Connection matters for tamariki (5–11 years)**
Tamariki are more likely to be active when they feel connected to their environment and whānau. Family-friendly features like seating, trees, and informal play areas in the Simson Park plan could directly support this need, fostering spaces where whānau can gather and engage together.
- **Cost and access are major barriers**
Active NZ data shows affordability and accessibility have become significant challenges, particularly for tamariki (with family not being able to afford their activities). To maximise

the impact of Simson Park, strategies such as low-cost community programmes and shared-use agreements should be considered alongside the physical upgrades. Without addressing confidence, connection, and cost, these facilities risk underutilisation. Embedding these principles into design and programming will ensure Simson Park delivers meaningful outcomes for our communities.

Alignment with Regional Strategy (Kōkiri ai te Waka Hourua)

The proposed development supports key priorities:

- Building partnerships to improve local access to facilities and programmes
- Working with communities and mana whenua to grow local capability and initiatives
- Delivering culturally appropriate, high-quality opportunities for all sectors
- Supporting multi-use facilities and hub sites over single-use spaces
- Reducing barriers for sports groups and locally led events
- Maximising existing facilities before new builds

Additional Support

Sport Northland also supports the formal classification of reserve land on Leaity Street (next to Simson Park Hall) as a **Recreation Reserve**. This change reflects current community use and enables greater flexibility for future development.

We would like to work alongside FNDC and the community to increase utilisation of this space through natural play areas and active recreation opportunities. These ideas and priorities—such as nature play, wayfinding, and a pump track—have been identified by tamariki and rangatahi in Moerewa through **Voice of Tamariki surveying, State of Play engagement**, and input from **Rōpū Rangatahi**, who contributed to the Simson Park Domain Reserve Management Plan.

Our Role

As one of 14 Regional Sports Trusts in New Zealand, Sport Northland's purpose is: "To enrich Northlanders' lives by inspiring and enabling more movement" and our vision is "All Northlanders moving more for enhanced wellbeing". FNDC is a key partner in achieving this vision.

We work collaboratively to:

- Connect providers and align resources to increase participation opportunities
- Empower communities to lead physical activity projects that also support environmental goals
- Promote sustainable practices and resilience in sport and recreation (giving new life to existing structures significantly reduces carbon emissions—a win for both the community and the planet)
- Foster partnerships that link physical activity with environmental stewardship

Our approach prioritises geographic communities that are underserved—Moerewa is one of them—helping give them every chance to improve equitable access for tamariki and rangatahi who are less active or have reduced access to physical activity and quality experiences. We do this by working with community providers, schools, community groups, residents, and whānau—collaborating effectively within their local areas to define and pursue community-led visions and goals in play, active recreation, and sport.

This is a targeted approach, concentrating our resources (staff mahi, Tū Manawa funding, etc.) into these communities and working internally together to better serve.

Conclusion

Together, these efforts contribute to healthy, safe, connected, and sustainable communities across the Far North. By aligning the Simson Park development with both regional strategy priorities and Active NZ insights, FNDC can ensure this investment delivers maximum impact—creating not just great facilities, but meaningful outcomes for tamariki, rangatahi, and whānau.

Submission themes

Submissions were considered with respect to the following themes where these were not consistent with the draft plan:

Submitter	Comments theme	Staff Comment including changes to plan
1	Hall development area could be two-storey building and grandstand, gym facilities, tigers grandstand	A large area is shown on the plan to provide for future redevelopment of Simson Park Hall, and Policy 10 allows this area to provide for other activities where this activity is consistent with community recreation.
1	Make 3 fields sand-based	The provision of four soil fields will provide for current sports use in a cost effective way and aligns with current sports use. Sand carpets fields may be considered in the future if additional playing capacity needed.
6, 28	Provide areas for dogs at the park	Because of the high levels of sports use of this park, there is insufficient room for a dog exercise area, and there are more suitable reserves in Moerewa. Council's Dog Management Policy and Dog Management Bylaw assign off-leash areas.
27	Dogs, dog fence around family areas	Dog fencing would not enhance the amenity of the park. Roaming dogs can be managed without fencing.
11, 15	Maintenance by ground-keeper, jobs for locals	Maintenance methods are not within the scope of this plan.
11 & 30 & 58 & 66	Need for a playground, inclusive play equipment	A play area may be created in the rangatahi area and play features may be provided elsewhere, however a standard playground is not proposed. The playground at Nisbet Park is less than 400m away, and an additional playground in this location is not consistent with district-wide playground provision.
15, 33,	Improved Parking	Spaces are shown on the plan for parking areas that can be developed.
15 & 58	Local hapu names, Takora Māori / traditional games, incorporate pūrākau and knowledge	There has been no consensus on a new name for Simson Park Domain. Other elements can be incorporated into later development including of rangatahi space.
15	Manual / non-herbicide maintenance	Maintenance methods are not within the scope of this plan.
15 & 49	Native trees, native trees only including Rongoa	Policy 21 has been amended to encourage the planting of native trees. Fruit trees were requested in earlier consultations.
22	Cooking pits	Provision for barbecues rather than cooking pits has been added to Policy 18.
29	Multisport complex	There is insufficient room for a large multisport development, however

		redevelopment of the hall and clubs can provide for more sporting and community activities - see Policy 10.
33	Upgrade fields including drainage	Policy 17 has been amended to support drainage upgrades.
34 & 49 & 66	Wheelchair friendly areas and toilets with easy access for elderly in wheelchairs and walkers and parents	Policy 14 has been amended to direct that development follows Universal Design and provision for visitors in wheelchairs, walkers and pushchairs.
43	Area set aside for softball	There is insufficient room for a full softball field, however the plan sets aside a permanent pitch area.
53	Sportsfields should not be allocated to rugby and league	Rugby and Rugby League have different sizes and field markings, and allocation to one code encourages guardianship of fields.
54 & 57 & 67 & 69	Swap parking and play areas around, this is a safety issue	Early community feedback indicated that an area set aside for rangatahi could be located where it would use the existing court areas that already had some recreational use. These courts may need significant upgrading so there may be no cost advantage in reuse, and consolidating informal areas to the north-east of the park and parking to the south-east will reduce interactions between cars and pedestrians and improve amenity for the social and recreation spaces.
57 & 67 & 69	Move league field towards Leaity street	Moving the league field to remove the run-off areas would take away the option of a permanent softball pitch area. Fields have not been moved. An alternative solution is that the Rugby Union is reduced in size, and it is common for a number 2 field to be slightly smaller.
64 & 58	Allocated area for kiorahi play, possibly in area shown as social space	A kiorahi field generally has a radius of 24m, and would not fit into the area by the netball courts or other social areas. Shared use is needed on the park for additional sports activities.
58	Remove palm trees	Phoenix palms by hall have now been removed. Palms near the memorial gate are shown for future removal and redevelopment including seating, a path and carparking.
58	More toilets needed	P12 provides for development of a public toilet in hall or club redevelopment areas.
59	Clubrooms could be a business / innovation hub, and for community groups to book	Policy P10 provides for use for community functions. Use as a business / innovation hub is not consistent with the recreation reserve classification and may be beyond the capacity of the park.

58	Site storage needed	Storage for park activities can be provided as part of hall and club redevelopment
59	There is no need for a 2 nd rugby field	The need for a second rugby field is supported by a recreation assessment by an independent sports consultant.
66	Accessible seating and other furniture, accessible toilets	Policy 14 amended to include Universal Design and provision for visitors in wheelchairs, walkers and pushchairs.
66	Shade tarpaulins for shade	Policy 18 now provides for park shelters. Tree planting will improve shade on park.
66	Mobility carparks provided	Mobility parks will be required to be provided when facilities and carparking is developed.
66	Designers and developments to be consistent with Universal Design principles	Policy 14 amended to include Universal Design principles.
66	Involvement of the disabled community in decision making	Council to follow requirements of 'Te Tai Tokerau Regional Accessibility Strategy'.
69	Avoid tree planting near sports fields	P21 now states larger trees will be 20m from field areas
70	Involvement Rugby League club in development	Policy 2 now encourages proposed development activities to be presented at stakeholder meetings for feedback.
71	Need for support for rangatahi play, recommend nature play, wayfinding activities, pump track	A rangatahi play area will be developed. Activities can be incorporated into other areas, however there may be insufficient area for nature play and pump track.

Simson Park Domain Reserve Management Plan 2026

1.0 INTRODUCTION

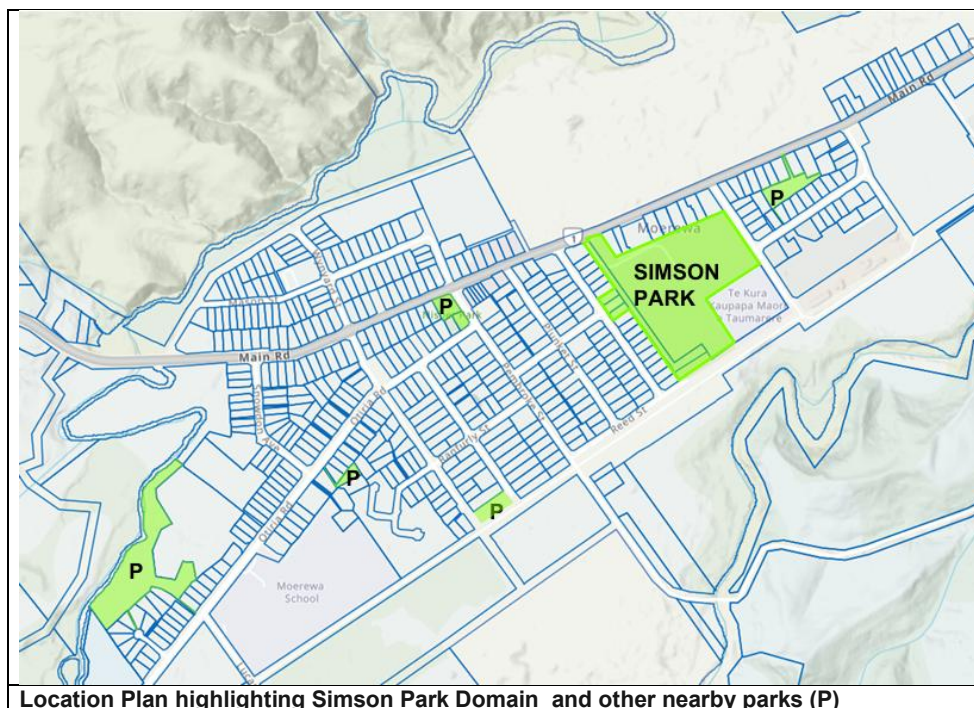
This reserve management plan provides direction for management and use of Simson Park Domain (the Domain), and replaces the reserve management plan approved in 1987. The reserve management plan describes the general intentions for the use, management and development of the Domain by a series of objectives and policies and includes a concept plan to guide the use of space. These objectives and policies will assist with decision making to ensure decisions are consistent with the vision agreed by the community.

Council strategies, policies and bylaws also guide management of Simson Park Domain, and development and use will be regulated by planning and building rules.

The primary function of Simson Park Domain is for sporting and recreational use. The Domain and Simson Park Hall host community events and gatherings, and the local community see Simson Park Domain as being central to life in Moerewa.

2.0 SITE DESCRIPTION AND CONTEXT

Simson Park Domain Reserve is located centrally in Moerewa and has an area of 6.7 hectares. The Domain is classified as a recreation reserve under the Reserves Act 1977 and is gazetted (officially named) as 'Simson Park Domain'. An additional 3 parcels of Council recreation reserve fronting Leity Street with a combined area of 0.2544 hectares adjoin and are managed in association with the Domain. Details of land parcels that form Simson Park Domain and other parcels managed in association with the Domain are included in Section 5.0: Technical information.



The area of the Domain is indented to the south-east by Te Kura Kaupapa Māori o Taumarere and Mokopuna o Moerewa Early Childhood Education and Care, and houses adjoin north and west boundaries of the Park. The Domain has wide frontage to Station Road to the east and unformed legal road to the south, and narrow frontage to Main Road (State Highway 1) to the north and Leaity Street to the west.

Nisbet Park to the west is within an easy walking distance of houses to the west of Simson Park Domain. Sir William Hale Reserve to the west of the Domain has little recreational use and is not a well-used park primarily due to low natural surveillance as it has narrow road frontages.

The Domain contains the following buildings: Simson Park Hall, Moerewa Rugby Football Sports Club Clubrooms and Moerewa Tigers Rugby League Club Clubrooms.

The Domain has the following structures and features: a memorial arch erected to honour Thomas Simson after whom the park is named, an avenue of phoenix palms, netball courts, exercise equipment, and formed but unmarked parking areas.

An overland flow path crosses the Domain, and Moerewa has reticulated water but does not have a reticulated sewerage system.

3.0 PRIMARY USERS AND ACTIVITIES

Club / Leaseholder	Presence on Domain	Notes
Moerewa Tigers Rugby League Club	Clubrooms and two fields	Lease 2009-2029
Moerewa Rugby Football Sports Club	Clubrooms and field	Updated lease needed
Moerewa Tigers Netball Club	Netball courts	Updated lease needed
Moerewa Tigers Softball Club	Summer use of fields	
Simson Park Hall Committee	Simson Park Hall	Updated lease needed

4.0 VISION, OBJECTIVES AND POLICIES

4.1 Vision

Simson Park Domain is developed and managed to accommodate sports, community and recreation activities and is a central hub for the community of Moerewa.

4.2 Objectives

- O1 Simson Park Domain is managed as a sports hub to accommodate organised sport and also to meet the needs of the community including for community events and other recreational activities where this use is compatible with sports use.
- O2 Simson Park Domain accommodates sports and other activities in general areas defined by the concept plan, as well as community gathering spaces and areas for play that activate the park throughout the week.
- O3 Any development including buildings is in general accordance with the concept plan and supports existing sports, recreation and cultural uses, enhances opportunities for community and recreational use and enjoyment, and positively contributes to the amenity of the park and surrounding area.

- O4 Leases are established to identify the occupation of buildings and structures that are not owned by Council including clubrooms.

4.3 Policies

Use management

- P1. Winter use of sports fields is allocated to rugby and rugby league as shown on the plan.
- P2 Sporting and events on the Domain are co-ordinated, ideally through regular meetings between the sports codes and other interested stakeholders, in a collaborative way to ensure availability for sporting groups and for community use.
- P3 The Domain is available for compatible sporting, recreational and cultural events including associated parking. Uses are not considered to be compatible where they compromise sports fields or other facilities on the Domain. Events other than regular sporting activities will be booked through Council's website.
- P4 Leases are updated to reflect current occupations and all existing buildings and structures.
- P5 The use of glass vessels on areas of the Domain laid out for sporting activities is not allowed.
- P6 Camping on the Domain is not allowed.

Development & Buildings

- P7 Development of the Domain proceeds in a planned manner consistent with the vision and concept plan and includes the future creation of a fourth sports field and a grass softball diamond. Any proposed development activities on the park other than minor changes are to be presented at stakeholder meetings for feedback before applying to Council for landowner approval.
- P8 Buildings and structures that are necessary to support sports field activities on a field can be developed, provided that fixed assets not owned by Council are covered by a lease.
- P9 Collaborative, non-exclusive and multi-use of buildings is encouraged.
- P10 Simson Park Hall and clubrooms can be redeveloped in the locations shown on the plan to continue services to the community, including additional community functions consistent with the recreation reserve classification.
- P11 Buildings are to support the amenity of the Domain and require agreement from Council as landowner – preapplication queries are welcomed
- P12 A public toilets facility that is available for events may be provided in the redevelopment of either the Simson Park Hall or a Clubroom.
- P13 Construction of buildings will need to take account of infrastructure requirements including stormwater and sewerage
- P14 Buildings and structures on the park will incorporate Universal Design and CPTED (Crime prevention through environmental design) principles; park development will support visitors of all ages including those in wheelchairs, walkers and pushchairs where this is possible.

- P15 Where buildings are no longer well used, an alternative use consistent with the vision and objectives will be found or the building removed at the end of lease.

Ancillary Facilities & Infrastructure

- P16 Allow for signage at the entrances to the Domain to identify the Domain, available facilities, and other visitor information.
- P17 Sports fields may have field lights designed to minimise light spill or glare on adjoining residential areas, also irrigation, drainage and barriers such as bollards to keep cars off fields.
- P18 Other ancillary structures may include park shelters, barbecues, seating, drinking water fountains, public wifi and security cameras. Bins may be located on road frontages and portable rubbish bins for events are encouraged.
- P19 Parking areas are to be sealed and marked to maximise capacity and will not extend beyond areas shown on the concept plan so sports areas are not reduced or damaged. Car parking on Station Road may extend into the edge of the Park to allow the construction of angle parking. Parking areas within the park or on adjoining roads may include marked bus parks.
- P20 Development on the park may include a play area or similar in the Future Rangatahi Space.

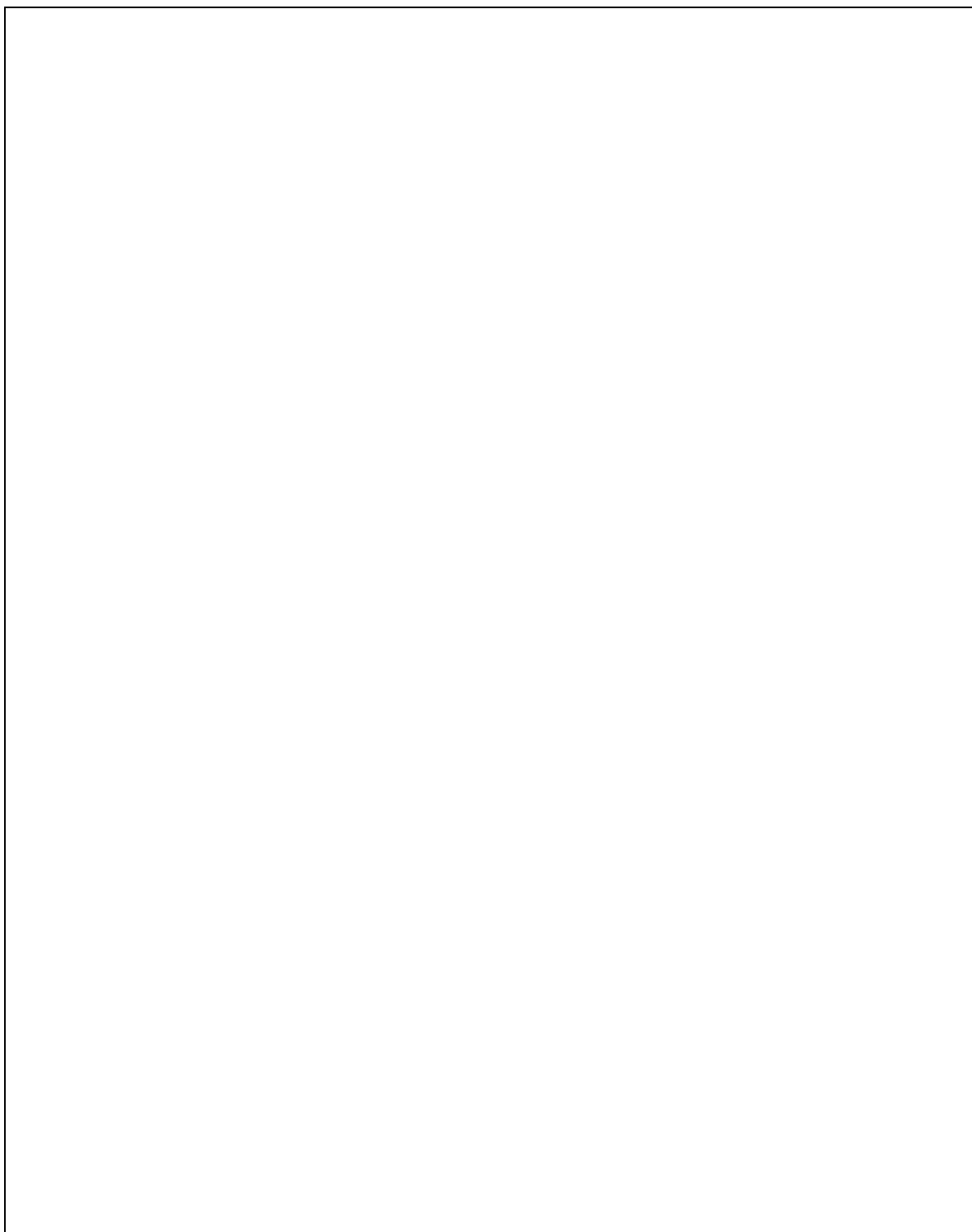
Vegetation

- P21 Tree plantings will include native species and citrus or other low maintenance fruit trees. Larger trees will be planted where they do not affect the function of sports areas to provide amenity to the park and do not affect neighbours, generally 20m from field areas and 10m from residential boundaries.
- P22 Phoenix palms to the south of the memorial arch will be removed near the end of their life or when maintenance costs outweigh the benefits of retaining them. After removal, the area near the memorial arch may either be replanted with an alternative tree species or repurposed for car parking or other park recreation activities. Development area to include an entrance with seating and walkway linking the memorial arch to internal paths and car parking

Notes

- Future development works are not currently funded and may require approvals including resource consent and building consent.
- Where an area of the Domain has an existing activity such as carparking, the function cannot be changed until the activity is provided for elsewhere.
- Landowner approvals and leases may include conditions over cladding and materials and landscaping.
- Other issues including dog management and smoking will be managed in accordance with Council's policies and bylaws that are current at the time.

Following page: **Simson Park Domain Concept Plan**



5.0 TECHNICAL INFORMATION

Land parcels – Simson Park Domain and associated parcels (refer image below)

Simson Park Domain		
Parcel description (& title)	Area	Classification
Part Lot 2 DP 23067 (NA617/207)	6.0194 hectares 60194 m ²	Recreation reserve
Allotment 273 Parish of Kawakawa	1677 m ²	Recreation reserve
Lot 33 DP 51470 (NA12D/812)	5623 m ²	Recreation reserve
Associated parcels		
Lot 25 DP51470 (NA15D/328)	809 m ²	Recreation reserve
Lot 26 DP51470 (NA15D/329)	809 m ²	Recreation reserve
Lot 35 DP 51470	926 m ²	Recreation reserve
Total area	7,0038 hectares (70038 m²)	



Simson Park Domain and associated land parcels

Simson Park Domain parcel and development history

1930	Part Lot 2 DP 23067 (6.0194 hectares) was gifted to the Crown by the Auckland Farmers Freezing Company (AFFCO) for the purpose of a Public Domain and gazetted as Simson Park Domain. The Domain was named after Thomas Simson, an employee and Manager of AFFCO.
1934	Memorial arch was erected by AFFCO.
1964	Lot 33 DP 51470 was vested in the Bay of Islands County Council as a recreation reserve when subdivision created residential sections fronting Leaity Street.
	Allotment 273 Parish of Kawakawa (former railway land) was gazetted as a public park to form part of Simson Park Domain.
	Lot 35 DP 51470 vested in the Crown as a road reserve.
1967	The Bay of Islands Council transferred Lot 33 to the Crown as a recreation reserve to be included in Simson Park Domain.
1967	Moerewa Tigers establish on site.
1968	Lot 33 was gazetted as a public domain.
1972	Simson Park Hall opened after development by Domain Committee. AFFCO allowed use of adjoining parcels of land for carparking.
1973	Lot 35 transferred to the Bay of Islands County Council under the Counties Amendment Act 1972.
1974	Ground lease to Moerewa Rugby Football club for clubroom and football activities, lease renewed in 2009.
1979	Part Lot 2, Lot 33 and Allotment 273 classified as a reserve for recreation purposes under the Reserves Act.
1984	Simson Park Domain Board term expires and management is transferred to Bay of Islands Council.
1985	Part Lot 2, Lot 33 and Allotment 273 were vested with the Bay of Islands County Council in trust as recreation reserve.
1994	Felling of shelterbelt trees extending through Domain.
1998	Driveway relocated to side of memorial arch.
1999-2000	Lots 25 and 26 donated to Council by AFFCO. On the recommendation of the Kawakawa Community these were classified as local purpose (carpark) reserves.
2026	Classification of associated parcels

Reserve management plans

The Reserves Act specifies that Council parks that are classified as a recreation, scenic or historic reserve under the Reserves Act are required to have a reserve management plan that ensures that management and use of the reserve is consistent with the purpose for which the land is classified. When approved, a reserve management plan provides Council with a clear framework for management and decision making and provides the community with an understanding of the values of the reserve and how they can use the reserve. The reserve management plan is prepared after (usually) 2 rounds of public consultation. Reserve management plans are ideally reviewed every 5 years so that changes in development and use that may have had other approvals can be incorporated.

This reserve management plan provides for management consistent with the classification of Simson Park Domain as a recreation reserve in accordance with section 41(3) of the Reserves Act 1977. The reserve management plan was prepared in accordance with sections 41 and 119 of the Reserves Act 1977 including advertising the draft reserve management plan. The intent to prepare a reserve management plan was advertised in June 2024 and formal consultation on the draft plan took place October to December 2025.





Proposed changes	Comment
Parking areas on Station Road consolidated, and Rangatahi area moved to north side of park	Early community feedback indicated that an area set aside for rangatahi could be located where it would use the existing court areas that already had some recreational use. These courts may need significant upgrading so there may be no cost advantage in reuse, and consolidating informal areas to the north-east of the park and parking to the south-east will reduce interactions cars and pedestrians and improve amenity for the social and recreation spaces.
Tree planting including phoenix palms.	All trees shown minimum 20m from fields (not including runoff areas) and all large trees 10m from residential boundaries. The area behind the Memorial Gate is shown as future redevelopment area to include an entrance with seating and walkway linking the memorial arch to internal paths and car parking.
Fields	Fields remain unchanged including small corner overlap of field run-off areas of Rugby Union field 2 and Rugby League field 2. Any risk can be mitigated by game scheduling or would be removed by reducing length of Rugby Union Field 2.

7.2 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2026-2027

File Number: A5851898

Author: Stephen FitzHerbert, Community Board Co-Ordinator

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks the Bay of Islands-Whangaroa Community Board to approve the Focus Paihia Village Green Arts and Crafts Market Guidelines for 2026-2027.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Paihia Village Green is managed in accordance with the Paihia Village Green Management Plan, which was adopted by Council in 1999.
- In 2004, Council formally adopted the Paihia Village Green Market Guidelines, following a recommendation from the Bay of Islands-Whangaroa Community Board. These guidelines are reviewed and adopted annually by the Community Board to ensure they remain current and relevant.
- On 17 June 2026, Council staff met with representatives from Paihia Village Green, Retail businesses, Focus Paihia Community Trust Inc., Far North Holdings Limited, Business Bay of Islands, and the Bay of Islands-Whangaroa Community Board Chair, to review and update the Market Guidelines. The revised guidelines will be presented to the Community Board for final approval.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art and Crafts Market Guidelines 2026-2027.

1) TĀHUHU KŌRERO / BACKGROUND

The Paihia Village Green (PVG) is a central public space located at the corner of Marsden Road and School Road in Paihia. It serves as a key link between the wharf and maritime area and the town's commercial car parking facilities. The PVG is frequently used for events and activities that contribute to the festive atmosphere of Paihia as a seaside resort.

In 1999, the PVG was managed by the Paihia Memorial Hall Committee, which was responsible for approving activities and collecting fees for use of the space. That same year, the Kerikeri Community Board resolved to appoint a Community Board member and a Councillor to work with staff to develop a formal management plan. This led to the adoption of the Paihia Village Green Management Plan (PVGMP) by Council.

The PVGMP included provisions for a craft market to be held when cruise ships were in port, managed by the local Art and Craft Society. It also stated that the plan would be reviewed every five years if necessary, and that fees and charges would be reviewed annually. Under this plan, the Paihia i-SITE was tasked with managing bookings and retaining 10% of income generated.

In June 2011, a report was presented to the Bay of Islands-Whangaroa Community Board recommending that Focus Paihia Community Charitable Trust Inc (FPCCT) be considered for management of the PVG and its associated markets. This recommendation followed a rise in complaints during 2010–2011, including concerns about:

- Perceived unfair commercial advantage of stallholders over local retailers.
- Lack of quality control and oversight of market operations.
- Absence of a central point of contact for site allocation, fee collection, and cancellations.
- Inconsistent fee charging practices.

Following these discussions, FPCT assumed day-to-day management of the PVG in 2014, working collaboratively with stallholders and the business community to develop updated market guidelines. Council subsequently adopted the Paihia Village Green Arts and Craft Market Guidelines and amended the PVGMP.

Since then, several updates have been made to the guidelines:

- The minimum cruise ship passenger threshold for holding a market increased from 220 to 1000, and in the 2024/2025 season, to 1750 passengers.
- Stall numbers, originally capped at 35, were reduced to 20 in previous years, but reinstated to 35 in 2024/2025, with 10 stalls reserved for local retailers free of charge.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

At a meeting held on 17 June 2026, no immediate changes were proposed to the 2025/2026 market operations. Several additional future actions were proposed:

- A review of unique product stalls.
- The potential for an additional smaller market hosted at Horotutu under the management of FPCCT.

As a result, the 2026/2027 Guidelines for the Paihia Village Green Arts and Craft Market remain largely unchanged, with only a minor update:

- Season dates updated from 2025/2026 to 2026/2027.

Attached are the Artisans and Retailers 2026-2027 Paihia Village Green Art and Craft Market Guidelines and the Village Green site map. These guidelines are required to be presented to the Bay of Islands-Whangaroa Community Board for approval and then attached to the PVGMP.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

FPCCT works with market stall holders and businesses in Paihia and asks for feedback on changes that they would like to be made to the upcoming market season. FPCCT, Far North Holdings Limited, Business Bay of Islands, a retailers representative, a Community Board Representative and council staff have met to discuss the changes that were requested to be made to the Paihia Village Green Art and Craft Market Guidelines.

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

There are no financial implications in approving the Paihia Village Green Art and Crafts Market Guidelines.

ĀPITI HANGA / ATTACHMENTS

1. Far North Holdings Ltd Cruise Ships Schedule 2026/2027 - A5851924 [↓](#) 
2. Guidelines for the Paihia Village Green Art & Craft Market Season 2026/2027 - A5869720 [↓](#) 

HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Reserves Act 1977. Paihia Village Green Management Plan.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This matter has been referred to the Community Board as 'reserves' are one the civic amenities referred to in the delegations of the Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Possible implications for Māori have been considered as part of the Paihia Village Green Management Plan.
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).	Focus Paihia have worked in consultation with stall holders and local business in developing the guidelines.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications with this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

FAR NORTH HOLDINGS LIMITED
Cruise Ships Schedule 2026-2027

More than 1 ship in port

	Ships Name	Day	Date	Arrive	Depart	Passengers	Tendering to
OCTOBER	1 Celebrity Edge	Wednesday	14.10.26	7.00	16.00	2934	Waitangi
	2 Celebrity Solstice	Saturday	17.10.25	8.00	18.00	2792	Waitangi
	3 Carnival Splendor	Monday	19.10.26	7.00	16.00	3388	Waitangi
NOVEMBER	4 Celebrity Edge	Friday	06.11.26	7.00	16.30	2934	Waitangi
	5 Crown Princess	Sunday	08.11.25	7.00	17.00	3090	Waitangi
	6 Noordam	Sunday	08.11.25	8.00	17.00	1974	Paihia
	7 Grand Princess	Friday	13.11.26	7.30	17.45	2602	Waitangi
	8 Celebrity Edge	Saturday	28.11.26	7.00	16.30	2934	Waitangi
DECEMBER	9 Coral Adventurer	Thursday	03.12.26	8.00	16.00	120	Paihia
	10 Anthem of the Seas	Saturday	05.12.26	8.30	5.30	4188	Waitangi
	11 Royal Princess	Wednesday	09.12.26	8.00	18.00	3537	Waitangi
	12 Anthem of the Seas	Tuesday	22.12.26	8.00	19.00	4188	Waitangi
	13 Royal Princess	Saturday	26.12.26	8.00	18.00	3537	Waitangi
	14 Grand Princess	Sunday	27.12.26	8.00	18.00	2602	Waitangi
	15 Celebrity Edge	Wednesday	30.12.26	7.00	17.00	2934	Waitangi
JANUARY	16 Norwegian Spirit	Sunday	03.01.27	7.00	16.00	2335	Waitangi
	17 Carnival Splendor	Sunday	10.01.27	7.00	16.00	3388	Waitangi
	18 Seven Seas Explorer	Wednesday	13.01.27	7.00	18.00	738	Paihia
	19 Seven Seas Explorer	Friday	15.01.27	7.00	16.00	738	Paihia
	20 Azamara Pursuit	Tuesday	19.01.27	6.30	18.00	680	Paihia
	21 Royal Princess	Wednesday	20.01.26	8.00	18.00	3537	Waitangi
	22 Azamara Pursuit	Thursday	21.01.27	6.30	18.00	680	Paihia
	23 Celebrity Edge	Sunday	24.01.27	8.00	16.00	2934	Waitangi
	24 Celebrity Edge	Tuesday	26.01.27	7.00	17.00	2934	Waitangi
FEBRUARY	25 Royal Princess	Thursday	11.02.27	8.00	18.00	3537	Waitangi
	26 Asuka2	Friday	12.02.27	7.30	18.00	960	Waitangi
	27 Artania	Saturday	13.02.27	7.00	17.00	1188	Waitangi
	28 Regatta	Sunday	14.02.27	7.00	13.00	698	Paihia
	29 Celebrity Edge	Monday	15.02.27	7.00	17.00	2934	Waitangi
	30 Anthem of the Seas	Thursday	18.02.27	8.00	17.00	4188	Waitangi
	31 Grand Princess	Thursday	25.02.27	8.00	17.30	2602	Waitangi
	32 Norwegian Spirit	Friday	26.02.27	7.00	19.00	2335	Waitangi
	33 Celebrity Edge	Saturday	27.02.27	7.00	16.30	2934	Waitangi
MARCH	34 Crystal Serenity	Monday	01.03.27	8.00	18.00	754	Waitangi
	35 MSC Magnifica	Thursday	04.03.27	7.00	18.00	2518	Waitangi
	36 Royal Princess	Friday	05.03.27	8.00	18.00	3537	Waitangi
	37 Royal Princess	Sunday	07.03.27	7.00	17.00	3537	Waitangi
	38 Hanseatic Spirit	Tuesday	16.03.27	8.00	17.00	240	Paihia
	39 Europa 2	Wednesday	17.03.27	7.00	18.00	544	Paihia
	40 Amera	Thursday	18.03.27	7.00	19.00	936	Waitangi
	41 Europa 2	Friday	19.03.27	8.00	17.00	544	Paihia
	42 Minerva	Saturday	20.03.27	14.30	18.00	350	Paihia
APRIL	43 Celebrity Edge	Friday	23.04.27	8.00	18.00	2934	Waitangi
JUNE	44 Grand Princess	Tuesday	22.06.27	7.00	16.00	2602	Waitangi



Guidelines for the Paihia Village Green Art & Craft Market
Season 2026/2027

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art & Craft Market (PACM).

The goal of the Paihia Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site, refer to the APPLICATION AND CERTIFICATION section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season will be in accordance with Section E. All shortlisted applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. FEES

- 1) The fees set for this season are:
 - a. Permanent stall holder \$50 per market
 - b. Casual stall holder \$56 per market

C. OPERATION DAYS

- 1) Operating times will be from 6.30am until either 1pm or if the ship departs after that period, the departure time of that ship, but never beyond 4.15pm.
- 2) A Market will only operate when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands port throughout the months of September to May inclusive. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 1750 passengers. If a ship only tenders to Russell, there will be no market.
- 4) There is no minimum stall number to hold a market.
- 5) Each cruise ship season is tentatively released in August.
- 6) There will be a maximum of 35 sites for Artisans and 10 sites for local retailers, on any given ship day when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands.

D. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the finalisation of the season's guidelines prior to submitting to council. It is made up of one stallholder representative, one Paihia retailer representative and one Focus Paihia Community Charitable Trust (FPCCT) representative.

E. APPLICATION AND CERTIFICATION



- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) If you wish to be considered for certification please complete the application process on the Focus Paihia Community Charitable Trust (FPCCT) website.
- 3) Application Process - you are required to submit:
 - Trading name/Stall name.
 - Postal address/Actual address.
 - Home phone/Mobile phone/Email address.
 - At least 6 photographs representative of the items you intend to sell.
 - A photograph of your display.
 - A brief artist statement including the process of how your product/s are made.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only people residing in Northland Districts i.e. Kaipara, Whangarei and the Far North, may apply for a site on market days. Priority will be given to Bay of Islands stall holders. Proof of address will be required.
- 6) **Minimum criteria:**
 - Products must be designed and handcrafted by the artist/crafter.
 - No imports or resale items will be accepted.
 - Products produced by artisans, either completely by hand, or with the help of hand tools or even mechanical means, as long as the direct manual contribution of the artisan remains the most substantial component of the finished product.
- 7) Applications for the coming season open 1 July and close on 1 September 2026. The timeframe is very small due to such tight time restraints.

F. MARKET CERTIFICATION COMMITTEE

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager, a Business Paihia representative, and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
 - What is the quality of the product?
 - How marketable is the product?
 - Does the product meet the minimum criteria as set out in the Market Guidelines?
 - Does the product enhance the overall variety of products at the market?
 - Is the product compelling?
 - Is the product unique?
 - Is the product representative of the local area?
- 5) The shortlisted applicants will be invited to present to the committee. Please note that being invited



to present does not guarantee a site on the market. Note: If an applicant is returning from the previous season they may not have to present to the committee if product has not changed. This will be to the discretion of the Market Certification Committee.

- 6) The Market Certification Committees' decision will be final and no correspondence shall be entered into.
- 7) Those stall holders who meet the market's criteria and are certified but are not given a full time site, will be placed on an alternate list (casual) to fill available vacancies that regularly occur throughout the season.
- 8) An approved stallholder will be given a pass to hang clearly and prominently on their stall. **This must be clearly displayed at all times.**
- 9) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
- 10) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their market application. Market Management has the right to ask a stall holder to remove products.

G. MARKET RELATIONS

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person or craft for any reason FPCCT deems is inappropriate for the market.

H. STALL OPERATORS

- 1) Sites may be shared (i.e. two separate parties may share one site on alternate market days);
 - a. Subject to availability.
 - b. Applicants must send one joint application.
 - c. Payment/s is the responsibility of one nominated party.
- 2) The registrant listed on the application must be the main seller. Family may assist selling at the stall, but no agents or resellers. Non-family assistance can be given by preapproval from the FPCCT Market Manager.
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the stallholder's artistic process and also the Market's policies.

I. ACCESS, SET UP & BREAKDOWN

- 1) Vehicle entry to the Green for stallholders will be allowed after 6:30am on the day. Access to the green will be closed off at 8:30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8:30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Paihia, or 4:15pm whichever is the sooner, unless;
 - Prior approval has been granted by the Site Manager.
 - There is an emergency.
 Vehicle access will be locked at 6pm.



- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.
- 6) All sites will be the same size of 5.5 metres and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

J. OTHER LOGISTICS

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a "no smoking/no alcohol" bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.

K. PAYMENT

- 1) Payment is to be made in advance.
- 2) Options are:
 - One lump sum at the beginning of the season, OR
 - Monthly payments by direct credit/automatic payment to be paid on the first day of each of the months of market.
- 3) All payments must be made by bank transfer. Payments will not be accepted at the market.
- 4) If you are more than 7 days behind in payments you may not be allowed to enter the Village Green until proof of payment can be presented.

L. CANCELLATIONS & SITE LOCATIONS

- 1) The site manager will make the final decision on stall placement on the green
- 2) Closure of the market due to extreme weather is at the discretion of the Site Manager.
- 3) No refunds or credits will be given for bad weather, ship cancellation, etc. However if an additional ship is scheduled this day will not be charged.
- 4) Stallholders are required to notify the Site Manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 5) The Site Manager has the right and will assign a stall holders' site to another stallholder if the 'regular' stallholder has not arrived.
- 6) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 7) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 8) A permanent stallholder that is unable to complete the season is to give one month's notice.
- 9) Stallholders are expected to stay for the duration of the ship day. A ship day concludes as per C(1) of this agreement.
- 10) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.



- 11) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.
- 12) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

M. DAMAGES

- 1) Focus Pathia Community Trust and the Pathia Arts & Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Pathia Arts & Craft Market.

N. ONUS & FAILURE TO COMPLY

- 1) The onus to prove this contract is fulfilled is on the stallholder.
- 2) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Pathia Village Green as part of the Market.
- 3) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 4) Focus Pathia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.
- 5) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair

7.3 FUNDING APPLICATIONS

File Number: A5866745

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Eight new applications have been received, and three carried over from the July 2026 meeting, requesting **\$89,203**.
- **\$7,500** has been refunded by Te Kōhanga Reo ō Taurangi, who were unable to proceed with their planned playground upgrade.
- The Board has **\$185,368** remaining in their Community Grant fund for the 2026/27 financial year.
- The Board has **\$100,000** remaining in their Pride of Place fund for the 2026/2027 financial year.

TŪTOHUNGA / RECOMMENDATION

- a) That the Bay of Islands-Whangaroa Community Board approve the sum of **\$3,096** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Bay of Islands Music Festivals Trust for costs towards 2026 Bay of Islands Jazz and Blues Festival.

TŪTOHUNGA / RECOMMENDATION

- b) That the Bay of Islands-Whangaroa Community Board approve the sum of **\$4,104** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Business Bay of Islands for costs towards traffic management for the 2026 Paihia Christmas Parade.

TŪTOHUNGA / RECOMMENDATION

- c) That the Bay of Islands-Whangaroa Community Board approve the sum of **\$5,210** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Hospice Mid-Northland for costs towards Adjustable Medical Beds and Extenders.

TŪTOHUNGA / RECOMMENDATION

- d) That the Bay of Islands-Whangaroa Community Board approve the sum of **\$8,243** (plus GST if applicable) be paid from the Board's Pride of Place Fund account to Kerikeri Community Childcare Trust for costs towards installation of an independent water tank supply.

TŪTOHUNGA / RECOMMENDATION e) That the Bay of Islands-Whangaroa Community Board decline the application for the sum of \$29,000 (plus GST if applicable) be paid to <u>Kerikeri Golf Club</u> for costs towards replacement of the clubhouse deck.
TŪTOHUNGA / RECOMMENDATION f) That the Bay of Islands-Whangaroa Community Board approve the sum of \$2,083 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Kerikeri Theatre Company</u> for costs towards Youth Theatre Programme preparation and training for 2026 Junior Youth Theatre Festival NZ.
TŪTOHUNGA / RECOMMENDATION g) That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,335 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Northland Edible Garden Trail - Te Ara Māra Kai o Tai Tokerau</u> for costs towards 2027 trail signage and promotion.
TŪTOHUNGA / RECOMMENDATION h) That the Bay of Islands-Whangaroa Community Board approve the sum of \$700 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Opuā Pest Plant Patrol</u> for costs towards replanting areas cleared of pest plants.
TŪTOHUNGA / RECOMMENDATION i) That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Te Tai Tokerau Tarai Waka Inc</u> for costs towards Te Hau Kōmaru Festival 2026: Te Hekenga Mai.
TŪTOHUNGA / RECOMMENDATION j) That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>The Turner Centre</u> for costs towards performance costs for Warewaretia.
TŪTOHUNGA / RECOMMENDATION k) That the Bay of Islands-Whangaroa Community Board approve the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Grant Fund account to <u>Within Nature</u> for costs towards Regenerative Learning Hub in Kawakawa.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments
a) Bay of Islands Music Festivals Trust – 2026 Jazz and Blues Festival	\$3,096	\$3,096	The applicant is seeking funding towards the costs of transport between venues for the 2026 Jazz and Blues Festival. This meets community outcomes 2,3,4,5
b) Business Bay of Islands – Traffic Management for 2026 Paihia Christmas Parade	\$4,104	\$4,104	The applicant is seeking funding to cover the costs of the traffic management for the 2026 Paihia Christmas Parade This meets community outcomes 2,3,5
c) Hospice Mid-Northland – Adjustable Medical Beds and Extenders	\$5,210	\$5,210	The applicant is seeking funding towards adjustable medical beds and extenders for use within the wider ward. They were granted \$6,000 in July 2025. This meets community outcomes 2,3,5,6
d) Kerikeri Community Childcare Trust – Water tank	\$8,243	\$8,243	The applicant is a not-for-profit childcare centre that has had several short-notice closures due to lack of water when the Kerikeri water supply has failed. They are seeking assistance to install a tank to mitigate this risk and minimise the disruption to families who rely on them for childcare. This meets community outcomes 2,3,4,5,6
e) Kerikeri Golf Club – replacement of club room deck	\$29,000	DECLINE	The applicant is seeking funding towards the replacement of the deck of the club room. They have indicated they will cover 50% of the costs through cashflow, but do not appear to have sought funding from any other source. This meets community outcomes 2,3,4,5

Applicant	Requested	Recommend	Comments
f) Kerikeri Theatre Company – Junior Youth Theatre Festival NZ preparation	\$3,149	\$2,083	The applicant is seeking funding for up to 25 students to train and attend the Junior Youth Theatre Festival NZ. The amount recommend would cover the cost of the pilot programme, rather than the attendance costs of a festival that is outside the district and not covered under the policy. This meets community outcomes 2,3,5
g) Northland Edible Garden Trail - Te Ara Māra Kai o Tai Tokerau – 2027	\$3,335	\$3,335	The applicant has previously secured funds from Kaikohe-Hokianga Community Board for signage in 2023/24 and 2024/25. This signage has been used across the district (including in the Bay of Islands-Whangaroa ward). The amount requested is to increase the amount of signs for the event. This meets community outcomes 2,3,4,5
h) Opua Pest Plant Patrol – replanting cleared areas	\$1,066	\$700	The applicant is seeking funding to replant areas that have been cleared of pest weeds by the patrol, to help minimise the resurgence of the problem plants. This meets community outcomes 1,2,3,5
i) Te Tai Tokerau Tarai Waka Inc - Te Hau Kōmaru Festival 2026: Te Hekenga Mai	\$5,000	\$5,000	The applicant is seeking funding towards the 2026 Te Hau Kōmaru Festival, which is expected to involve over 1000 tamariki/rangatahi from across the Far North District. They have made similar applications to the other boards. This meets community outcomes 2,3,5
j) The Turner Centre – Warewaretia	\$7,000	\$5,000	The applicant is seeking funding towards two performances of the show Warewaretia. The applicant intends one show to be free and the second to have a minimal cover charge. This meets community outcomes 2,3,5
k) Within Nature – Regenerative Learning Hub in Kawakawa	\$20,000	\$5,000	The applicant is seeking funding towards a learning hub based in Kawakawa. They previously received funding for mentors in 2025 (\$10,000). They have submitted a project report for that form that will come to the next Board meeting. This meets community outcomes 1,2,3,5,6

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application, the Board has three options.

Option One: Authorise funding for the full amount requested.

Option Two: Authorise partial funding.

Option Three: Decline funding the application.

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.

ĀPITI HANGA / ATTACHMENTS

1. **BOI WCB - Summary of Funding Applications - A5866743** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Applications received are assessed against the Community Grants 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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
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.

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/17

Application ID	BOIWCB2627/17
Applicant	Bay of Islands Music Festivals Trust
What sector do you/your organisation work in	Community/Social Services
Applicant Project Contact	Ashley Tipping
Position	Treasurer

Please briefly describe the purpose of your organisation	The BOI Jazz & Blues Festival is a not-for-profit community organisation dedicated to presenting an annual world-class music festival that celebrates jazz, blues, and live performance. The festival promotes arts and culture, supports local businesses and tourism, provides performance opportunities for New Zealand and international musicians, and brings communities together.
Number of Members	25
Project Title	2026 Bay of Islands Jazz & Blues Festival
Type of Activity	Event
Start Date	07/08/2026
Location	Paihia & Russell
Is there an entry fee/charge?	Yes
If yes, how much?	100.00
How many active participants, including volunteers?	250
How many visitors/audience members/clients do you expect?	3000
Have you engaged with tangata whenua about your project?	No
Have you engaged with the community about your project?	No

Who will benefit from your project, and how?	The Bay of Islands Jazz & Blues Festival is a three-day community music festival celebrating its 40th anniversary in 2026. Featuring over 40 bands from New Zealand and overseas, the festival offers live performances across multiple venues throughout Paihia and Russell. Funding will support the production of the official festival programme, which every ticket holder receives. The programme is an essential resource containing performance schedules, venue information, artist biographies, sponsor recognition, maps, and event information, ensuring attendees can fully experience the festival. The project benefits local residents, visitors, musicians, volunteers, participating venues, and businesses by creating an accessible, well-organised event that encourages people to visit multiple venues, stay longer in the region, and support the local economy while enjoying high-quality live music.
What is the total cost of your project?	98,780.00
What is the amount you are requesting from the Board?	3,096.00
How much money does your organisation currently have?	9,000.00
How much of this money is already committed?	9,000.00
Have you previously received funding from FNDC?	Yes
Purpose	Clarks Coach lines
Amount	3,154.00
Date	08/08/2025
Project Report Submitted	Yes
Purpose	Clarks Coach line
Amount	3,154.00
Date	09/08/2024
Project Report Submitted	Yes

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/25

Application ID	BOIWCB2627/25
Applicant	Business Bay Of Islands
What sector do you/your organisation work in	Community/Social Services
Applicant Project Contact	Mrs Amy Crisp
Position	Contractor

Please briefly describe the purpose of your organisation	Business Bay of Islands is an incorporated society representing businesses across Paihia, Russell, Ōpua and Kerikeri. It strengthens the local economy through collaboration, advocacy and promotion while delivering community initiatives, including free outdoor movie nights and the Paihia Christmas Parade, helping bring the Bay of Islands community to life.
Number of Members	120
Project Title	Paihia Christmas Parade 2026
Type of Activity	Community
Start Date	04/12/2026
Location	Paihia waterfront and central township
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	300
How many visitors/audience members/clients do you expect?	500
Have you engaged with tangata whenua about your project?	No
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	The Paihia Christmas Parade is a free, family-friendly community event that has been enjoyed by locals and visitors for more than 23 years. It brings together schools, early childhood centres, community organisations, sports clubs, businesses, and volunteers to celebrate the festive season and showcase the creativity and spirit of our community. The event provides an inclusive experience for people of all ages and abilities, encouraging participation, connection, and community pride. Funding is sought specifically for the traffic management required to safely deliver the parade. Professional traffic management is a statutory requirement to protect participants, spectators, motorists, and emergency access, enabling the event to proceed safely. This application supports the continuation of a well-established community celebration during a transition year i.e. being delivered by a new contractor, while future event formats will be reviewed to ensure long-term sustainability.
What is the total cost of your project?	10,670.00
What is the amount you are requesting from the Board?	4,104.00
How much money does your organisation currently have?	65,695.00
How much of this money is already committed?	65,695.00
Have you previously received funding from FNDC?	Yes
Purpose	June – Flags
Amount	3,000.00
Date	
Project Report Submitted	
Purpose	Christmas Parade 2025
Amount	5,000.00
Date	
Project Report Submitted	Yes

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/4

Application ID	BOIWCB2627/4
Applicant	Hospice Mid-Northland Society Incorporated
What sector do you/your organisation work in	Community/Social Services
Applicant Project Contact	Ms Rachel Palmer
Position	Funding Consultant

Please briefly describe the purpose of your organisation	Hospice Mid-Northland provides holistic, specialist palliative care for patients with life-limiting illnesses and supports their whānau through 12 months of bereavement care. Our team also delivers community education and support services to increase awareness across the region.
Number of Members	300
Project Title	Adjustable Medical Beds and Extenders
Type of Activity	Community
Start Date	06/07/2026
Location	Across the Bay of Islands and Whangaroa region
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	600
How many visitors/audience members/clients do you expect?	0
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	Terminally ill patients and their families will benefit directly from the purchase of five new specialist medical beds. Specialist medical beds are essential for several critical reasons, beginning with patient comfort and safety. Adjustable beds support safer care at home, helping with positioning and reducing risk for both patients and carers. Beds can play a key role in dignity at the end of life, as it makes it easier for families to provide care. These adjustable beds alleviate symptoms like pain and breathing difficulties, while pressure-relieving mattresses prevent painful bedsores in immobile patients. By loaning this equipment directly to families, the hospice enables patients to receive high-quality, home-based care in a familiar environment surrounded by their whānau, rather than in a hospital ward. However, providing this vital service has become increasingly challenging, as the hospice reports a desperate need for five more beds to keep up with rising patient numbers.
What is the total cost of your project?	12,872.00
What is the amount you are requesting from the Board?	5,210.00
How much money does your organisation currently have?	347,684.00
How much of this money is already committed?	347,684.00
Have you previously received funding from FNDC?	Yes
Purpose	Mattresses
Amount	2,500.00
Date	03/12/2025
Project Report Submitted	Yes
Purpose	Mattresses
Amount	6,000.00
Date	29/07/2025
Project Report Submitted	Yes

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/13

Application ID	BOIWCB2627/13
Applicant	Kerikeri Community Childcare Trust
What sector do you/your organisation work in	Education
Applicant Project Contact	Mrs Daniela Cook
Position	Manager and Trustee

Please briefly describe the purpose of your organisation	KKCCT is a well established not for profit ECE centre that has been operating in Kerikeri for over 32 years. We offer high quality childcare and education with qualified ECE teachers and programmes that are centered around the individual needs, abilities and interests of the children.
Number of Members	2 trustees, 13 staff, licenced for 50 children
Project Title	Continued provision of running water
Type of Activity	Infrastructure
Start Date	
Location	Kerikeri Community Childcare Trust
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	1
How many visitors/audience members/clients do you expect?	0
Have you engaged with tangata whenua about your project?	No
Have you engaged with the community about your project?	No

Who will benefit from your project, and how?	Installing an independent water tank at our childcare centre ensures a reliable backup supply, allowing us to remain open during town water outages. This maintains a safe, hygienic environment and prevents disruptive closures that impact children's learning, routines, and wellbeing. The project delivers three key benefits: Centre Resilience: Minimizes lost revenue and operational challenges from unexpected closures, securing our financial sustainability. Family Support: Parents and whānau can maintain their work schedules without the stress of taking unplanned leave or arranging alternative childcare. Community Strength: Enhances overall emergency readiness, ensuring uninterrupted early childhood education and lasting stability for our families.
What is the total cost of your project?	8,243.00
What is the amount you are requesting from the Board?	8,243.00
How much money does your organisation currently have?	0.00
How much of this money is already committed?	0.00
Have you previously received funding from FNDC?	No

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/16

Application ID	BOIWCB2627/16
Applicant	Kerikeri Golf Club Inc
What sector do you/your organisation work in	Sport/Recreation
Applicant Project Contact	Margaret Nimmo
Position	Committee Member

Please briefly describe the purpose of your organisation	Kerikeri Golf Course is an 18-hole course with a fully equipped clubhouse offering views and a versatile space for events of all sizes. With seating for up to 140 people, our clubrooms are used by numerous community groups as well as by the golfers.
Number of Members	500
Project Title	Clubroom deck
Type of Activity	Sport and Recreation
Start Date	01/08/2026
Location	At the golf club - Golf View Road, Kerikeri
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	10
How many visitors/audience members/clients do you expect?	100
Have you engaged with tangata whenua about your project?	No
Have you engaged with the community about your project?	No

Who will benefit from your project, and how?	Our clubrooms have wonderful views across the golf course, which are best enjoyed in summer by sitting outside on the deck. Our clubhouse has a 140-person capacity, and our numerous stakeholders will benefit from the safety assurance that comes from a fully-compliant deck. Meetings and gatherings often take place outdoors, especially in summer, and the management committee cannot allow this to happen until we have a fully-compliant structure (we have had an engineering opinion that says the deck is unsafe and we have closed it off until we can replace it)
What is the total cost of your project?	58,826.00
What is the amount you are requesting from the Board?	29,000.00
How much money does your organisation currently have?	50,000.00
How much of this money is already committed?	55,000.00
Have you previously received funding from FNDC?	No

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/23

Application ID	BOIWCB2627/23
Applicant	Kerikeri Theatre Company
What sector do you/your organisation work in	Arts/Culture/Heritage
Applicant Project Contact	Mr John Oszajca
Position	President

Please briefly describe the purpose of your organisation	Kerikeri Theatre Company is an Incorporated Society dedicated to fostering community engagement through theatre. We provide inclusive opportunities for people of all backgrounds to participate in performing arts, develop creative & technical skills, and gain hands-on experience in productions. Our mission is to enrich, educate, and inspire through quality theatrical experiences.
Number of Members	169
Project Title	Kerikeri Theatre Company's Youth Theatre Development Programme
Type of Activity	Art/Culture/Heritage
Start Date	19/10/2026
Location	Victory Centre, Auckland
Is there an entry fee/charge?	Yes
If yes, how much?	105.00
How many active participants, including volunteers?	31
How many visitors/audience members/clients do you expect?	0
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	Kerikeri Theatre Company's (KTC) Youth Theatre Programme is seeking support to enable 25 young people from the Bay of Islands and surrounds to participate in the 2026 Junior Theatre Festival New Zealand (JTFNZ) in Auckland, with four students also attending the week-long Pilot Programme. Throughout Terms 2, 3 and 4, students will rehearse and prepare a 15-minute musical theatre performance to present at JTFNZ, alongside participating in KTC's productions of Legally Blonde Junior and a Christmas Revue. At the festival, students will take part in adjudications and workshops led by New Zealand and international theatre professionals. Pilot Programme participants will spend a week developing and presenting a new Broadway Junior musical. The project provides our young people with access to high-quality performing arts opportunities not available locally, building confidence, creativity, teamwork and communication skills while strengthening KTC's Youth Theatre Programme for future participants.
What is the total cost of your project?	6,299.00
What is the amount you are requesting from the Board?	3,149.00
How much money does your organisation currently have?	88,229.00
How much of this money is already committed?	88,229.00
Have you previously received funding from FNDC?	Yes
Purpose	Rocky Horror Show
Amount	12,500.00
Date	11/05/2026
Project Report Submitted	No
Purpose	The Little Mermaid
Amount	6,500.00
Date	17/06/2025
Project Report Submitted	Yes
Purpose	Little Shop of Horrors

Amount	9,000.00
Date	03/05/2024
Project Report Submitted	Yes
Purpose	Fantastic Mr Fox
Amount	2,000.00
Date	08/06/2022
Project Report Submitted	Yes
Purpose	Sound of Music
Amount	10,000.00
Date	06/05/2021
Project Report Submitted	Yes

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/14

Application ID	BOIWCB2627/14
Applicant	Northland Edible Garden Trail - Te Ara Māra Kai o Tai Tokerau
What sector do you/your organisation work in	Events
Applicant Project Contact	Graeme Kettle
Position	Co-Organiser

Please briefly describe the purpose of your organisation	To make resilient, food secure and sustainable communities the norm in Te Tai Tokerau. We feature inspirational edible gardens, lifestyle blocks and farms that will be open for the public to meet the gardeners, have a chat, look, learn and be inspired to grow more kai. We also provide workshops.
Number of Members	4
Project Title	Northland Edible Garden Trail - Te Ara Māra Kai o Tai Tokerau
Type of Activity	Event
Start Date	01/02/2027
Location	Te Tai Tokerau
Is there an entry fee/charge?	Yes
If yes, how much?	3.00
How many active participants, including volunteers?	50
How many visitors/audience members/clients do you expect?	1000
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	This next Trail in February 2027 will be our sixth annual event. In 2026, the trail had 3,000 garden visits and was held over every weekend in February, with different areas of Te Tai Tokerau being featured on different days. The Trail will benefit local businesses (especially accommodation, food and tourist attractions). We recorded visitor numbers to the Bay of Islands-Whangaroa open gardens and events during the February 2026 Trail. 40% of the visitors came from the local Bay of Islands-Whangaroa area and 60% from other areas (24% from Te Hiku, Kaitia and Hokianga, 18% from Whangarei and Kaipara, 13% from the rest of NZ and 5% from overseas). The Trail will also benefit everyone in the Bay of Islands-Whangaroa area by giving them the opportunity to learn more about food security, sustainability, reducing the cost of living, eating healthier and regenerating communities.
What is the total cost of your project?	17,206.00
What is the amount you are requesting from the Board?	3,335.00
How much money does your organisation currently have?	0.00
How much of this money is already committed?	0.00
Have you previously received funding from FNDC?	Yes
Purpose	Corflute Signs
Amount	3,703.00
Date	24/05/2024
Project Report Submitted	Yes
Purpose	Advertising, Workshops, Petrol
Amount	1,772.00
Date	25/05/2025
Project Report Submitted	Yes

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/21

Application ID	BOIWCB2627/21
Applicant	Opuia Pest Plant Patrol/ Bay Bush Action Trust
What sector do you/your organisation work in	Environmental
Applicant Project Contact	Mrs Sue Greenwood
Position	Coordinator

Please briefly describe the purpose of your organisation	Aim is to eradicate or control pest plants in Opuia and replant where appropriate.
Number of Members	30
Project Title	Opuia Pest Plant Patrol
Type of Activity	Environmental
Start Date	21/07/2026
Location	Baffin Street and Kellet Street, Opuia
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	20
How many visitors/audience members/clients do you expect?	0
Have you engaged with tangata whenua about your project?	No
Have you engaged with the community about your project?	No

Who will benefit from your project, and how?	This is both an environmental and community project. Our group has removed most of the weeds and pest plants from the corner of Baffin and Lyon Streets and part of Kellet Street. The corner of Baffin and Lyon has been an eyesore and an embarrassment for years. This is next to the access way for the Cycle Way. This cycle way is to be upgraded and the area we are working on will not be damaged during development Our work will enhance the area. This project supports and encourages local pride in Opua
What is the total cost of your project?	1,416.00
What is the amount you are requesting from the Board?	1,066.00
How much money does your organisation currently have?	0.00
How much of this money is already committed?	0.00
Have you previously received funding from FNDC?	Yes
Purpose	Equipment
Amount	678.00
Date	02/06/2026
Project Report Submitted	No

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/9

Application ID	BOIWCB2627/9
Applicant	Te Tai Tokerau Tarai Waka Inc
What sector do you/your organisation work in	Arts/Culture/Heritage
Applicant Project Contact	Mrs Keringawai Evans
Position	Treasurer

Please briefly describe the purpose of your organisation	Te Tai Tokerau Tarai Waka Incorporated exists to protect, grow and transmit the kaupapa of waka hourua through voyaging, wānanga, cultural revitalisation, intergenerational learning and community engagement grounded in mātauranga Māori, tikanga and Pacific voyaging traditions.
Number of Members	15 Members meet monthly to plan for the event. Tarai Waka Inc is made up of many waka whanau members spanning 30 plus years under the leadership of Sir Hekenukumai Puhipi Busby.
Project Title	Te Hau Kōmaru Festival 2026: Te Hekenga Mai
Type of Activity	Event
Start Date	22/11/2026
Location	Tai Tokerau: Aurere, Taipa, Mangōnui, Te Ngaere
Is there an entry fee/charge?	No
If yes, how much?	
How many active participants, including volunteers?	150
How many visitors/audience members/clients do you expect?	5000
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	Te Hau Kōmaru Festival 2026 will benefit rangatahi, whānau, kura, iwi, waka practitioners, local businesses and the wider Northland community. Over 1,000 ākonga from Mid and Far North schools will participate in hands-on waka hourua workshops, navigation experiences, tikanga and mātauranga Māori learning. The festival strengthens cultural identity, intergenerational knowledge transmission and community connection. The wider community will benefit through free public access to workshops, cultural activities and waka experiences. Local accommodation, hospitality and retail businesses across Taipa, Mangōnui, Te Ngaere and surrounding areas will also benefit economically from an estimated 5,000+ visitors attending across seven days.
What is the total cost of your project?	250,535.00
What is the amount you are requesting from the Board?	5,000.00
How much money does your organisation currently have?	115,000.00
How much of this money is already committed?	90,000.00
Have you previously received funding from FNDC?	No

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/18

Application ID	BOIWCB2627/18
Applicant	The Centre at Kerikeri Ltd (The Turner Centre)
What sector do you/your organisation work in	Arts/Culture/Heritage
Applicant Project Contact	Mr Gerry Paul
Position	General Manager

Please briefly describe the purpose of your organisation	The Turner Centre is a multi-purpose community hub and events centre that serves the Far North region. The Turner Centre's vision is to be an inclusive place that connects people with creativity and culture: "Te Ranga Toi Waka"- the waka that weaves all of the arts together for our community.
Number of Members	45000
Project Title	Warewaretia at The Turner Centre - two shows
Type of Activity	Art/Culture/Heritage
Start Date	30/09/2026
Location	The Turner Centre, Kerikeri
Is there an entry fee/charge?	Yes
If yes, how much?	20.00
How many active participants, including volunteers?	15
How many visitors/audience members/clients do you expect?	200
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	We want to stage two performances of Kristyl Noho's moving one-woman theatre show 'Warewaretia.' One show will be a free matinee for rangatahi and our older community. The evening performance will offer affordable \$20 tickets for our wider community. The play will benefit the community by shining a light on the very real impact of Alzheimer's and dementia on families. Warewaretia offers audiences a story that is honest, relatable, emotional, and healing. It creates space for connection, kōrero, understanding, and empathy around memory loss and whānau wellbeing. Staging this show will broaden the range of experiences offered to the community, who have told us they want the Turner Centre to provide opportunities that: -Elevate and celebrate Toi Māori -Are free and low-cost -Offer inter-generational and whānau friendly connection -Tell our stories and explore our unique identity Our proposed staging of Warewaretia achieves all of these objectives.
What is the total cost of your project?	14,639.00
What is the amount you are requesting from the Board?	7,000.00
How much money does your organisation currently have?	300,000.00
How much of this money is already committed?	300,000.00
Have you previously received funding from FNDC?	Yes
Purpose	Kitchen Chaos
Amount	5,000.00
Date	04/06/2026
Project Report Submitted	No
Purpose	Take Kuri: The Dog Tax Rebellion
Amount	5,706.00
Date	04/06/2026

Project Report Submitted	No
Purpose	Mardis Gras
Amount	6,854.00
Date	04/06/2026
Project Report Submitted	No
Purpose	Tākaro Workshop
Amount	1,331.00
Date	07/05/2026
Project Report Submitted	No
Purpose	Kapa Haka Programme and Matariki show
Amount	5,000.00
Date	12/03/2026
Project Report Submitted	No

The full application is supplied to the Board under separate cover to maintain the privacy of the information provided by the applicant

BOIWCB2627/7

Application ID	BOIWCB2627/7
Applicant	Within Nature
What sector do you/your organisation work in	Community/Social Services
Applicant Project Contact	Mr Marcus Powell
Position	CEO

Please briefly describe the purpose of your organisation	WithIN NATURE strengthens community resilience and leadership across Te Tai Tokerau by reconnecting rangatahi with whenua, culture, practical learning, and local food systems. Through hands-on, place-based education and enterprise, we create pathways into meaningful local employment, empowering young people to thrive within their rohe while building stronger, self-determining communities.
Number of Members	14
Project Title	Regenerative learning hub Kawakawa
Type of Activity	Community
Start Date	03/08/2026
Location	Kawakawa
Is there an entry fee/charge?	No
If yes, how much?	0.00
How many active participants, including volunteers?	48
How many visitors/audience members/clients do you expect?	100
Have you engaged with tangata whenua about your project?	Yes
Have you engaged with the community about your project?	Yes

Who will benefit from your project, and how?	WithIN NATURE delivers hands-on, whenua-based learning experiences that empower rangatahi, strengthen communities, and regenerate the environment across Te Tai Tokerau. Through our Kawakawa Regenerative Learning Village and community programmes, participants engage in māra kai, environmental restoration, cultural wānanga, leadership development, mentoring, food production, and community-led projects that build confidence, practical skills, and a strong sense of identity and belonging. The project creates meaningful pathways into further education, training, employment, and enterprise opportunities connected to Northland's key industries, including regenerative agriculture, horticulture, conservation, hospitality, and food production. By providing locally grounded opportunities, we support rangatahi to build sustainable futures without feeling compelled to leave their rohe in search of opportunity. The project benefits rangatahi, whānau, hapū, iwi, local businesses, and the wider community by strengthening leadership, cultural connection, food resilience, environmental stewardship, workforce capability, and community wellbeing, creating stronger and more self-determining communities for future generations.
What is the total cost of your project?	73,600.00
What is the amount you are requesting from the Board?	20,000.00
How much money does your organisation currently have?	42,000.00
How much of this money is already committed?	42,000.00
Have you previously received funding from FNDC?	Yes
Purpose	Mentors
Amount	10,000.00
Date	25/06/2025
Project Report Submitted	Yes

7.4 PROJECT FUNDING REPORTS

File Number: A5866741

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the project reports received from:

- a) Mid-North Hospice – Mattresses
- b) Business Bay of Islands – 2025 Christmas Parade
- c) The Worm
- d) Within Nature Charitable Trust
- e) Bay of Islands Music Festivals Trust
- f) Opuia Pest Plant Control

1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To receive the project reports from funding applicants in accordance with the Community Grant Policy.

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

There are no financial implications or budgetary requirements.

ĀPITI HANGA / ATTACHMENTS

1. Mid- North Hospice - A5866733  
2. Business Paihia - A5866735  
3. The Worm - A5866736  
4. Within Nature Charitable Trust - A5866734  
5. Bay of Islands Country Music Festival - A5876838  
6. Opuia Pest Plant Control - A5866742  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
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. 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.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB03 From Hospice Mid-Northland**

Form Submitted 30 Jun 2026, 10:32AM NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Name

Hospice Mid Northland

Name and Location of Project/Activity

Mattresses for patients

Date of Project/Activity

August 2025

Which Community Board did you receive funding from?

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

6000

Must be a number.

When was the funding approved?

14/07/2025

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Project Report Form (Dec 2024)

Application No. BWCB03 From Hospice Mid-Northland

Form Submitted 30 Jun 2026, 10:32AM NZST

Expenditure

Supplier/Description	\$	Receipts/bank statement showing expense
Inva Care	\$6,661.32	Filename: 2025.07.14 Bay of Islands Whangaroa Comm Br d Grant documentation.pdf File size: 340.4 kB
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded

Project Information

Give a brief description of the highlights of your project/activity

Thanks to the generous grant, we have been able to purchase the much -needed pressure mattresses. These air mattresses provide significant comfort and clinical benefits for our patients.

How many participants/volunteers took part? *

300

Must be a number.

How many visitors/audience members took part? *

0

Must be a number.

What Community Outcome(s) did 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

Describe how your project benefited the community, met the outcome(s) indicated above and your evaluation of the project results *

They are essential in preventing and treating pressure ulcers (bedsores), which are soft-tissue injuries caused by prolonged, unrelieved pressure, friction, or shear. Without proper support, these injuries can progress from mild skin redness to deep, potentially life-threatening wounds, especially in patients with limited mobility.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB03 From Hospice Mid-Northland**

Form Submitted 30 Jun 2026, 10:32AM NZST

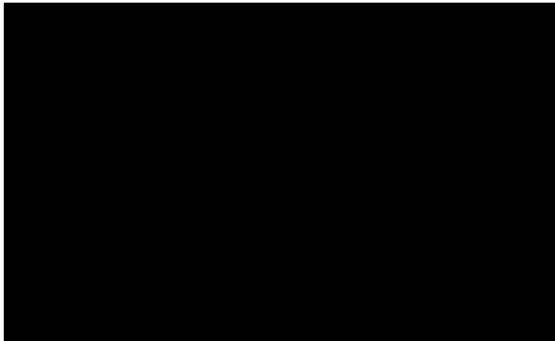
By continually redistributing pressure, the air mattress improves blood circulation and greatly reduces the risk of pressure ulcers. This makes it an invaluable aid for our bedridden patients, enhancing both their comfort and their ability to rest for extended periods.

Include how your project met the Council outcomes

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

The photos show one mattress packed in its bag, ready to be delivered to one of our patients, and the second mattress set up on a bed, with the mechanics fully assembled and ready for use.

If you have a website or Facebook page that we can link to, please provide details
<https://hospicemn.org.nz>

**Date Form Completed**

30/06/2026

Must be a date.

If you have additional information you would like us to view, please attach it here

Filename: IMG_1334.jpeg

File size: 3.4 MB

Filename: IMG_1335.jpeg

File size: 3.2 MB

You can send additional information to be included with your report to funding@fndc.govt.nz if you prefer

Supplementary Information 2

No files have been uploaded

Supplementary Information 3

No files have been uploaded

Supplementary Information 4

No files have been uploaded

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Grant Funding Project Report Form****Application No. BWCB24 From Business Bay of Islands Incorporated**

Form Submitted 6 May 2026, 11:38AM NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor

Far North District Council Private Bag 752

KAIKOHE 0440**Name**

Business Bay of Islands Inc

Name and Location of Project/Activity

Paihia Christmas Parade

Date of Project/Activity

5th Dec 25

Which Community Board did you receive funding from?

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

5000

Must be a number.

When was the funding approved?

05/09/2025

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Grant Funding Project Report Form****Application No. BWCB24 From Business Bay of Islands Incorporated**

Form Submitted 6 May 2026, 11:38AM NZST

Expenditure

Supplier/Description	\$
Kia Tupato Road Closure	\$3,545.00
Blah Blah Marekting - Admin/H&S	\$1,455.00

Project Information

Give a brief description of the highlights of your project/activity, including number of participants

A FANTSATIC PARADE. A huge amount of floats all in theme. Community and Business. A wonderful family friendly community celebration!

Describe how your project benefited the community and your evaluation of the project outcomes *

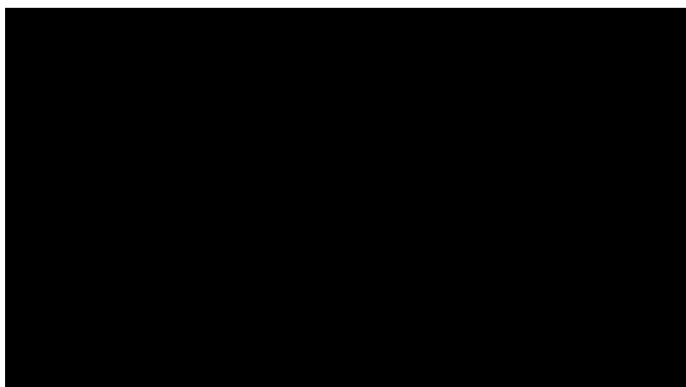
People got together to work on projects - creating amazing floats. The whole community was out in force cheering them on and the amount of laughter, waving and singing was incredible. It certainly boosts morale and brings everyone together.

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

Newsletters, signage, facebook at the prize giving.

If you have a website or Facebook page that we can link to, please provide details

<https://www.facebook.com/BusinessBayOfIslands/>



Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Grant Funding Project Report Form****Application No. BWCB25 From Nightsong**

Form Submitted 2 Jun 2026, 4:00PM NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor

Far North District Council Private Bag 752

KAIKOHE 0440**Name**

Nightsong

Name and Location of Project/Activity

The Worm shows at the Turner Centre, Kerikeri

Date of Project/Activity

18 Feb 2026

Which Community Board did you receive funding from?

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

3000

Must be a number.

When was the funding approved?

09/09/2025

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Grant Funding Project Report Form

Application No. BWCB25 From Nightsong

Form Submitted 2 Jun 2026, 4:00PM NZST

Expenditure

Supplier/Description	\$
Touring Costs - this funding was used towards accommodation costs	\$10,760.00
Production Costs	\$25,176.00
Creative Fees	\$12,850.00
Marketing	\$147.00

Project Information

Give a brief description of the highlights of your project/activity, including number of participants

With support from the Bay of Islands-Whangaroa Community Board, Nightsong successfully presented its acclaimed family theatre production *The Worm* at the Turner Centre, Kerikeri, in February 2026. The project included one free performance for schools and one subsidised public performance, ensuring accessibility for local tamariki, whānau and educators.

A total of 458 people attended the Kerikeri season, including 384 students and teachers from eight schools and homeschooling groups across the region, and 74 members of the public. Participating schools included Kaikohe West School, Oromahoe School, Paihia School, Pakaraka School, Oruaiti School, Griffin Academy, Kerikeri Homeschoolers and Te Takarangi | Bay of Islands International Academy.

Written by Carl and Peter Bland and directed by Carl Bland and Ben Crowder, *The Worm* combines live music, puppetry, visual theatre and humour to tell an imaginative story about courage, identity and belonging. The production was performed by a cast of leading New Zealand theatre practitioners and musician Finn Scholes, delivering a high-quality professional arts experience for audiences in the Far North.

Audience and school feedback was overwhelmingly positive, with children describing the experience as "amazing", "funny" and "the best show", while teachers highlighted the value of providing students with access to live professional theatre, particularly for those experiencing theatre for the first time.

Describe how your project benefited the community and your evaluation of the project outcomes *

The project provided meaningful access to professional performing arts for children, families and schools in Kerikeri and the wider Bay of Islands region. By offering a free schools' performance and subsidised public tickets, the project removed financial barriers and enabled many children to experience live theatre who may otherwise not have had the opportunity.

Feedback from teachers, parents and students demonstrated the significant impact of the

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Community Grant Funding Project Report Form****Application No. BWCB25 From Nightsong**

Form Submitted 2 Jun 2026, 4:00PM NZST

project. Educators commented on the value of exposing children to storytelling, music, creativity and live performance, while many noted that for some students this was their first theatre experience. Parents and homeschooling families highlighted how important opportunities such as these are in regional communities where access to professional arts experiences can be limited by geography and cost.

The project also strengthened community connections by bringing together schools, whānau and community members for a shared cultural experience. It reinforced the value of regional touring and demonstrated that high-quality contemporary theatre can thrive beyond metropolitan centres.

Evaluation of the project indicates it was highly successful in achieving its intended outcomes. Attendance reached 458 audience members across the two performances. Audience survey results from the wider tour showed that 84% of respondents rated the production 8 out of 10 or higher, 87% found the work relevant to themselves and their whānau, and 94% said they would attend another Nightsong production.

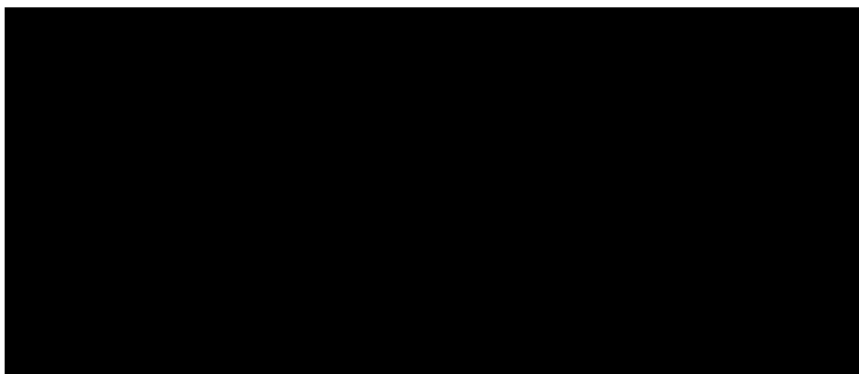
The project also provided valuable learning for future regional touring. Feedback indicated that scheduling public performances slightly later in the day may improve attendance for working families managing after-school commitments and children's sports activities. We also learned that the beginning of the school year presents challenges for school engagement, with one of the region's larger primary schools unavailable due to camp commitments during the performance week. These insights will help inform future planning and maximise participation in subsequent visits to the Bay of Islands region.

Overall, the project successfully delivered high-quality arts experiences, strengthened community engagement with the performing arts, and ensured local children and families could access creative experiences within their own community.

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

The Bay of Islands-Whangaroa Community Board logo was used on posters, billboards and flyers, as well as our programme.

If you have a website or Facebook page that we can link to, please provide details
www.nightsong.co.nz

**Date Form Completed**

02/06/2026

Must be a date.

**Bay of Islands-Whangaroa Community Grants Fund Jan-June 2025
Project Report Form (Dec 2024)****Application No. BOIWCB035 From Within Nature Charitable trust**

Form Submitted 4 Jun 2026, 8:11PM NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Name

Within Nature Charitable trust

Name and Location of Project/Activity

Whakapakari Whenua/ Kawakawa

Date of Project/Activity

June 2025 / Mentoring in environmental stewardship and restoration.

Which Community Board did you receive funding from?

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

10000

Must be a number.

When was the funding approved?

17/06/2025

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund Jan-June 2025 Project Report Form (Dec 2024)

Application No. BOIWCB035 From Within Nature Chsritable trust

Form Submitted 4 Jun 2026, 8:11PM NZST

Expenditure

Supplier/Description	\$	Receipts/bank statement showing expense
Mentors	\$10,000.00	Filename: 28698-PaySummary.csv File size: 1.4 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

Project Information

Give a brief description of the highlights of your project/activity

The Far North District Council Community Board funding enabled WithIN NATURE to provide environmental restoration and education mentoring programmes for rangatahi in Kawakawa.

Over the reporting period, 25 rangatahi participated each school term in hands-on environmental learning experiences. Activities included native tree planting, regenerative gardening, environmental restoration, outdoor education, practical life skills, cooking, cultural learning, and community service projects.

Key highlights included continued development of the Kawakawa Regenerative Learning Hub, environmental restoration activities, and providing safe and supportive mentoring opportunities for rangatahi to reconnect with whenua, culture, community, and positive pathways for their future.

The Far North District Council grant of \$10,000 contributed towards the employment costs of Brad Revell, who delivered youth mentoring, environmental education, kai growing activities, community engagement, and hands-on learning programmes for rangatahi participating in WithIN NATURE initiatives. Total gross wages paid during the reporting period were \$53,410.86, significantly exceeding the grant amount, with the funding fully allocated to programme delivery staff costs.

How many participants/volunteers took part? *

100

Must be a number.

How many visitors/audience members took part? *

0

Must be a number.

What Community Outcome(s) did your project meet?

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

Page 2 of 4

**Bay of Islands-Whangaroa Community Grants Fund Jan-June 2025
Project Report Form (Dec 2024)****Application No. BOIWCB035 From Within Nature Chsritable trust**

Form Submitted 4 Jun 2026, 8:11PM NZST

- ☐ 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

Describe how your project benefited the community, met the outcome(s) indicated above and your evaluation of the project results *

This project delivered significant benefits to both rangatahi and the wider community. Through regular mentoring and practical environmental learning opportunities, participants developed confidence, teamwork, leadership skills, environmental awareness, and stronger connections to whenua and community.

The programme contributed to ongoing environmental restoration efforts in collaboration with the Ngāti Hine Kaitiaki Team, while supporting youth wellbeing and engagement through positive, hands-on experiences. Many participants gained practical skills in gardening, restoration, tool use, and teamwork that can be applied in future education, employment, and community settings.

The outcomes of the project exceeded expectations. The funding enabled us to maintain mentor support and programme delivery throughout the year, ensuring consistent opportunities for rangatahi to participate in meaningful learning experiences. Feedback from participants, whānau, schools, and community partners has been overwhelmingly positive, with strong demand for the continuation and expansion of these programmes.

We are now building a Learning village on Tirohanga Road with a 200sqm Polyhouse and a 300sqm Shadehouse to setup the conditions for rangatahi to thrive.

Include how your project met the Council outcomes

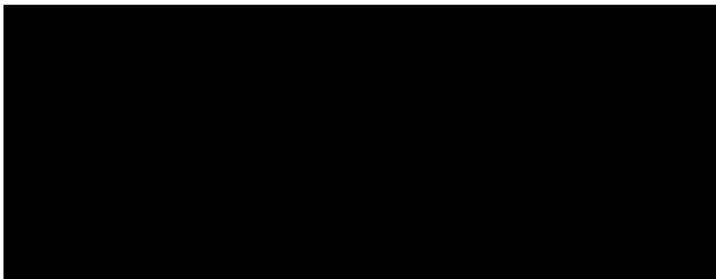
Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

WithIN NATURE acknowledged the support of the Far North District Council through programme communications, community presentations, project updates, social media content, and discussions with participants, whānau, and stakeholders.

The Community Board's support has been recognised as a key contributor to enabling environmental restoration and youth mentoring activities throughout the funding period.

Photographs of programme activities, environmental restoration projects, youth participation, and related promotional material are attached as supporting evidence. Where appropriate, acknowledgement of the Community Board's contribution was included alongside project communications and reporting.

If you have a website or Facebook page that we can link to, please provide details
www.withinnature.org.nz



Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB48 From Bay of Islands Country Rock Festival**

Form Submitted 13 July 2026, 3:52pm NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Name

Bay of Islands Country Rock Festival

Name and Location of Project/Activity

2026 Bay of Islands Country Rock Festival - Paihia & Russell

Date of Project/Activity**Which Community Board did you receive funding from?**

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

3560

Must be a number.

When was the funding approved?

28/04/2026

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Project Report Form (Dec 2024)

Application No. BWCB48 From Bay of Islands Country Rock Festival

Form Submitted 13 July 2026, 3:52pm NZST

Expenditure

Supplier/Description	\$	Receipts/bank statement showing expense
Clarks Pacific Ltd	\$3,560.00	Filename: Clarks Pacific Ltd.pdf File size: 94.2 kB
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
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Project Information

Give a brief description of the highlights of your project/activity

The 2026 Bay of Islands Country Rock Festival was a three-day celebration of live country music, bringing together more than 38 artists across five venues in Paihia and Russell. The festival attracted visitors from throughout New Zealand and overseas, providing high-quality entertainment while supporting local businesses, accommodation providers, restaurants and tourism operators during the quieter shoulder season. Attendees enjoyed a welcoming community atmosphere, free venue shuttle buses, ferry access between Paihia and Russell, and performances from some of the country's leading country music artists. The event celebrated New Zealand's longest-running country music festival and strengthened the Bay of Islands' reputation as a premier destination for live music and cultural events.

How many participants/volunteers took part? *

200

Must be a number.

How many visitors/audience members took part? *

2000

Must be a number.

What Community Outcome(s) did 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

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB48 From Bay of Islands Country Rock Festival**

Form Submitted 13 July 2026, 3:52pm NZST

Describe how your project benefited the community, met the outcome(s) indicated above and your evaluation of the project results *

The 2026 Bay of Islands Country Rock Festival contributed to all three of the identified community outcomes.

Proud, vibrant communities:

The festival brought people together through a shared love of live country music, creating a welcoming and inclusive atmosphere for residents and visitors alike. It showcased talented New Zealand artists alongside international performers, enhancing the cultural life of the Bay of Islands and fostering community pride in hosting one of the country's premier country music events.

Prosperous communities supported by a sustainable economy:

The festival attracted visitors from throughout New Zealand and overseas, generating significant economic benefits for the region. Accommodation providers, cafés, restaurants, bars, retailers, transport operators and other local businesses experienced increased patronage throughout the festival weekend. By encouraging visitors to stay for multiple days, the event provided valuable support to the local tourism and hospitality sectors during the shoulder season.

Communities that are healthy, safe, connected and sustainable:

The event provided a safe and well-managed environment where people of all ages could come together to enjoy live entertainment and connect with others. Free shuttle buses between venues, organised ferry services, experienced security personnel, trained volunteers and comprehensive health and safety planning ensured patrons could travel safely and enjoy the festival responsibly. The festival also relied on a dedicated team of volunteers whose contribution strengthened community involvement and ownership of the event.

Project Evaluation:

The festival was successfully delivered with strong attendance, positive feedback from patrons, artists and local businesses, and no significant safety incidents. The event continued to strengthen the Bay of Islands' reputation as a destination for quality live music while delivering measurable social, cultural and economic benefits to the wider community. The success of the 2026 festival provides a solid foundation for the continued growth and sustainability of future events.

Include how your project met the Council outcomes

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

The Board's funding support was acknowledged across multiple promotional platforms before and during the event. The Board's logo was included on our official festival website, featured in social media posts on our Facebook page, and displayed in the printed weekend programme that was provided to every festival attendee.

The printed programme was distributed to all patrons and included sponsor recognition alongside key festival information, ensuring the Board's contribution was clearly acknowledged throughout the event. We are grateful for the Board's support in helping make the 2026 Bay of Islands Country Rock Festival possible.

If you have a website or Facebook page that we can link to, please provide details

This form was completed by (name)

Ashley Tipping

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust**

Form Submitted 10 Jul 2026, 11:31AM NZST

Project Report - Community Grant Fund*** indicates a required field****Project Report**

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion 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 the required time will not be considered for future funding.

Name

Opuia Pest Plant Patrol/.Bay Bush Action Trust

Name and Location of Project/Activity

Opuia

Date of Project/Activity

15 March 2026 to 20 November 2026

Which Community Board did you receive funding from?

- ☐ Te Hiku
☐ Kaikohe-Hokianga
☒ Bay of Islands-Whangaroa

Amount received from the Community Board

687

Must be a number.

When was the funding approved?

16/05/2026

Must be a date.

Please give details of how the money was spent

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Project Report Form (Dec 2024)

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust

Form Submitted 10 Jul 2026, 11:31AM NZST

Expenditure

Supplier/Description	\$	Receipts/bank statement showing expense
Safety Vests	\$477.00	Filename: CB receipt OPPP.jpg File size: 4.2 MB Filename: CB receipt OPPPtwo.jpg File size: 2.0 MB
Saws	\$113.00	Filename: Saw gloves etc receipt.jpg File size: 5.1 MB
Gloves/glasses	\$97.00	Filename: Saw gloves etc receipt.jpg File size: 5.1 MB
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
		No files have been uploaded
Opuia		No files have been uploaded

Project Information

Give a brief description of the highlights of your project/activity

The gear purchased included safety vests. These were very welcome as it added an element of security for volunteers as well as promoting the thr group name. The sawa are excellent as they foldup and can be stored in a pocket. The glasses have not been used yet but it is good to have them for certain tasks. The gloves are spare for volunteers who forget theirs or have unsuitable gloves. Itd is a priority that volunteers wear tough protective gloves.

How many participants/volunteers took part? *

13

Must be a number.

How many visitors/audience members took part? *

0

Must be a number.

What Community Outcome(s) did 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

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026**Project Report Form (Dec 2024)****Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust**

Form Submitted 10 Jul 2026, 11:31AM NZST

enduring pride

- ☐ Proud, vibrant communities
- ☐ Prosperous communities supported by a sustainable economy
- ☒ Communities that are healthy, safe, connected and sustainable

Describe how your project benefited the community, met the outcome(s) indicated above and your evaluation of the project results *

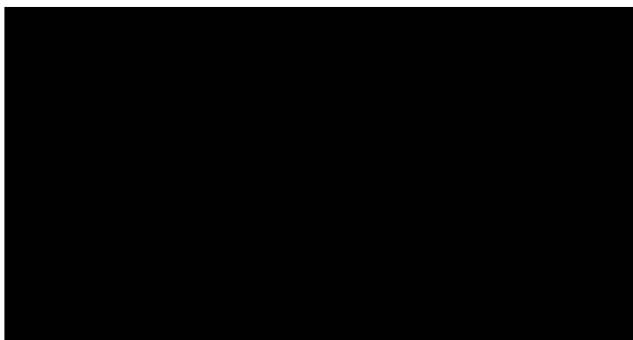
The display of volunteers in safety vests with the group name clearly marked gives support for the current volunteers, encourages new members and shows the community that someone cares. This motivate the locals to do their bit as well We have evidence that locals have been inspired to work in their own streets and properties.

Include how your project met the Council outcomes

Please provide details of how you acknowledged the funding you received from the Board (including any photos or marketing collateral) *

Attached photos of equipment. We are preparing signage that will include acknowledgement of the Community Board

If you have a website or Facebook page that we can link to, please provide details

**Date Form Completed**

10/07/2026

Must be a date.

If you have additional information you would like us to view, please attach it here

Filename: Gear purchased OPPP.jpg

File size: 4.7 MB

You can send additional information to be included with your report to funding@fndc.govt.nz if you prefer

Supplementary Information 2

No files have been uploaded

Supplementary Information 3

No files have been uploaded

Supplementary Information 4

Page 3 of 4

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 KERIKERI COMMUNITY POOL SEASON 2025/2026

File Number: A5892510

Author: Kim Hammond, Contracts Lead

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide the Bay of Islands-Whangaroa Community Board with information on the Kerikeri Community Pool 2025/2026 season.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Kerikeri Community Pool is located at Kerikeri High School (48 Hone Heke Road, Kerikeri).
- The 2025/2026 season ran from 01 November 2025 to 02 April 2026.
- The Far North District Council has contracted Community Business and Environment Centre (CBEC), in partnership with Belgravia Group Party Limited (Belgravia), trading as Hāpōri Aquatics, for the 'Facilities Management – FNDC Swimming Pools' contract.
- Under this contract, Hāpōri Aquatics is responsible for the management, minor maintenance, and operation of the Kerikeri Community Pool on behalf of Council, Kerikeri High School, and the wider community.
- Under this contract Hāpōri Aquatics is responsible for the management, minor maintenance and operation of the Kerikeri Community Pool on behalf of Council, Kerikeri High School and the wider community.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Kerikeri Community Pool Season 2025/2026.

TĀHUHU KŌRERO / BACKGROUND

The Facilities Management Services - Far North District Council Swimming Pools Contract (the Contract) is a 10-year agreement awarded in 2020 to Community Business and Environment Centre (CBEC), in partnership with Belgravia Leisure Group Party Limited.

The contract covers the management and operation of the following facilities:

- Kaikohe Community Pool (Northland College).
- Kerikeri Community Pool (Kerikeri College); and
- Bay of Islands Recreation Centre (Bay of Islands College).

At the time of award, the Contract also included the Kaitaia Community Pool. However, following the opening of the Te Hiku Sports Hub in March 2024 and the subsequent demolition of the former Kaitaia Community Pool in August 2024, a separate funding agreement was established with Te Hiku Sports Hub Incorporated.

The Kerikeri Community Pool is not a standard outdoor school-based facility. The facility consists of a lane pool measuring 25 metres in length, with the capacity to accommodate up to eight lanes,

a dive pool and dive boards, plus a toddler pool. The facility also includes male and female changing rooms.



MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Usage for 2025/2026

For the 2025/2026 season, the pool was open to the public from 01 November 2025 to 02 April 2026.

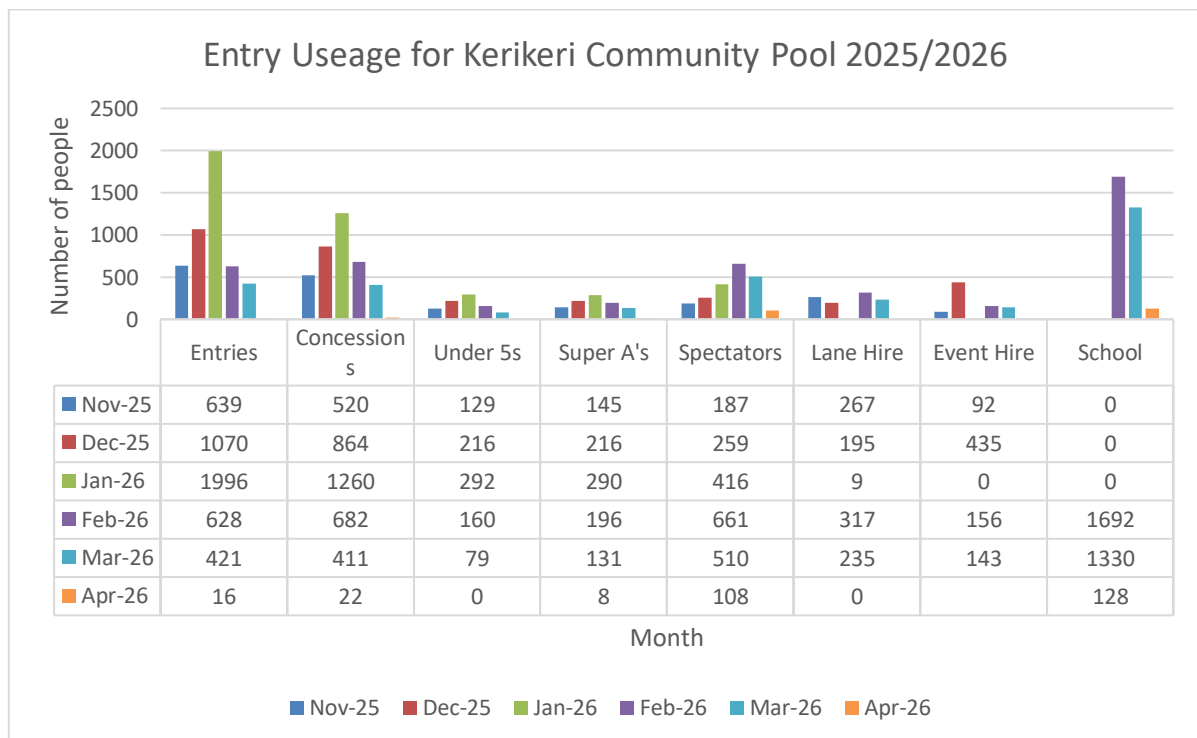
Over the 2025/2026 season the pool was open to the public:

During school term four and term one 2026:

- Monday to Friday: 06.00am – 09.00am and 03.00pm – 06.30pm
- Saturday, Sunday, and public holidays: 10.00am – 06.30pm.

During the Christmas holidays, excluding Christmas Day when the pool was closed:

- Monday to Friday: 06.00am – 06.30pm
- Saturday, Sunday, and public holidays: 10.00am – 06.30pm.



Graph 1 Number of Entries for 2025/2026

For the 2025/2026 season, a total of 15,819 entries were recorded, with the majority of visits made up of general entry.

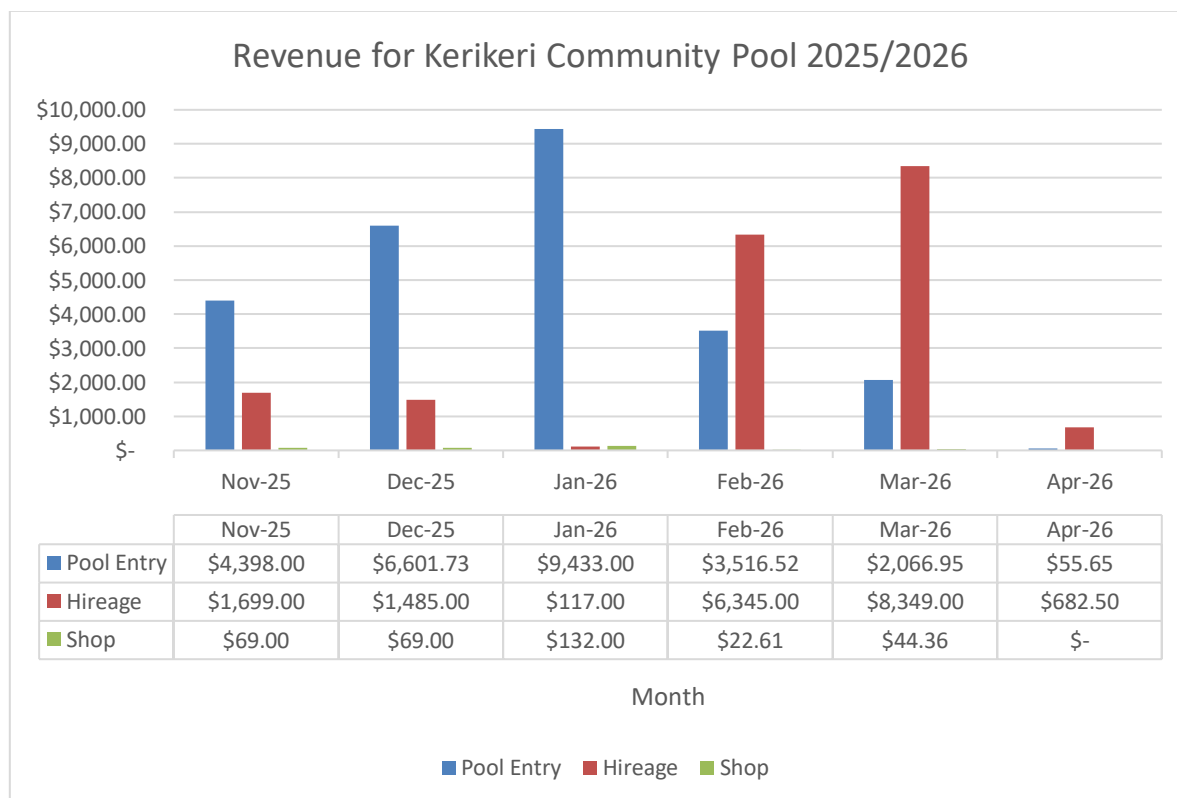
The pool experienced 'medium' operational disruption over the season compared to the days and hours of opening. There were a range of reasons for pool closures, including ageing asset equipment failure, staffing, and weather events.

In total, the pool was closed for 14 days, either for a full day or part of a day. The longest closure was due to Council delaying approval of a replacement Stenner pump, which took seven days and delayed opening from Labour Weekend to a week later.

Revenue for 2025/2026

Entry prices for Kerikeri Community Pool:

- Adults - \$4.00
- Children (5 years and over) - \$4.00
- Children (under 5 years) – free
- Gold card holders – free
- Concession cards (10 swims) - \$25.00



Graph 2 Income for 2025/2026 Season

A total of \$45,086.32 was collected for the 2025/2026 season.

CBEC, as the contracted pool operator, is responsible for collecting and accurately accounting for all revenue generated by this facility. In accordance with the contract, CBEC is entitled to retain 100% of the entry fee revenue, while also being required to provide Council with monthly reports detailing all revenue collected.

Health and Safety:

Seven incidents were reported during the 2025/2026 season. Compared to the high level of usage over the season, this is a very low number. Incidents were minor, such as small cuts that required a plaster.

This outcome can be attributed, in part, to the requirement for a minimum of two qualified pool attendants to be on-site at all times, along with regular reviews and compliance checks in accordance with the Health and Safety and Risk Management Plan.

CBEC is also required to maintain and comply with all Poolsafe accreditation requirements and operate all facilities to best practice standards.

Property/Asset Management:

In accordance with the contract, CBEC is responsible for the routine and preventative maintenance of buildings, pools, lawns, fencing, and the surrounds of the pool area.

Council is responsible for asset replacement and fixes exceeding \$1,000. Due to the ageing condition of assets, a total of \$6,696 was spent during the 2025/2026 season on the replacement of essential pool equipment. This expenditure comprised a replacement Palin tester (water testing device), LED floodlights, and dive pool filter pipework repairs.

The Kerikeri Community Pool also underwent a significant change in April this year. The toddler pool was removed as the area it occupied – located on the outer edge of the main pool complex – was repurposed to accommodate prefabricated classrooms.

2026/2027 Season:

During the winter season, staff will continue to assess the condition of the facility and its equipment and will prepare a capital expenditure plan.

The Kerikeri Community Pool is provisionally scheduled to open on Saturday 24 October 2026 and operate through until Friday 9 April 2027. These dates are subject to confirmation closer to the start of the season and will be advertised on both the Council website/Facebook page and CBEC's Far North Pools Facebook page.

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

There are no financial implications associated with this report. All contract and operational costs are already accounted for within the Long-Term Plan and Annual Plans.

ĀPITI HANGA / ATTACHMENTS

Nil

8.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A5869916

Author: Stephen FitzHerbert, Community Board Co-Ordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the July 2026 member reports from Chair Belinda Ward, Deputy Chair Tyler Bamber and Members Jo Alexander, Dane Hawker and Jane Hindle

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 ĀPITI HANGA / ATTACHMENTS

1. Chair Ward's Report - A5888235  
2. Deputy Chair Bamber's Report - A5888232  
3. Member Alexander's Report - A5888236  
4. Member Hawker's Report - A5888240  
5. Member Hindle's Report - A5888238  

Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 19th June 2026 - 26th July 2026

Meetings Attended

Date	Comments	
19/06/26	LGNZ briefing DIA	Head Start Guidance - Virtual - Zoom
19/06/26	BOI-W CB agenda preview	Virtual - Teams
22/06/26	Te Tii B3 Trust	Opening of 8 new whare in Te Kemara Ave Waitangi
22/06/26	Proposed Parking Strategic Policy Workshop	Virtual - Teams
23/06/26	Long Term Plan Workshop	FNDC - Kaikohe
23/06/26	Te Tii Marae Waitangi	Hapu & community engagement hui for "Head Start Pathway" - Waitangi
25/06/26	FNDC Meeting followed by Q&A session	FNDC - Kaikohe
25/06/26	Meeting of decision panel for Lifetime Achievement Awards	FNDC – Kaikohe
26/06/26	LGNZ briefing	Virtual – Zoom
29/06/26	Simson Park Moerewa Site Visit	Tamariki planting of mandarin trees as part of the Placemaking Project
30/06/26	Paihia War Memorial Hall Committee Meeting	PWMH Conference Room
01/06/26	FNDC Workshops	1. Local Govt. Reforms - Head Start Process 2. Local Alcohol Policy - FNDC - Kaikohe
02/07/26	BOI-W CB Meeting	Turner Centre - Kerikeri
03/07/26	Local Government Reform Workshop	Virtual – Teams
06/07/26	Introduction workshop to Development Contributions	Virtual – Teams
07/07/26	Long Term Plan Workshop	Presentation & options for user-pays service levels & asset divestment. Initial review of proposed capital projects pipeline. FNDC - Kaikohe

07/07/26	Presentation of Lifetime Achievement Awards	FNDC – Kaikohe
09/07/26	LGNZ briefing	Lessons from UK LG amalgamation. Viewed replay - Akona
09/07/26	Monthly Governance & Operational Briefing	Virtual – Teams
09/07/26	Post LG Reforms EM Steering Group Hui Workshop	Collective community survey results. Options for analysis - One vs Two Unitary Authorities.
14/07/26	Met with Ben Chapman - Northland NZ	Tourism update - Breeze Cafe Tii Bay.
16/07/26	Business Agency Hui hosted by Kahika	Virtual – Teams
16/07/26	FNDC Extraordinary Meeting	To consider LG Reform "Head Start" Programme & approval to collaborate with other Northland territorial authorities on a joint proposal to the Govt. by 09/08/26. Virtual – Teams
17/07/26	Taupo Bay Working Group Meeting	Re. Taupo Bay Steps. JBC Tane Mahuta Room - Kerikeri
21/07/26	LGNZ Zone 1 Meeting	FNDC – Kaikohe
22/07/26	FNDC Meeting	FNDC – Kaikohe

Community Issues

Issue name	Comment
16/12/24	There is a need for more regular traffic control on the Waitangi Bridge when the cruise ships are tendering to the Waitangi Wharf. Update 13/02/25: I have raised this issue at the recent Council meeting & the CEO is to follow up with me. 26/07/26 No update.
14/01/25	Further to phone calls received, discussions need to be held (AP) around the need for two toilets at Puketū Forest for 6 months to cover the peak visitor & cruise ship visitor needs. Include in Strategic Projects update & LTP.
31/01/25	Growing community concern around "self contained" vehicles on "limited services Camping Grounds". Emails sent to staff. Workshop requested at Operations & Delivery monthly meeting. Update: 20/05/25 discussions with another concerned ratepayer around this topic. Raised with CE & staff at BOI-W CB Meeting 10/07/25. No further update as at 26/07/26.
13/11/25	Follow up email received from Kawakawa applicant re proposed installation of shade sails in the Kawakawa Community Atea area.

	19/05/26 There has been some communication around this and next steps required to meet with the landowner FNHL. No update as at 26/07/26.
09/02/26 & 10/02/26 & 18/02/26	Complaints re FNDC issuing a Mobile Shopkeepers License on the footpath in Williams Road Paihia outside FNHL (old Countdown) building. Update: Applications for Mobile Shops & Hawkers (& Buskers) Occupying Public Space has had the 400m rule removed & is causing much community concern for commercial operators & existing trading Agreements. 28/04/26 a meeting was held with staff & a way forward discussed. Update: A proposed amendment to the "Road User Bylaw" is required to remedy the Bylaw issues in Paihia. This was discussed at the community representatives meeting held 17/06/26. In progress.
03/06/26	Email sent following up on the Williams Road Paihia Footpath. Urgent H&S works are required to be progressed during the off-season. Update: Cr. Court following up as at 26/07/26.

Requests for Service (RFS)

RFS number	Date	Comment
Email via KH on behalf	16/02/24	Designation of land behind fence near Waitangi Pensioner Flats on Te Kemara Ave. No response as at 26/07/26
4265002 On behalf PWMH	12/08/25	Metal railing outside Paihia War Memorial Hall Conference needs replacement - H&S issue. Wooden fence rails on FNHL boundary also need replacing. No action as at 26/07/26
Req: 79901 On behalf	25/04/26	Noxious plants on route to the Tourist Track Old Hospital Road to the summit Whangaroa. Invading neighbouring properties. No update as at 26/07/26.
42797823S	07/05/26 29/05/26	Follow up email re urgency of stormwater outlet at Waitangi beach erosion and threat to Pohutukawa Tree. Update 26/07/26 emails but no action.
4309421 On behalf	09/07/26	Follow up on historical RFS. H&S issues with trees on neighbouring reserve Kings Road Paihia.
4308661 Cr. Court	17/07/26	Report required for BOI-W CB to progress Onewhero Bay.
4307819 & 4308549 On behalf	24/07/26	REQ. 84371 Unresolved RFS re H&S issues on Footbridge by Honey House, Stone Store Basin Kerikeri
REQ. 84376 On behalf	24/07/26	Historical unresolved stormwater outlet issues with drainage easement & bridge access across drain at 60a Hone Heke Road, Kerikeri. Old RFS # 4299742

Resource Consents:

Nil

Other Issues:

1. Kerikeri Domain: Delegation of Management Committee to BOI-W CB. In progress.



Member's Report

Name: Tyler Bamber

Subdivision: Waipapa

Date: 22/7/26

Meetings Attended:

Meeting name	Date	Comments
Draft Agenda Preview - Bay of Islands Whangaroa CB	25/5/26	Microsoft Teams - agenda preview ahead of CB meeting.
Pre-UDF Workshop Hui	29/5/26	Microsoft Teams - briefing ahead of Urban Design Framework workshop.
Bay of Islands-Whangaroa Community Board Meeting	4/6/26	Turner Centre, Kerikeri - formal CB meeting.
Urban Design Framework Wananga #1	6/6/26	Kingston House, 123 Hone Heke Rd - full-day UDF workshop.
Draft Agenda Preview - Bay of Islands Whangaroa CB	19/6/26	Microsoft Teams - agenda preview ahead of CB meeting.
Bay of Islands-Whangaroa Community Board Meeting	2/7/26	Turner Centre, Kerikeri - formal CB meeting.
Te Puāwaitanga Sports Hub - Governance Meeting	15/7/26	2 Aranga Place, Kerikeri.

Community Issues:

Issue name	Comment
Te Patukurea – KK Urban Design Plan and Waipapa Structure Plan	The KK UD and WSP have stalled due to staff leaving and resource gaps. Awaiting further info in regard to picking this back up.

Member Recommendations:

Request for Service (RFS):

RFS number	Comment
4281872	Lodore Rd - awaiting further info
4245255	Waipapa Hall - soft floor boards need fixing before floor breaks through - still awaiting response



Member's Report

Name: Jo Alexander

Subdivision: Bay of Islands - Whangaroa

Date: July 17 2026

Meetings Attended:

Meeting name	Date	Comments
Meet with Our Kerikeri representatives	23/06/26	Meeting with Chair and Trustee to understand the Trust and its goals.
Hāpū & Community Engagement Hui, Te Tii Marae	23/06/26	Attended one of the Hāpū and wider community engagement hui regarding the Head Start Programme and Pathway.
Bay of islands Whangaroa Community Board Meeting, Turner Centre	02/07/26	Scheduled regular monthly meeting.
Local Government Reforms Workshop, Kaikohe Chambers	03/07/26	Discuss Head Start process for Northland.
Introduction to Development Contributions, Virtual	06/07/26	Meeting with FNDC staff to understand how developments contributions will work.
Local Government NZ Zoom Meeting	09/07/26	LGNZ briefing: lessons from UK's amalgamation.
Post LG Reforms Elected Member Steering Group Hui Workshop	09/07/26	Briefing for all FNDC elected members on the outcome of the EMSG Hui on 6 July 2026 and discuss Head Start Proposal.
Kerikeri and Waipapa site visits with Board Member, Jane Hindle	14/07/26	Familiarisation with locations and local community points of interest.

Board Delegations Issues:

RFS number	Comment
Ticket ID: REQ-82989	Member Services request related to clarifying maintenance obligations on Cherry Park House.



Member's Report

Name: Dane Hawker

Subdivision: Bay of Islands - Whangaroa

Date: July 16 2026

Meetings Attended:

Meeting name	Date	Comments
BOI/Whangaroa Board Meeting	2/07/2026	Monthly Meeting
Our Kerikeri catchup	23/6/2026	Catch up with Our Kerikeri team

Community Issues:

Issue name	Comment
Footpath and traffic issue at New World western carpark exit	This has been completed and gardens have been trimmed to improve visibility.
Hall Road Safety Improvements	Newly painted lines removed with new seal.
Windsor Landing Car park	Parking lines need painting.
Kerikeri Water Supply	Numerous supply issues to Mill Lane. Numerous leaks around Kerikeri Township.
Peacock Gardens Reserve	Mow schedule.

Request for Service (RFS):

RFS number	Comment
4285993	Inlet Road - Excessive vegetation and blocked drains - Scheduled for May/June.
4307108	Kerikeri Sports Complex – Extra rubbish bins including bins around the new playground.



Member's Report

Name: Jane Hindle

Subdivision: Russell Ōpua Subdivision

Date: 18 June 2026 – 22 July 2026

Far North District Council Community Outcomes are as follows:

Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Communities that are healthy, safe, connected and sustainable	Connected and engaged communities prepared for the unexpected	Proud, vibrant communities	Prosperous communities supported by a sustainable economy	A wisely-managed and treasured environment that recognises the special role of tangata whenua as kaitiaki

Meetings Attended

Date	Priority	Meeting	Comments
19 June 26	1,2,3,4,5	LGNZ briefing – DIA on Head Start	Zoom.
22 June 26	1, 3, 5	Proposed strategy on Parking Policy	Zoom
2 July 26	1,2,3,4,5	Bay of Islands Whangaroa Community Board meeting	Attended via Zoom
3 July 26	1,2,3,4,5	Local Government Reforms headstart options briefing	Attended via Zoom
6 July 26	1,2,3,4,5	Introduction to Development Contributions.	Zoom
14 July 26	1,2,3,4,5	Tour of Kerikeri and Waipapa Ward with Jo Alexander.	Learned a lot about the community assets!
17 July 26	1,2,3,4,5	CBEC Meeting to review priorities, Zoom hui and confirm survey.	Zoom
20 July 26	3,4	Russell Town Hall Committee meeting. Progressing plans for renewals this FYI.	Zoom
21 July 26	1,2,3,4,5	LGNZ Zone 1 meeting. Updated on CBEC Zui re Community Boards & Local Boards.	Kaikohe chambers
17 June to 21 July 26	1,2,3, 4,5	Views 88.9K↑27% Views 19.8K ↑25.75% Interactions 587 ↑26.2% Link clicks 166 ↓34.2 % Visits 1.1K↑ 16.7% Page Followers 3,126 (3,104) Items posted 8.	Waikare road closure (15.1) Community board meeting results (12.8K) Local Government Restructure update (9.2K) Amenity lights (7.3K)

Other Community Issues

Issue name	Comment
Ōpua Town Hall land 1, 2,	The issue of the slip still needs to be addressed with a temporary block installed place while a permanent solution is sorted out by infrastructure. Town Hall Committee has had <u>no</u> update since trees were cleared.
Implementing the Placemaking resolution #1, 3,4	Community consultation for the Parking/road Bylaw and any feedback to be carried out last week in June. This needs to be progressed promptly through Council so that the carried out in November, prior to summer
Ongoing sewage spills from Russell Treatment Plant. #3,5	Russell Treatment Plant into Matauwhi and Orongo Bays. Ecoli Discovery has been picked up by MPI causing immediate shutdown of all the oyster farms in the vicinity. There is a sewage manhole which also fails causing sewerage and toilet paper to flow on garden next to creek.
Speed limit reduction implementation #1	The community is continuously asking me when we will have our speed limit reduction implanted. This been 14 years since this change was requested, and there is extreme frustration to see speed limits changed down and up in Kerikeri, whereas our requests for changes have been ignored. The consultation work has been done, the plan has been presented to Council. <u>Update July: Not tabled at the July Te Koukou committee as signalled.</u>
Community petition re placement of Tsunami siren. #2	The Tsunami siren, which spoils the public amenity also has significant erosion under the site where tree roots have been eroded by the sea. We have now had an idea of the cost for moving Tsunami siren. I have advised there is no Council budget for this work.
Rawhiti Road #1, 2	Keeping this on the list to maintain focus. Cr Harawira visited 9/12/25 to see the two areas which need sealing, around 6kms in total.
Maromaku Toilet #1, 3	No update.

Requests for Service (RFS)

RFS	Date	Comments
4308976	20/07/26	Kerb and drainage: Issues with the installation of the kerb and drainage channel on Robertson Street which is already starting to scour out. Also a shame they didn't put a low kerb during summer, cars use the road reserve for overflow parking, so the concrete kerb will likely get damaged by cars driving over it.
4303741	09/06/26	Stormwater drains Request for schedule for stormwater drain clearance in town.
4301316	19/05/26	Slippery path on Long Beach causing safety issues and several people have slipped and fallen. Multiple complaints with no response. 22/07/26 Finally being addressed Path has been cleaned and mesh to be installed to make it safer for pedestrians.
REQ-78476	20/03/26	Trimming of Pohutakawa trees in Cass Steet. Property owner of 1-27 Cass St wants to trim canopy of trees so they do not block his gutters and contaminate his water tanks when the stamens and leaves drop. Update

		June: Community Facilities Manager has spoken with owner and they will undertake trimming of trees.
4303731	19/05/26	Safety issue with boarded pathway going to Long Beach. Rain has made pathway hazardous and it needs to be waterblasted and then covered with mesh to make it safe. At least 2 people have fallen. No response despite 2 chase ups. Update 9 July: 2 more people fallen, escalated to Manager directly and finally this is being addressed. Citycare to install mesh. Will leave until mesh actually installed.
4301316	21/06/26	Escalation of RFS relating to long standing slip on English Bay Road.
4296523	13/04/26	Kororāreka WWTP Consent Conditions and sewage spills, would like update on work being done to address the issues.
4296027	20/03/26	Tables and chair locations in Cass Street. Property owner of 1-27 Cass St has enquiry about additional tables and chairs on his land. Still waiting for a response from Monitoring & Enforcement.

Other issues

8.3 BAY OF ISLANDS-WHANGAROA COMMUNITY HALL 2024/2025 ANNUAL INFORMATION.**File Number: A5867672****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 Bay of Islands-Whangaroa Community Board the 2024-2025 annual AGM minutes, financial statement and statistical data provided by Paihia War Memorial Hall, Russell Town Hall, Totara North Hall, Whangaroa (Kaeo) Memorial Hall, Whangaroa Village Hall, Waipapa Hall and Cherry Park House.

WHAKARĀPOOTO 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 Bay of Islands Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Hall Annual Information 2024-2025.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

The Community Halls Policy includes the following key statements:

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

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

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

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

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

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

Cherry Park House was not included previously, as it was not identified under the Halls and Facilities Strategy because it doesn't quite fit the criteria for a community hall as defined by the Strategy.

All returns received are attached to this report.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

Paihia War Memorial Hall*

- Bookings – 500
- Users – Community 8, Casual 12, Commercial 2
- Improvements Completed – Water filter installed in kitchen
- Maintenance Completed– Pest work spray
- Other – Desperately needing free parking for hall users

Russell Town Hall

- Bookings – 595
- Users – Community & Casual 16
- Improvements Completed– New chairs, heat pumps and lighting in supper room
- Maintenance Completed– Electrical work

Totara North Hall

- Bookings – around 240
- Users – Community & Casual
- Improvements – Kitchen Renovation

Whangaroa (Kaeo) Memorial Hall

- Bookings – 62
- Users – 7
- Improvements Completed – replacement panels to main hall interior walls due to leaky roof
- Maintenance Completed – Repairs to kitchen pump & hall blinds. Clean up of storage area and cabinets.

Whangaroa Village Hall *

- Bookings – Average 5-6 per week
- Users – Community & Casual
- Improvements Completed – Tevo heater installed

Waipapa Hall

- Bookings – 397
- Users – 17
- Other – A section of the floor in the main hall is sagging and requires urgent attention to prevent further deterioration and costly repairs. This matter has been transferred to Infrastructure for assessment and review.

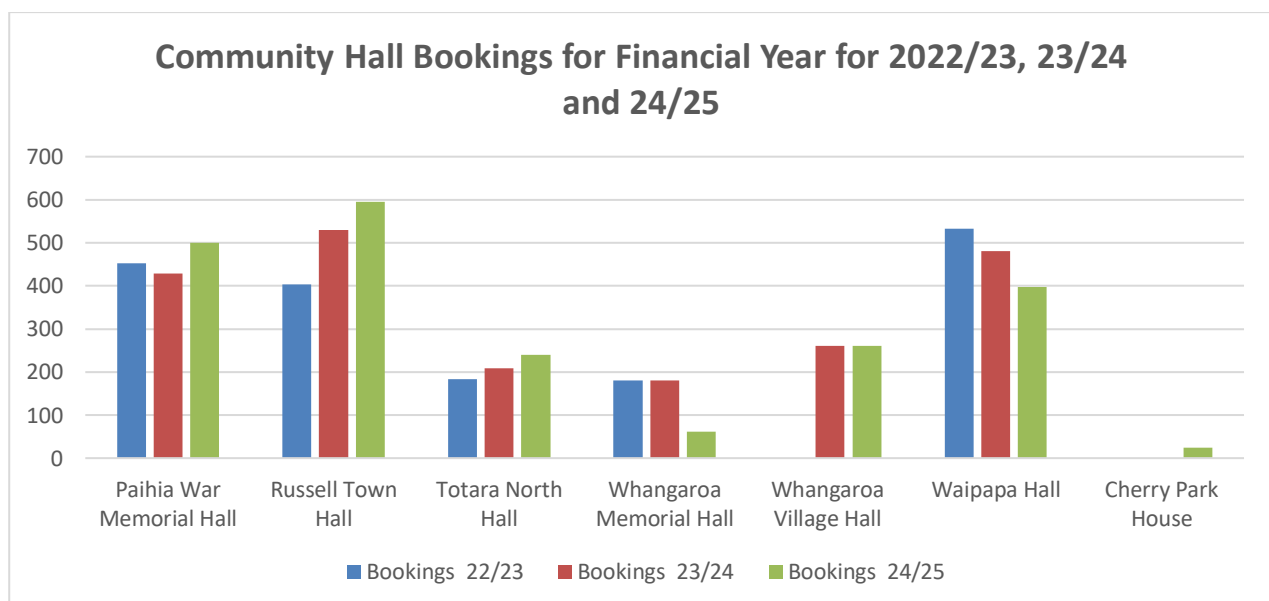
Cherry Park House

- Bookings - Bookings – 25 groups, well over 60 per month
- Uses - 300 - 400
- Other – Council is also improving its website, 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 wouldn't be much appreciated.

*** Confirmation to attend Community Board meeting.**

Community Hall Bookings for Financial Year for 2022/23, 23/24 and 24/25

Community Hall	Bookings		
	22/23	23/24	24/25
Paihia War Memorial Hall	452	429	500
Russell Town Hall	404	530	595
Totara North Hall	183	208	240
Whangaroa Memorial Hall	180	180	62
Whangaroa Village Hall	0	260	260
Waipapa Hall	532	480	397
Cherry Park House	0	0	25



Paihia War Memorial Hall recorded 500 bookings in 2024/25, an increase from both 2023/24 (429 bookings) and 2022/23 (452 bookings), indicating continued strong community use.

Russell Town Hall recorded 595 bookings in 2024/25, the highest across the three reporting years, demonstrating sustained growth in bookings from 404 in 2022/23 and 530 in 2023/24.

Totara North Hall recorded 240 bookings in 2024/25, continuing the steady increase in bookings from 183 in 2022/23 and 208 in 2023/24.

Whangaroa Memorial Hall recorded 62 bookings in 2024/25, representing a significant decrease from 180 bookings in both 2022/23 and 2023/24.

Whangaroa Village Hall recorded 260 bookings in 2024/25, consistent with 2023/24 (260 bookings).

Waipapa Hall recorded 397 bookings in 2024/25. While bookings remain high, this represents a gradual decline from 532 bookings in 2022/23 and 480 bookings in 2023/24.

Cherry Park House recorded 25 bookings in 2024/25. The facility was not included in previous years' reporting, therefore no comparison can be made with 2022/23 or 2023/24.

*** Confirmation to attend Community Board meeting.**

Next Steps

Board members will consider the content of the information received.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

The following asset information is current as of

Depreciation

Capital spend

Depreciation fund reserve

ĀPITIHINGA / ATTACHMENTS

1. 2024-2025 Annual Information & Statistics Return - Paihia Hall - A5709377 [↓](#) 
2. 2024 - 2025 Annual Information & Statistics Return - Russell Town Hall - A5709371 [↓](#) 
3. 2024 - 2025 Annual Information & Statistics Return - Totara North Hall - A5709370 [↓](#) 
4. 2024-2025 Annual Hall Information and Statistics Return Form - A5709387 [↓](#) 
5. 2024 - 2025 Annual Information & Statistics Return - Whangaroa Memorial Hall - A5709373 [↓](#) 
6. 2024-2025 Annual Information & Statistics Return - Whangaroa Village Hall - A5709379 [↓](#) 
7. 2024-2025 Annual Information & Statistics Return - Waipapa Hall - A5709376 [↓](#) 
8. Community Halls Policy 2016 - A5709381 [↓](#) 
9. Halls and Facilities Strategy 2015 - A5709385 [↓](#) 
10. 2024-2025 Request for Annual Hall Information & Statistics - A5709383 [↓](#) 
11. 2024-2025 Annual Information & Statistics Return - Cherry Park House - A5867492 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Low significance. The report is for information purposes only and does not involve any decision that triggers the Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report aligns with the Community Halls Policy 2016 and the Halls and Facilities Strategy 2015. It supports community outcomes outlined in the Long-Term Plan (LTP), particularly in enabling safe, accessible, and well-maintained community facilities.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This matter is not district-wide and is specific to the BOI-Whangaroa Ward. Community Board members are the primary decision-makers and recipients of this report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no direct implications for Māori arising from this report. However, community halls provide important spaces for community connection, including for Māori. This report is consistent with the principles of Te Tiriti o Waitangi by supporting inclusive community participation and access to facilities.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Persons affected include community hall committees, local residents, and hall users (including community groups, youth, elderly, and people with disabilities). The views of hall committees have been considered through the information they have provided in response to Council's annual request.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no direct financial implications arising from this report. Any maintenance or capital works referenced are managed within existing Council budgets and processes.
Chief Financial Officer review.	Not required. This report is for information purposes only and does not involve any financial decision or commitment.

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Paihia War Memorial Hall		
Physical address:	8 Williams Road, Paihia		
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website) Penny Ryan		
Booking Officer Contact Info	Ph.:021677199	Mobile:021677199	Email:memorialhall1945@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

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

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	4-5 times annually
How often did the Committee meet in the year?	5 times annually
Date of the last AGM?	11 th November

HALL INFORMATION		
Usage Data		
Number of bookings:	Annually approx.. 500	
Number of estimated users:	20	
Type of use		
Community (regular users):	8	
Casual (one off):	12	
Commercial:	2	
Hire rates (per hour)		
Community:	From \$10	
Casual:	From \$15	
Commercial:	From \$15	
Other:		
2024/2025 Financial Statement	Attached / No	
Building Warrant of Fitness	Photo attached as display in the hall : / No, these are the same as last year	
Evacuation Plan	Photo attached as display in the hall : / No, these are the same as last year which council have	
Insurance - Contents	/ No	Value:
Improvements completed	A water filter installed in the kitchen in the main hall	
Maintenance completed	Pest work spray for crawling insects	
Other:	We are still waiting the arrival of fire extinguishers for the hall, a huge safety issue which Council is responsible for. Desperately needing free parking for Hall users	

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 – 80 - 100 Conference room – 35 - 50 Office -10 - 20
Kitchen facilities	X 2
Toilets	X3
Disabled access	2 x ramps
Parking	Paid parking immediately outside the Hall
Furniture available	110 chairs, 8 tables
Other facilities / assets available e.g.: stage, lighting, heating	Stage in main hall, heat pumps in all 3 rooms

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.

Paihia War Memorial Hall

Treasurers Report for 11th November 2025 Meeting

Budget Variance

At this stage, 4 months through the year, we are on track to meet our income budget. However, Penny has managed to secure 3 more weekly conference room hires which will boost our income.

All expenses are tracking okay except for R & M where we have already spent nearly all our annual budget. However, this was for paint and repairs to heat pumps which we decided to carry out right at the start of the new financial year immediately following decisions made at the AGM and this pretty much completes our planned R & M for the year. So, unless a disaster pops up, this is not cause for concern.

Cleaning budget included 3 Pestworx treatments of \$200 each, none of which have been carried out yet.

Profit & Loss Report

Small loss is due to the R & M expenditure.

Balance Sheet

Cheque account stands at \$8360 which is fairly healthy with our busy season still to come.

Term Investment

Our term investments with ASB mature on 18th December 2025.

We are currently receiving 4.75% interest but the rates have dropped further with current rate for 12 or 18 months at 3.4% being about the best we can do.

I propose that we roll over the 2 accounts for another 12 months at the best interest rate on the day - one of \$20k and the other of either \$5 or \$10k depending on decisions made at this meeting on any capital expenditure purchases. Interest to be paid monthly into our cheque account

Sally Bullen
Treasurer

Budget Variance

Paihia War Memorial Hall For the year ended 30 June 2026

	2026	2026 2026	VARIANCE	VARIANCE %	2026	2026 2026	VARIANCE	VARIANCE %
Trading Income								
Hall Hire	4,150.00	12,750.00	(8,600.00) ↓	-67.45% ↓	4,150.00	12,750.00	(8,600.00) ↓	-67.45% ↓
Interest Received	476.28	1,405.00	(928.72) ↓	-66.10% ↓	476.28	1,405.00	(928.72) ↓	-66.10% ↓
Total Trading Income	4,626.28	14,155.00	(9,528.72)	-67.32%	4,626.28	14,155.00	(9,528.72)	-67.32%
Gross Profit								
Gross Profit	4,626.28	14,155.00	(9,528.72)	-67.32%	4,626.28	14,155.00	(9,528.72)	-67.32%
Operating Expenses								
Accounting fees	363.40	1,077.00	(713.60) ↓	-66.26% ↓	363.40	1,077.00	(713.60) ↓	-66.26% ↓
Cleaning	1,518.92	4,980.00	(3,461.08) ↓	-69.50% ↓	1,518.92	4,980.00	(3,461.08) ↓	-69.50% ↓
Depreciation	-	6,000.00	(6,000.00) ↓	-100.00% ↓	-	6,000.00	(6,000.00) ↓	-100.00% ↓
Electricity & Lighting	556.58	1,670.00	(1,113.42) ↓	-66.67% ↓	556.58	1,670.00	(1,113.42) ↓	-66.67% ↓
Repairs and Maintenance	2,456.00	2,600.00	(144.00) ↓	-5.54% ↓	2,456.00	2,600.00	(144.00) ↓	-5.54% ↓
Total Operating Expenses	4,894.90	16,327.00	(11,432.10)	-70.02%	4,894.90	16,327.00	(11,432.10)	-70.02%
Net Profit								
Net Profit	(268.62)	(2,172.00)	1,903.38	87.63%	(268.62)	(2,172.00)	1,903.38	87.63%

PAYMENT SCHEDULE**Paihia War Memorial Hall****For the period 1 July 2025 to 31 October 2025**

Date	Description		
06 Jul 2025	NGAWATI Sophie	75.00	
13 Jul 2025	NGAWATI Sophie	75.00	
20 Jul 2025	Payment: Northern Care Ltd T/A Jae Northland	373.00	Carpet and mat cleaning
20 Jul 2025	Payment: Northland Cleaning Supplies	200.47	
20 Jul 2025	Payment: Northland Cleaning Supplies	33.03	
20 Jul 2025	NGAWATI Sophie	75.00	
27 Jul 2025	NGAWATI Sophie	75.00	
28 Jul 2025	Payment: Xero (NZ) Limited	86.25	
29 Jul 2025	Payment: Genesis	149.59	
03 Aug 2025	NGAWATI Sophie	75.00	
10 Aug 2025	NGAWATI Sophie	75.00	
14 Aug 2025	Payment: Topzand Marine Ltd T/A Far North Heat Pumps	540.00	Repair of leaking roof around heat pumps
17 Aug 2025	NGAWATI Sophie	75.00	
24 Aug 2025	NGAWATI Sophie	75.00	
26 Aug 2025	Payment: Xero (NZ) Limited	86.25	
27 Aug 2025	Payment: Genesis	144.51	
27 Aug 2025	Payment: NICHOLAS Carolyn	653.98	Paint
30 Aug 2025	Payment: NICHOLAS Carolyn	138.28	Paint
31 Aug 2025	NGAWATI Sophie	75.00	
07 Sep 2025	NGAWATI Sophie	75.00	
11 Sep 2025	Payment: Evoke Electrical Solutions Ltd	1,123.74	Outside light, conference fluros, heat pumps
14 Sep 2025	NGAWATI Sophie	75.00	
21 Sep 2025	NGAWATI Sophie	75.00	
25 Sep 2025	Payment: Genesis	137.76	
26 Sep 2025	Payment: Xero (NZ) Limited	95.45	
28 Sep 2025	NGAWATI Sophie	75.00	
05 Oct 2025	NGAWATI Sophie	75.00	
06 Oct 2025	Payment: WARD Belinda	30.00	Refund for duplicate hall hire payment
12 Oct 2025	NGAWATI Sophie	75.00	
19 Oct 2025	NGAWATI Sophie	75.00	
26 Oct 2025	NGAWATI Sophie	75.00	
28 Oct 2025	Payment: Xero (NZ) Limited	95.45	
28 Oct 2025	Payment: Genesis	124.72	
Total		5,287.48	

Profit and Loss

Paihia War Memorial Hall For the year ended 30 June 2026

	2026
Trading Income	
Hall Hire	4,150.00
Interest Received	476.28
Total Trading Income	4,626.28
Gross Profit	4,626.28
Operating Expenses	
Accounting fees	363.40
Cleaning	1,518.92
Electricity & Lighting	556.58
Repairs and Maintenance	2,456.00
Total Operating Expenses	4,894.90
Net Profit	(268.62)

Balance Sheet

Paihia War Memorial Hall

As at 8 November 2025

8 NOV 2025

Assets

Bank

Society Cheque	8,360.79
Total Bank	8,360.79

Current Assets

Accounts Receivable	560.00
Term 89	10,000.00
Term 90	20,000.00
Total Current Assets	30,560.00

Fixed Assets

Building Improvements	55,790.83
Furniture and Fittings	44,978.90
Less Accumulated Depreciation on Building Improvements	(42,819.77)
Less Accumulated Depreciation on Furniture and Fittings	(24,636.91)
Less Accumulated Depreciation on Plant and Equipment	(17,413.21)
Plant and Equipment	18,905.44
Total Fixed Assets	34,805.28

Total Assets	73,726.07
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Liabilities

Current Liabilities

Accounts Payable	168.92
Total Current Liabilities	168.92

Total Liabilities	168.92
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Net Assets	73,557.15
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Equity

Accumulated Funds	73,825.77
Current Year Earnings	(268.62)
Total Equity	73,557.15

Russell Town Hall 2024-25 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Russell Town Hall		
Physical address:	17 The Strand, RUSSELL		
Postal address:	7 Okiato Road, RD1 RUSSELL		
Booking Officer Name	Anne Mansfield		
Booking Officer Contact Info		Mobile:0272445317	Email: townhallrussell@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

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

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Once -AGM
How often did the Committee meet in the year?	11 times – 3 rd Monday of every month except for January
Date of the last AGM?	18/08/25

HALL INFORMATION	
Usage Data	
Number of bookings:	595
Number of estimated users:	16
Type of use	
Community (regular users):	Yoga, Pickleball, Pilates, Church Services, Movies, Craft Markets, Tai Chi, Exercise Classes
Casual (one off):	Weddings, Exhibitions, Funerals
Commercial:	
Hire rates (per hour)	
Community:	\$10 - \$15 per hour
Casual:	\$20 per hour
Commercial:	\$20 per hour
Other:	\$10-\$20 per hour
2024/2025 Financial Statement	Attached: Yes / No Yes
Building Warrant of Fitness	Photo attached as display in the hall : Yes
Evacuation Plan	Photo attached as display in the hall : Yes
Insurance - Contents	Yes Value: \$1000000
Improvements completed	New chairs, heatpumps, lighting in supper room
Maintenance completed	Electrical work.
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 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	Town Hall – Main Hall – capacity – ????? Town Hall Supper room/Kitchen – Capacity - 50
Kitchen facilities	Oven, dishwasher, fridge, “Zip” type water heater
Toilets	5 toilets - 1 disabled access, 2 women’s and 2 men’s
Disabled access	Main Hall – yes disabled access by side entrance Supper Room – yes disabled access by concrete ramp.
Parking	Public parking next to hall – 10 Otherwise parking on streets surrounding hall.
Furniture available	208 Chairs, trestle tables – 17 large, 9 small
Other facilities / assets available e.g.: stage, lighting, heating	Stage, Electric Fans, oil heaters, heat pumps

Checklist:

Yes	Form fully completed
No	Photo of BWOFF on display B-Rad Attached
No	Photo of Evacuation procedure on display – to be sent later
No	Copy of Audited Financial Accounts if relevant – not relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025
No	Other (funding report, funding requests)
No	Invite to attend the Community Board meeting

Thank you for your co-operation.

Balance Sheet

Russell Town Hall As at 30 June 2025

30 JUN 2025

Assets

Bank

Russell Town Hall	1,916.58
Russell Town Hall Committee	177,437.98
Total Bank	179,354.56

Current Assets

Withholding tax paid	1.65
Total Current Assets	1.65

Fixed Assets

Chair Purchase	2,101.05
Community Sports Equipment	2,076.90
Heat Pump Installation	14,966.80
Kitchen Appliances	3,819.00
Office Equipment	1,032.00
Total Fixed Assets	23,995.75

Total Assets	203,351.96
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Liabilities

Current Liabilities

Rounding	(0.54)
Total Current Liabilities	(0.54)

Total Liabilities	(0.54)
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Net Assets	203,352.50
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Equity

Current Year Earnings	18,968.69
Retained Earnings	184,383.81
Transfer from Wpac	12,500.00
Transfer To ANZ	(12,500.00)
Total Equity	203,352.50

Profit and Loss

Russell Town Hall For the year ended 30 June 2025

	2025
Trading Income	
Interest Income	9,760.81
Town Hall rental income	23,447.76
Total Trading Income	33,208.57
Gross Profit	33,208.57
Operating Expenses	
Bank Fees	0.57
Bookkeeping & Accounting	3,235.43
Cleaning	234.92
Cleaning Contractor	3,160.00
General Expenses	180.03
Repairs and Maintenance	6,080.10
Skedda Subscription	601.60
Xero Subscription	747.23
Total Operating Expenses	14,239.88
Net Profit	18,968.69



FIRECO
Building Compliance and Fire Safety

Fireco Limited

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

BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

THE BUILDING

Compliance schedule number: CS1273	Annual BWOF expiry date: 30 April 2026
Building Name: Russell Community Hall Street Address: 17 The Strand Russell PID/LLP: - Legal Description: LOT 15-16 Kororareka Domain Location of Building within site/block number: - Year First Constructed: -	Current Lawfully established use: Assembly Services Intended Life of building: - Level/unit number: - Maximum Occupancy Level: - Highest fire hazard category for building use: CA

THE OWNER

Name of Owner: Far North District Council Contact Person: Michelle Rockell Street Address/Registered Office: 9 Parnell Street, Rawene, 0443 Mailing Address: - 2Private Bag 752 Kaikohe 0440	Telephone (daytime): - Telephone (after-hours): - Mobile: - Facsimile: - E-mail: michelle.rockell@fndc.govt.nz Website: -
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THE AGENT

Name of Agent: Fireco Limited Contact Person: Ben Greyling Street Address/Registered Office: 10 Cameron Street Whangarei 0110 Mailing Address: PO Box 1517, Whangarei, 0140 Relationship to Owner: Duly authorised agent	Telephone (daytime): 0800 101 232 Telephone (after-hours): 0800 101 232 Mobile: 021 621 321 Facsimile: - E-mail: info@fireco.co.nz Website: www.fireco.co.nz
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SPECIFIED SYSTEMS

SS 4 – Emergency lighting systems SS 14/2 Signs	SS 15/2 Final exits SS 15/4 Signs for communicating
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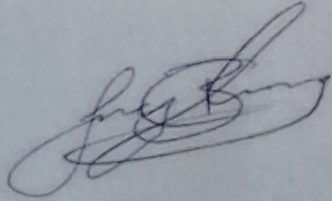
WARRANT

The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.

The compliance schedule is kept at: **Russell Community Hall in site folder**

ATTACHMENTS

☒ Certificates relating to inspections, maintenance and reporting (form 12A)
☐ Recommendations for amendments to the compliance schedule, if any.



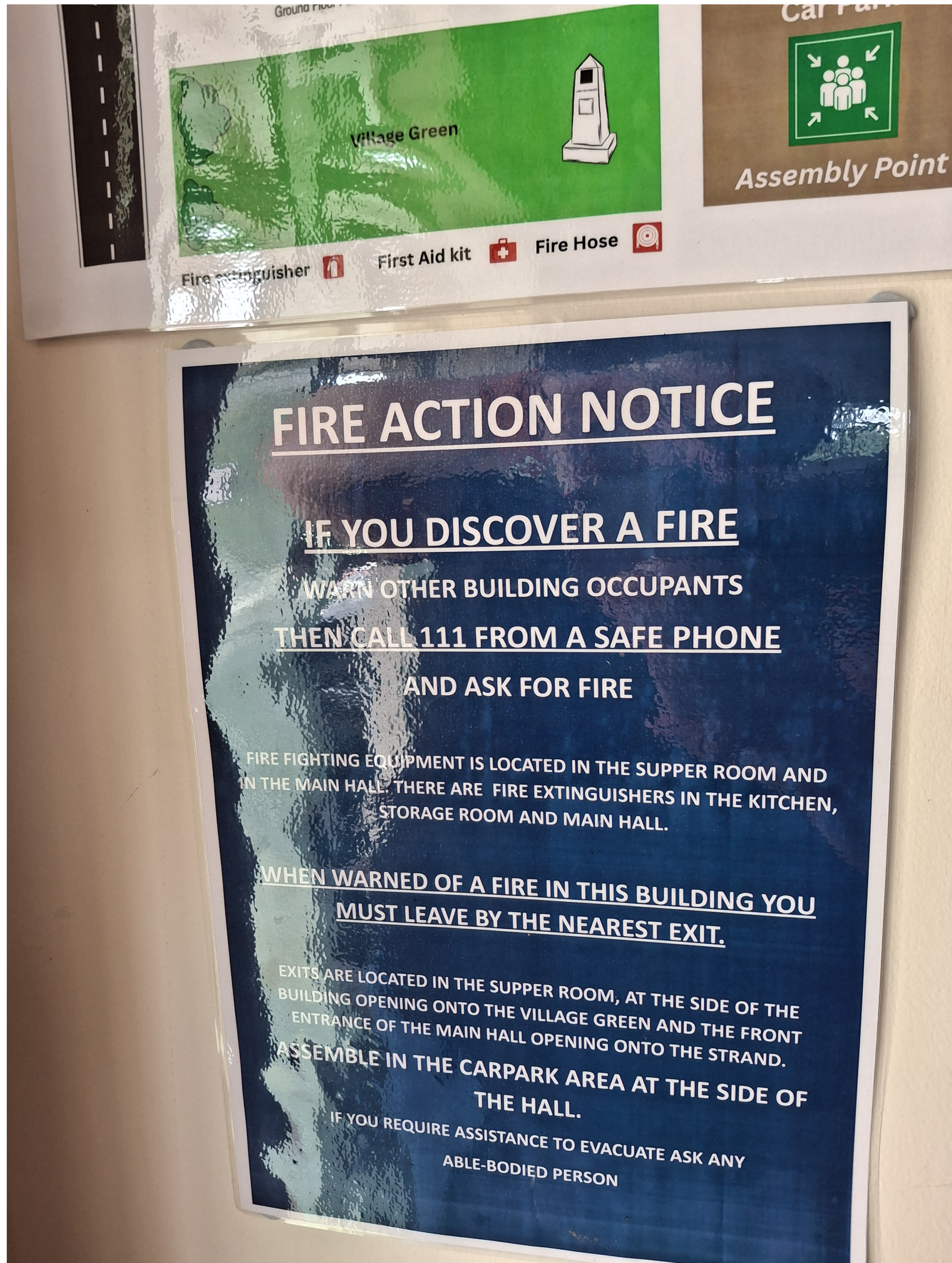
9 May 2025
Date

Signature of agent on behalf of the owner
Ben Greyling
Managing Director – Fireco Limited
Duly Authorised Agent



Item 8.3 - Attachment 2 - 2024 - 2025 Annual Information & Statistics Return - Russell Town Hall

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1st July 2024 - 30 Jun 2025.

①

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Totara North Hall		
Physical address:	3 School Rd Totara North.		
Postal address:	67 Campbell Rd Totara North 0479.		
Booking Officer Name	(Booking Officer will be added to our website) Dawn Griffiths.		
Booking Officer Contact Info	Ph.: 09 4050318	Mobile: 02102300805	Email: dawngriffiths00@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

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

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

(2)

COMMITTEE MEETING DETAILS	
How often does the ^{Hall} Committee meet annually?	Approx 10 times
How often did the Committee meet in the year?	6
Date of the last AGM?	6th August 2025 11th September.

HALL INFORMATION	
Usage Data	
Number of bookings:	240ish.
Number of estimated users:	1750.
Type of use	
Community (regular users):	Yoga pilates table tennis capoeira Use it on
Casual (one off):	Wedding Farewell School Events Bdays
Commercial:	
Hire rates (per hour)	
Community:	\$15 per hour.
Casual:	Individual case
Commercial:	Per Day \$20.
Other:	Evening \$80
2024/2025 Financial Statement	Attached: Yes / No B/S.
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	Kitchen Renovation.
Maintenance completed	
Other:	

(3)

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	80
Kitchen facilities	New Kitchen, Zip water heater Microwave Fridge/Freezer. Crockery etc.
Toilets	1 male - 1 female
Disabled access	Yes
Parking	Yes
Furniture available	10 fold away tables + chairs + pews
Other facilities / assets available e.g.: stage, lighting, heating	Heat pump

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	NA
Yes/No	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025	
Yes/No	Other (funding report, funding requests)	NA
Yes/No	Invite to attend the Community Board meeting	?

Thank you for your co-operation.

4

Transaction History
Standard Accounts

30 Jun 2025 to 30 Jun 2025
12-3091-0126867-00, Business Account

Page: 1

Date	Other Party	Particulars	Code	Reference	Withdrawals	Deposits	Balance
30 Jun 2025	Opening Balance						\$5,172.10
30 Jun 2025	Transfer	Correction	Hall	refund		\$188.00	\$5,360.10
30 Jun 2025	Closing Balance						\$5,360.10

Next Account Print Export Account Cancel

Transaction History
Standard Accounts

30 Jun 2025 to 30 Jun 2025
12-3091-0126867-50, Savings Plus Monthly

Page: 1

Date	Other Party	Particulars	Code	Reference	Withdrawals	Deposits	Balance
30 Jun 2025	Opening Balance						\$0,610.67
30 Jun 2025	CR INT TO 30/06/2025					\$2.89	\$0,613.76
30 Jun 2025	REWARD INTEREST					\$38.25	\$0,650.01
30 Jun 2025	IRD TAX ON INTEREST				\$17.61		\$0,632.40
30 Jun 2025	Closing Balance						\$0,632.40

EVACUATION NOTICE

1. ACTIVATE THE ALARM SIGNAL

Detail How: BREAK GLASS
PULL SWITCH

2. WHEN THE ALARM SIGNAL IS HEARD,
LEAVE BY THE NEAREST SAFE

EXIT

3. ASSEMBLE AT: CAR PARK
BEHIND THE TOILETS

4. CALL THE FIRE SERVICE

111

5. FIRE EXTINGUISHER LOCATED AT:

IN KITCHEN BY DOOR
IN HALL BY KITCHEN DOOR
IN HALL BY BACK DOOR

5. FIRE HOSE REEL LOCATED AT:

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.

2024-2025 WHANGAROA MEMORIAL HALL				
Physical address:	Leigh Street, KAEO			
Postal address:	P.O. Box 155 KAEO 0478			
Phone number:	C/- Eljon Fitzgerald 021-02206851 eljon.fitzgerald@gmail.com			
Booking Officer:	Carol Mosen 021-405270 2016kaeo@gmail.com			
After hours contact name:				
Afterhours Contact Info:				
Emergency Contact Name				
Emergency Contact Info				
HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee member				
Committee member				
Committee member				

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?	Usually between 8 -10 times annually and as required	
How often did the Committee meet in 2024/25?	3 times only – the hall has been closed for repairs for the past 6 months	
HALL INFORMATION 2024-2025		
Usage Data		
Number of bookings:	62	
Number of users:	7	
Type of use		
Community (<i>regular users</i>):	Gospel Hope Church (Tuesday & Sunday mornings) Kaeo Brazilian Ju Jitzu (Tuesday & Thursday evenings) Kaeo Rally Youth Group (Fortnightly Friday evenings) Kaeo Community flea market RSA annual ANZAC service Whangaroa Health Trust Kaeo Chess Club Te Touwai – Hemi Tapu Church Angela Peehi	
Casual (<i>one off</i>):	Capoeira Mandinga Waimahana marae Renee Manuel Grant Cole	
Commercial:	Ngāti Hine Health Trust – Maioro NZ Beef & Lamb (monthly meetings)	
Hire rates (per hour)		
Community:	\$25 half day \$50 full day \$65 day and evening	
Casual:	\$40 half day \$80 full day \$135 day and evening	
Commercial:	\$100 \$200	
Other:	Case by case basis	
2024/25 Financial Statement		
BWOF	Yes	Expiry Date: 30 April 2026
Insurance - Contents	No	Value: n/a
Improvements completed	Replacement panels to main hall interior walls where rot had appeared – this is due to a leaky roof that has been highlighted to the FNDC on many occasions	

Maintenance completed	Repairs to kitchen pump leak Repairs to hall blinds Clean-up of storage area and cabinets Clean-up of stage storage cupboards
Other:	Strategic planning Inventory of cups, crockery and kitchen utensils

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main hall capacity – 500 people
Kitchen facilities	Fully functional electric stove and oven Small fridge Cups, plates and dishes for up to 30 people Wall mounted electric hot water urn
Toilets	Disabled access unisex toilet in the foyer. 2 Male urinals and 2 male cubicles 2 Female cubicles
Disabled access	A disabled access ramp provides access into the hall
Parking	There is parking for up to 8 cars to park in front of and beside the hall. Additional road parking is available on quiet neighboring roads within a short 50m walk of the hall.
Furniture available	145 hall chairs 8 Seat trolleys 10 Portable plastic tables
Other facilities / assets available e.g.: stage, lighting, heating	Stage lighting and sound system (installed in 2020) Main Hall wall heaters (installed in 2023) Heat Pump in the Dining – entrance area (installed in 2023)

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

**WHANGAROA MEMORIAL HALL
STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDED 30 JUNE 2025**

INCOME	2024-2025	2023-2024
Hall hire	\$ 5,950	\$ 17,529
Rental of Office Space	\$ 5,200	\$ 5,200
Bond held	-	\$ -
Grants/Funding	-	\$ -
TOTAL INCOME	\$ 11,150	\$ 22,729
EXPENSES		
Cleaner/Rubbish	\$ 605	\$ 1,850
Cleaning Products	\$ 205	\$ 1,928
Hall Equipment	\$ -	\$ 7,532
Repairs & Maintenance	\$ 8,122	\$ -
Plant & Fixed Assets	\$ -	\$ -
Hire Costs and Refunds	\$ -	\$ 250
Insurance	\$ -	\$ -
General Expenses	\$ -	\$ 961
Bank Fees	\$ -	\$ -
Marketing	\$ -	\$ -
TOTAL EXPENSES	\$ 8,932	\$ 12,522
NET SURPLUS(DEFICIT)	\$ 2,220	\$ 10,206

GENERAL FUNDS AT START OF PERIOD

ASB Bank account balance @ 1 July 2024	\$ 19,596
Net Surplus (Deficit) for the period	\$ 2,218
ASB account balance @ 30 June 2025	\$ 21,814

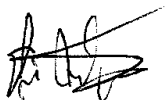
Signed by:

Date: 24/11/2025.

Treasurer – Carol Mosen



Signed by:



Date: 24 - Nov 2025.

Chairperson – Eljon Fitzgerald

2024-25 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Whangaroa Village Hall		
Physical address:	574 Whangaroa Road, Whangaroa		
Postal address:	C/- Box 211, Kaeo 0448		
Booking Officer Name	(Booking Officer will be added to our website) Cecilie Rooke (please no late calls, and note that we have restricted night-time use and alcohol)		
Booking Officer Contact Info	Ph.: 09 4050023	Mobile:	Email: ccrooke@slingshot.co.nz
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

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

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 per year?	Once
How often did the Committee meet in the year?	Twice
Date of the last AGM?	5 August 2024

HALL INFORMATION		
Usage Data		
Number of bookings:	Average 5-6 per week	
Number of estimated users:	8 to 10 per booking	
Type of use		
Community (regular users):	Coastguard, (weekly, no charge); 3 yoga groups (weekly), Friendship group (monthly), Old School Friends Group (monthly)	
Casual (one off):	11 in total. 3 private family functions, 1 AGM for Marina, Sport NZ meeting, a music session for children, 5 community meetings.	
Commercial:		
Hire rates (per hour)		
Community:	\$25 first hour, \$5 thereafter	
Casual:	As above	
Commercial:	As above (unless it is an extended time)	
Other:		
2023/2024 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		Tevo heater purchahsed and installed (safer, has an automatic cut-out when Hall is empty).
Maintenance completed		
Other:		FNDC holds details of insurance and BwoF and exit is marked. Building maintenance is done by the FNDC Please note we do not allow alcohol, and night-time use is by agreement with the commuttee because of neighbours.

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	30 persons
Kitchen facilities	Basic: stove, fridge, sink and bench, zip
Toilets	Public toilets are over the road.
Disabled access	Yes, ramp.
Parking	Public parking on waterfront.
Furniture available	Tables and chairs.
Other facilities / assets available e.g.: stage, lighting, heating	Tevo heater.

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.

DRAFT MINUTES

Whangaroa Hall Committee AGM

11am 15 August 2025

The meeting was opened at 11am with a welcome and blessing by Denis Winters.

Present

Denis Winters (chair), Melanie Chandler-Winters, Cecilie Rooke, Sam Murray (secretary/treasurer), Kathy Heath, Terry Peterson.

Apologies

Mary Hughes, Yvonne Rowe, Bruce Mills, Eljon Fitzgerald, Beth Shepherd, Marion Jenkins, Brenda Jenkins, Gaylene Harrison, Jan Wright.

Motion that the apologies be accepted.

Moved Kathy Heath, seconded Sam Murray

Chairpersons report

Denis Winters expressed his gratitude to everyone that assists with the Hall's upkeep and administration. The chairpersons report is attached, items of note are:

The slippage behind the hall continues to be the main issue for the Hall. Engineering checks were done and the temporary drainage improved. Denis Winters is continuing to deal with the FNDC.

The FNDC have again been asked to keep the surrounding area tidy (the contractors are often not mowing round the hall properly). They have recently washed the building and also installed a new water-heater. They will be asked if they will fund a second room heater.

The register of bookings shows that useage of the Hall is high and shows that the bulding is filling a community need.

Motion that chairpersons report be accepted.

Moved Kathy Heath, seconded Melanie Chandler-Winters. Passed.

Minutes of 2024 AGM

Motion that Minutes of 2024 AGM be accepted.

Moved Melanie Chandler-Winters, seconded Kathy Heath. Passed.

Financial report

The meeting looked at Term Deposit (rather than Serious Saver) with view to transferring money. The increased interest does not justify the time and effort to change it, and we will review at next AGM.

The signatories to the account are Melanie Chandler-Winters, Sam Murray, and Denis Winters. There was a discussion on how any perceived conflict of interest is managed: the primary account signatory is the Secretary/Treasurer (currently Sam Murray) and the Treasurer sets up any payment to be authorised by one of the other two signatories.

Motion that financial report be accepted.

Moved Kathy Heath, seconded Melanie Chandler-Winters. Passed.

Election of officers and committee

Motion that the incumbent officers remain in place (Denis Winters as Chair, and Sam Murray as Secretary/Treasurer), and like previous years, all attendees/apologies be “the Committee”.

Moved Kathy Health, seconded Cecilie Rooke. Passed.

AGM closed at 11.30am.

Signed: _____

Date: _____

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	WAIPAPA Community Hall		
Physical address:	14 Waipapa Loop Road, WAIPAPA		
Postal address:	c/- Secretary, P O Box 266 KERIKERI, 0293		
Booking Officer Name	Peter Holmes		
Booking Officer Contact Info	Ph.:	Mobile:	holmesathome@xtra.co.nz
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

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

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

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Quarterly + AGM
How often did the Committee meet in the year?	August, November, February, May
Date of the last AGM?	21 st August 2024, - 20 th August 2025

HALL INFORMATION		
Usage Data		
Number of bookings:	Y.End 30.06.25 - 397	
Number of estimated users:	17	
Type of use		
Community (regular	11	
Casual (one	5	
Commercial	1	
Hire rates (per hour)		
Communit	\$ 10 per hour	
Casual:	\$25 per hour	
Commercial	\$25 per hour	
Other:	Casual Users are charged up to \$200 bond – refundable if satisfactory following inspection	
2024/2025 Financial Statement	Attached: Yes	
Building Warrant of Fitness	Photo attached as display in the hall : Yes	
Evacuation Plan	Photo attached as display in the hall : Yes	
Insurance - Contents	No	Value:
Improvements completed		
Maintenance completed	<u>See below</u>	
Other:	A section of the Floor in the Main Hall is “sagging” and needs urgent attention - this to prevent major repairs being necessary in future and avoid injury by users of the Hall. Council have been made aware of this issue for over a year– to date there has been no consistency in their follow-up, or details of plans for addressing the issue.	

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

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main Hall – capacity 120 Meeting/Supper Room - capacity -20 (seated)
Kitchen facilities	Fridge (recent purchase), oven, zip water heater, microwave, fire extinguisher, sundry crockery
Toilets	Female, male, disabled – all separate
Disabled access	Ramps to all exits, passages suitable for wheelchair access
Parking	6 reserved spaces beside the Hall , 1 designated disabled space Extra parking in adjoining cul –de-sac
Furniture available	Chairs, tables, including trestles (various sizes) , 15 platform sections for stage (20sq.m when built)
Other facilities / assets available e.g.: stage, lighting, heating NOTE – DETAILED ITEMISED INVENTORY UPDATED AND HELD ON FILE – DECEMBER 2024	2 heat pumps, 6 ceiling fans, 3 wall heaters, stage curtains, 2 ballet bars, 5m x 1.75m fixed wall mirror, drop-down screen, stereo system, 2 storage rooms – lockable for regular users who hold keys. 3 storage cupboards – 2 for regular users, 1 for Committee 1 utility room – Cleaner has sole access. 1 utility room – for public use First Aid box – in kitchen, available for public use (use front door key) ,2 smoke alarms . 13 drop down fluoro lights in main hall (all in working)

Checklist:

Yes	Form fully completed
Yes	Photo of BWO on display
Yes	Photo of Evacuation procedure on display
	Copy of Audited Financial Accounts if relevant – not relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2024 – 30 June 2025
	Other (funding report, funding requests) - not relevant
No	Invite to attend the Community Board meeting -

Thank you for your co-operation.

WAIPAPA HALL COMMITTEE - FINANCIAL SUMMARY YEAR END 30TH JUNE 2025

<u>INCOME</u>	2025	2024
Hall Hire	8235.00	9655.00
Power (meters)	10.00	232.00
Sundry		
Interest trfd from Bond Account	4.19	2.13
Bonds Received	320.00	430.00
Contribution from FNDC		4083.00
towards Aircon units		
Total Income	<u>8569.19</u>	<u>14402.13</u>

EXPENSES

Reviewer's Fee	50.00	50.00
Stationery	123.19	216.33
Cleaner	4680.00	4680.00
Cleaning Expenses	392.57	187.47
Booking Clerk	1440.00	1395.00
Treasurer	1080.00	1035.00
Chairman	600.00	575.00
Repairs & Maintenance	148.66	364.58
Bond Refund	70.00	70.00
Fridge Purchase	240.00	
Website Annual Fee		117.30
Keys Cut	51.00	13.96
Sundry	57.95	122.84
Trf to Bond A/c	250.00	360.00
2 x Heating units		8556.00
Total Expenses	<u>9183.37</u>	<u>17743.48</u>

<u>Excess Income/Expenditure</u>	<u>614.18</u>	<u>-3341.35</u>
---	----------------------	------------------------

Society Account - Bank Reconciliation

Opening Balance 1st July 2024	1838.00	5179.35
Plus Excess Income/Expenditure	<u>-614.18</u>	<u>-3341.35</u>
Closing Balance 30th June 2025	<u>1223.82</u>	<u>1838.00</u>

Bond (Accelerater) Account - Bank Reconciliation

Opening Balance 1st July 2024	464.19	192.13
Int trf. To Society Account	-4.19	-2.13
	460.00	190.00
Bonds received Key General	<u>250.00</u>	<u>630.00</u>
	<u>710.00</u>	<u>820.00</u>
Refunded	<u>510.00</u>	<u>360.00</u>
	<u>200.00</u>	<u>460.00</u>
Interest earned during year	5.18	4.19
Closing Balance	<u>205.18</u>	<u>464.19</u>

PTO

Balance Sheet as at 30th June 2025		
		2024
Cheque Account balance	1223.82	1838.00
Debtors 30th June 2025	<u>670.00</u>	<u>1000.00</u>
	<u>1893.82</u>	<u>2838.00</u>
Creditors - Waipapa Indoor Bowls	90.00	30.00
	<u>1803.82</u>	<u>2808.00</u>
<u>Debtors as at 30th June 2025</u>		
Kerikeri Somatic Dance	20.00	
Boot Scootin with Jo	350.00	
Dance Beat	50.00	
Carey Bramley - Pilates	40.00	
O2Dnce	40.00	
KKCLA	60.00	
Waikeri Social Bowls Club	80.00	
Bryan Gibson	<u>30.00</u>	
	670.00	

WAIPAPA HALL COMMITTEE - FINANCIAL SUMMARY YEAR END 30TH JUNE 2023

<u>INCOME</u>	Y/E 30 June 2023	Y/E 30 June 2022
Hall Hire	9310.00	3775.00
Power (meters)	60.00	
Sundry	20.00	
Interest		3.14
Bonds Received	720.00	
Total Income	<u>10110.00</u>	<u>3778.14</u>
<u>EXPENSES</u>		
Audit Fee	100.00	100.00
Stationery	110.90	
Cleaner	3672.00	3662.00
Cleaning Expenses	386.64	98.05
Booking Clerk	890.00	660.00
Treasurer	630.00	540.00
Chairman	350.00	250.00
Repairs & Maintenance	439.68	5506.16
Bond Refund		200.00
Hall hire refund		100.00
Donation(Gardening,Painting)	200.00	
Website Annual Fee	82.70	
Keys Cut	70.48	
Sundry	25.00	43.50
Trf to Bond A/c	720.00	
Total Expenses	<u>7677.40</u>	<u>11159.71</u>
Excess Income/Expenditure	2432.60	

Society Account - Bank Reconciliation

Opening Balance 1st July 2022	979.55
Debtors -June 2022 paid	<u>830.00</u>
	1809.55
Trf from 56. Account	<u>1047.20</u>
	2856.75
Trf of Bonds held to Bond A/c	<u>110.00</u>
	2746.75
Plus Excess Income/Expenditure	<u>2432.60</u>
Closing Balance 30th June 2023	<u>5179.35</u>

Accelerater Account - Bank Reconciliation

Opening Balance 1st July 2022	1047.01
Interest earned	0.19
	<u>1047.20</u>
Trf to Society Account	1047.20
	Nil
Trf from Society Account - Bonds	110.00
Bonds received Key	120.00
General	<u>600.00</u>
	<u>830.00</u>
Refunded	<u>640.00</u>
	190.00
Interest rec'd	2.13
Closing Balance	<u>192.13</u>

BALANCE SHEET AS AT 30TH June 2023

Cheque Account balance	5179.35
Debtors 30th June 2023	<u>1100.00</u>
	<u>6279.35</u>
Creditors	Nil

Debtors as at 30th June 2023

Kerikeri Ecstatic Dance	215.00
Cook	185.00
Celtic Band	45.00
Boot Scootin	180.00
O2DNCE	50.00
Dance with Rebecca	100.00
KKCLA	60.00
Dance Beat	80.00
Capioera Aotearoa	60.00
Bramley Pilates	40.00
Ferris Ballet	<u>85.00</u>
	<u>1100.00</u>

• Web: www.fireco.co.nz
 • PO Box 1517, Whangarei

BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

THE BUILDING

Compliance schedule number: CS1623	Annual BWOF expiry date: 28 March 2026
Building Name: Waipapa Hall Street Address: 14 Waipapa Loop Road, Waipapa 0295 Legal Description: LOT 1 DP 32087 BLK X KERIKERI SD - HALL Location of Building within site/block number: - Year First Constructed: -	Current Lawfully established use: Assembly Service Intended Life of building: - Level/unit number: - Maximum Occupancy Level: -254 Highest fire hazard category for building use: CA

THE OWNER

Name of Owner: Far North District Council Contact Person: Michell Rockell Street Address/Registered Office: 14 Waipapa Loop Road, Waipapa 0295 Mailing Address: Private Bag 752 Kaikohe 0440	Telephone (daytime): - Telephone (after-hours): - Mobile: - 0272718167 Facsimile: - E-mail: michelle.rockell@fndc.govt.nz Website: -
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THE AGENT

Name of Agent: Fireco Limited Contact Person: Ben Greyling Street Address/Registered Office: 10 Cameron Street Whangarei 0110 Mailing Address: PO Box 1517, Whangarei, 0140 Relationship to Owner: Duly authorised agent	Telephone (daytime): 0800 101 232 Telephone (after-hours): 0800 101 232 Mobile: 021 621 321 Facsimile: - E-mail: info@fireco.co.nz Website: www.fireco.co.nz
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SPECIFIED SYSTEMS

SS 2 - Automatic or Manual emergency warning systems SS 4 - Emergency lighting systems SS 14/2 Signs	SS 15/2 Final exits SS 15/4 Signs for communicating
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WARRANT

Inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.

The compliance schedule is kept at: **Waipapa Hall Site Folder**

ATTACHMENTS

Certificates relating to inspections, maintenance and reporting (form 12A) Recommendations for amendments to the compliance schedule, if any.	
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Signature of agent on behalf of the owner

Ben Greyling

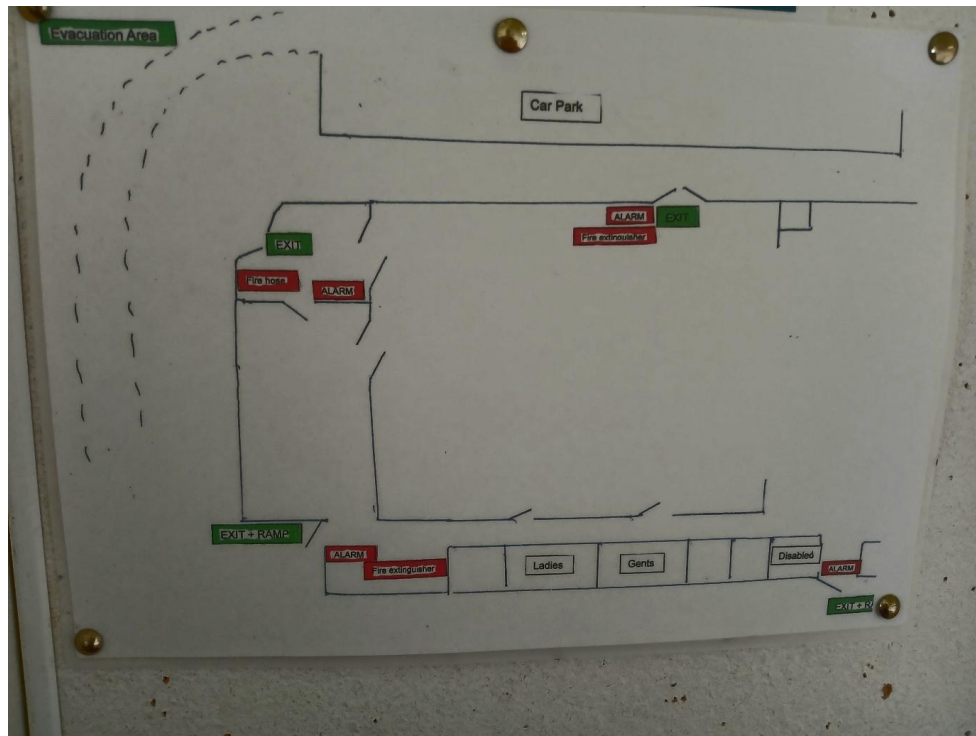
Managing Director – Fireco Limited

Duly Authorised Agent

1 May 2025

Date

Evacuation details – Waipapa Hall



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.

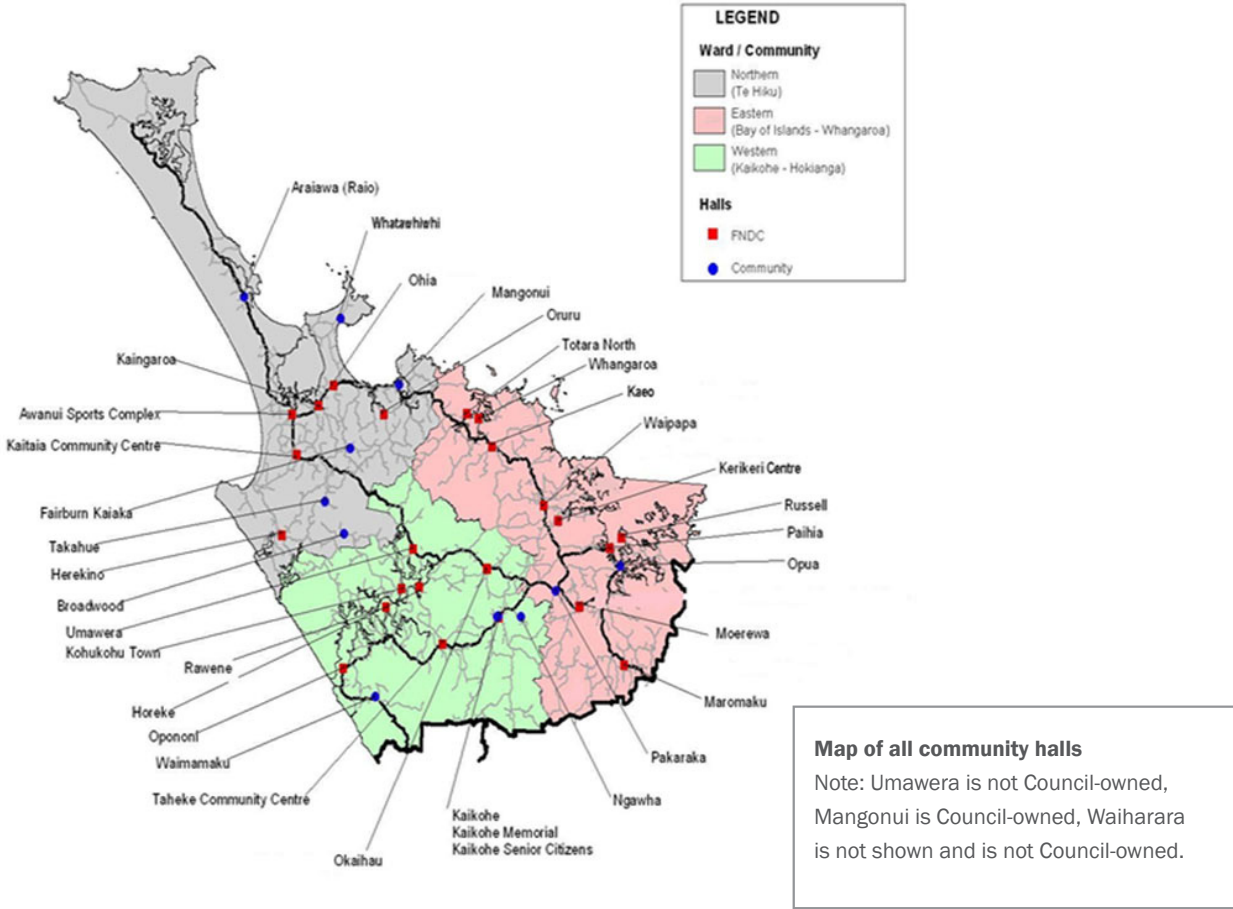
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

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: Opuia, 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 [Kao].
- 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 [BWO], 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.

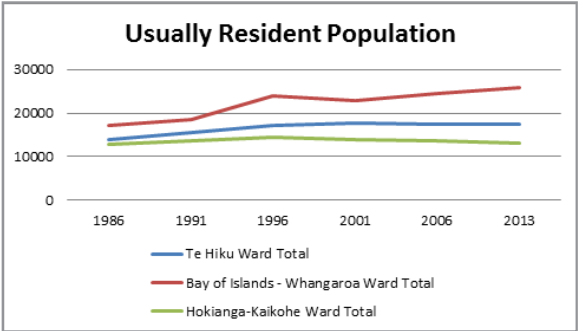
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

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, Opuā, 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 lead 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 then 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:

- 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.
- 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.
- 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.
- 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.
- 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:

- Determine the communities current and future needs.
- Provide the facility to meet the needs.
- Ensure the building is compliant for its intended use.
- Monitor and provide to Council usage records.
- Manage income and expenditure and report to Council.
- Put forward repairs and maintenance/renewal schedules for Council consideration.
- 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:

- Determine the communities current and future needs.
- Provide the facility to meet the needs.
- Ensure the building is compliant for its intended use.
- Monitor and provide to Council usage records.



- Manage income and expenditure and report to Council.
- 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:

- The community has demonstrated a need and demand.
- A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.
- The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).
- 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.
- Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.
- 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.

APPENDIX

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.

APPENDIX

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

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

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12 November 2025

The Horeke Hall Committee

Email : mark@lestersofwhitford.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaeo Memorial Hall Committee

Email : eljon.fitzgerald@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaikohe Senior Citizens Hall Committee

Email : lwitehira@xtra.co.nz

RE: Annual Hall Information and Statistics Return

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Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Kaingaroa Hall Committee

Email : markatkinson023@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Kohukohu Town Hall Committee

Email : john@kohukohu.com

RE: Annual Hall Information and Statistics Return

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- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Te Hiku o te Ika | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029

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12 November 2025

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

RE: Annual Hall Information and Statistics Return

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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.

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12 November 2025

The Mangonui Hall Committee
Email : lynpooley13@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Okaihau Hall Committee

Email : 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

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Rawene Hall Committee
Email : rawenehall@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Russell Town Hall Committee

Email : townhallrussell@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Opononi Memorial Hall Committee

Email : opononihall@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Taheke Hall Committee

Email : 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

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12 November 2025

The Waipapa Hall Committee
Email : sharkbait@outlook.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Whangaroa Village Hall Committee
 Email : melden.stepping.s@xtra.co.nz

RE: Annual Hall Information and Statistics Return

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2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Cherry Park House		
Physical address:	160 Landing Road, Kerikeri 0230		
Postal address:	N/A		
Booking Officer Name	(Booking Officer will be added to our website) Penny Lawty		
Booking Officer Contact Info	Ph.:	Mobile: 0272481834	Email: bookings.cherryparkhouse@gmail.com
Afterhours Contact Name	dto		
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	to be confirmed			
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?	4-5 times
How often did the Committee meet in the year?	5 times
Date of the last AGM?	27.04.2026

HALL INFORMATION		
Usage Data		
Number of bookings:	25 groups, well over 60 per month	
Number of estimated users:	300-400	
Type of use		
Community (regular users):	yes	
Casual (one off):	no	
Commercial:	no	
Hire rates (per hour)		
Community:	\$5 per room per hour	
Casual:	NA	
Commercial:	NA	
Other:	NA	
2024/2025 Financial Statement		Attached: Yes
Building Warrant of Fitness		Photo attached as display in the hall : No
Evacuation Plan		Photo attached as display in the hall : Yes
Insurance - Contents	No	Value:
Improvements completed		
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	50 max
Kitchen facilities	yes, hot water, stove,oven, fridge, sink, cupboards
Toilets	2
Disabled access	yes, ramp
Parking	for at least 20
Furniture available	cupboards, tables and chairs
Other facilities / assets available e.g.: stage, lighting, heating	2 airconditioners

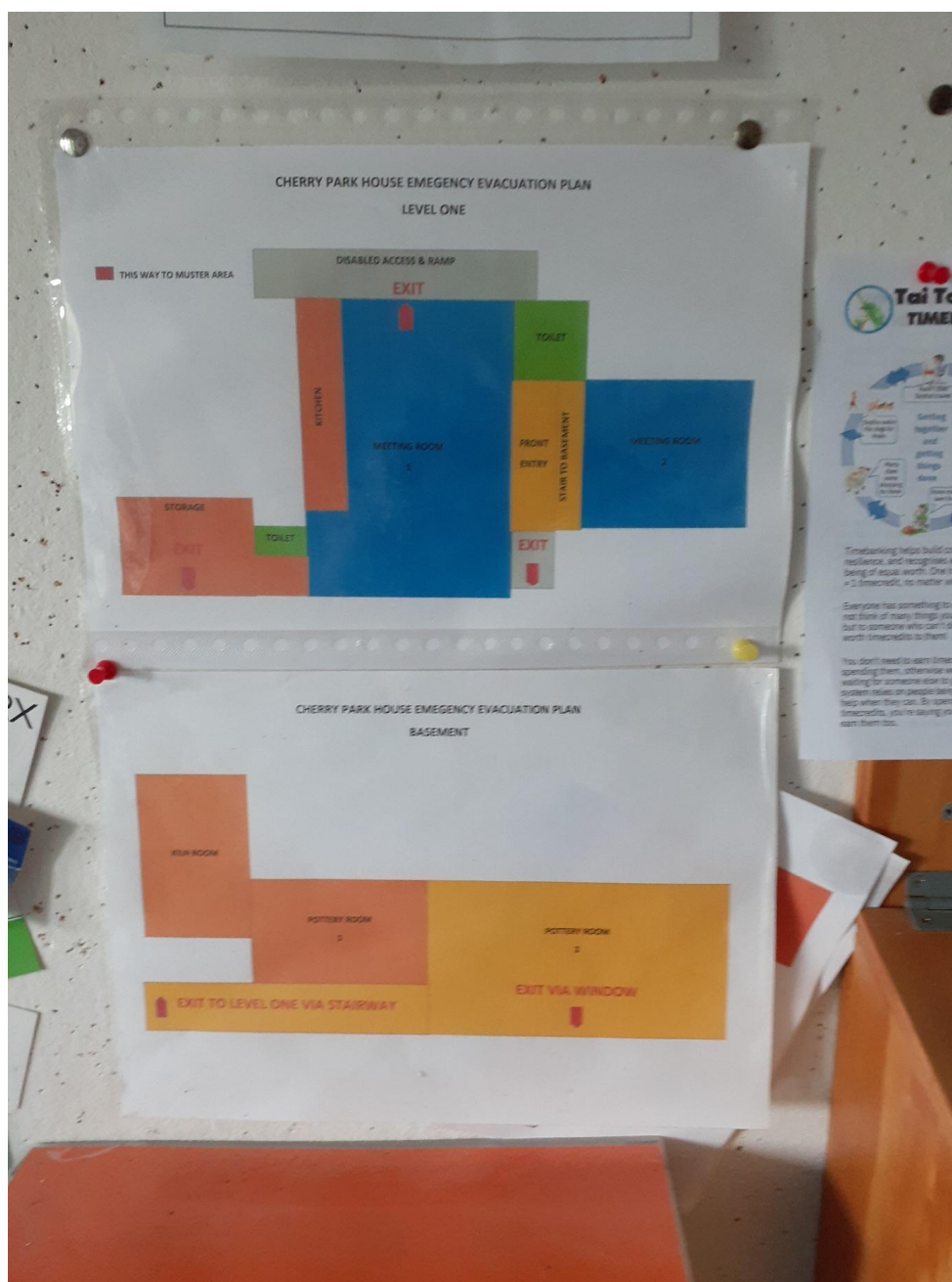
Checklist:

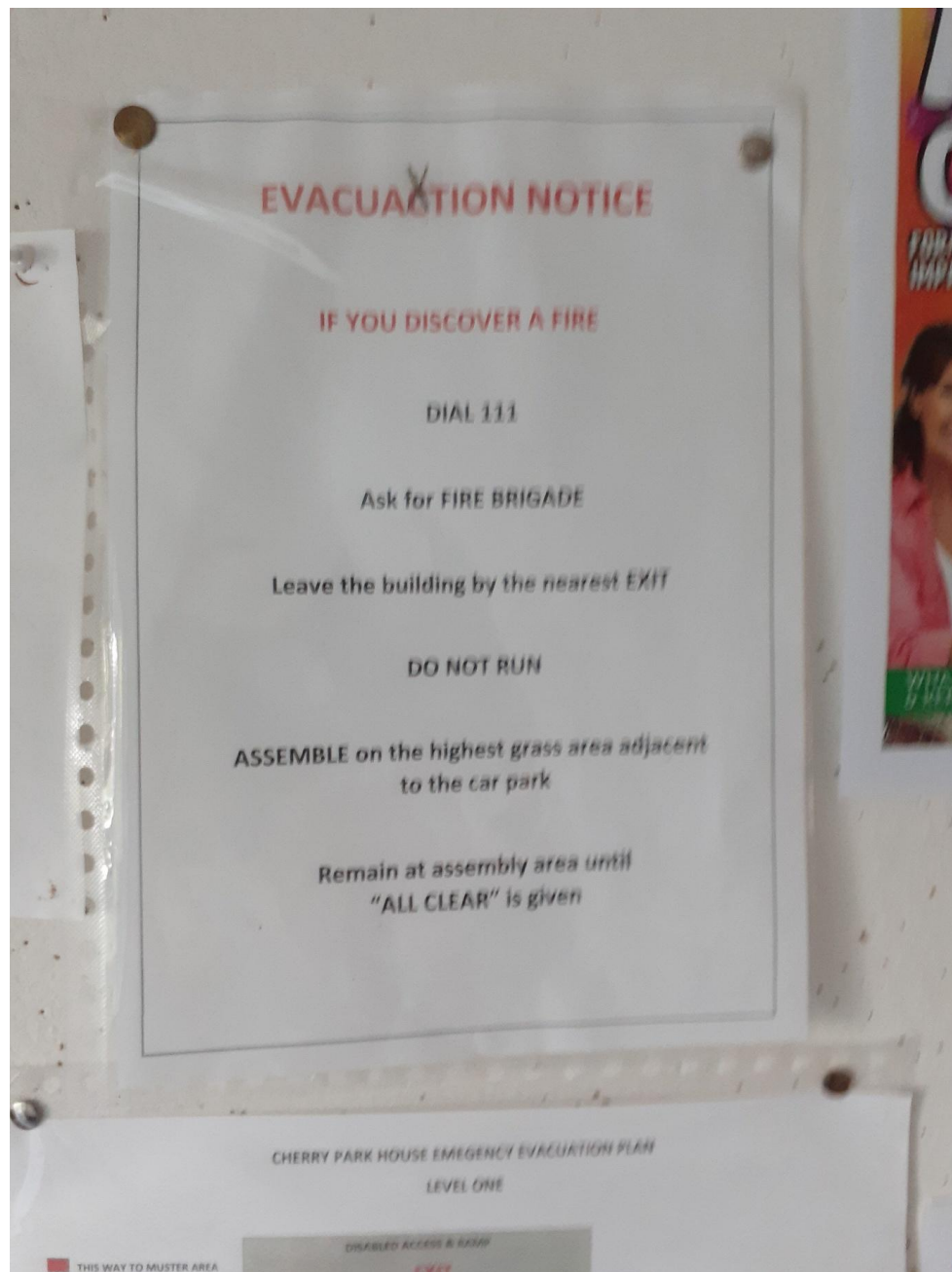
Yes	Form fully completed
No	Photo of BWOF on display
Yes	Photo of Evacuation procedure on display
/No	Copy of Audited Financial Accounts if relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
No	Other (funding report, funding requests)
/No	Invite to attend the Community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

Thank you for your co-operation.

Bank Balance for Business Account on	1/7/2024: \$ 17,577.93 30/6/2025: \$ 8,100.20
Bank Balance for Savings Account on	1/7/2024: \$ 11,034.69 30/6/2025: \$ 21,517.99
Total	1/7/2024: \$ 26,612.62 30/6/2025: \$ 29,618.19

We had done all our accounting from January to December and switched last year to a April to March accounting in line with the financial year accounting in common use.





8.4 TE HONO GROUP ANNUAL OPERATIONAL REPORT

File Number: A5823428

Author: Llani Harding, Pouhautū - Manager - Te Hono

Authoriser: Aaron Taikato, Manuhautū Te Hono – Group Manager Te Hono

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide the Bay of Islands-Whangaroa Community Board with an annual operational group report for Te Hono.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Te Hono is the Māori Engagement group for FNDC. The group is responsible for engaging with whānau, hapū, iwi, marae, rōpū and hapori across the district.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives Te Hono Group Annual Operational Report.

TĀHUHU KŌRERO / BACKGROUND

Te Hono also provide expert tikanga advice and support to elected members, staff, contractors and internal groups of FNDC and our CCOs. Te Hono also supports FNDC groups to implement Te Pae o Uta across the organisation, as well as supporting Whenua Māori enquiries.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

TĀHUHU KŌRERO / BACKGROUND

Te Hono also provide expert tikanga advice and support to elected members, staff, contractors and internal groups of FNDC and our CCOs. Additionally, Te Hono supports FNDC groups to implement Te Pae o Uta across the organisation, as well as supporting Whenua Māori enquiries.

Te Pae o Uta – Implementation and Monitoring:

Te Pae o Uta was formally adopted by Council in September 2023 alongside the Reo and Tikanga Policy.

A nine-month sprint was undertaken to ensure a 1 July, 2024 implementation phase of activation. Staff were supported through this phase in understanding, developing and delivering 3 goals per team.

Throughout the design and implementation phase of Year 1 goals, staff made recommendations to further enhance the learning and understanding of Council through the development of targeted strategies and actions plans.

Te Pae o Uta focuses on guiding and supporting staff to respond to the needs of Māori.

The Far North District Māori population of over 52% is the primary driver in ensuring that FNDC work is fit for purpose for the district we serve.

Te Hono are the unit responsible for monitoring and reporting Te Pae o Uta progressions, however, each group are responsible for owning their goals and ensuring staff within the group are aware of their commitments.

All Council teams provide status updates to Te Hono on their Te Pae o Uta goals. In addition, all group managers provide a Te Pae o Uta update in their Operational report to Council. Te Hono provide a weekly drop-in service for all Te Pae o Uta or Te Hono related queries.

Te Pae o Waho monitoring and reporting:

Te Pae o Waho is the Reo Māori and Tikanga course offered to staff. The aim is to build Te Reo capability, competency and confidence when engaging with Māori.

The course has three levels, and staff are required to work their way through the course during their time at Council.

Te Pae o Waho is delivered by Te Hono staff and is available year-round across all three major FNDC work sites to staff and is offered to our CCO partners.

Te Pae o Waho Annual Stats

	Annual total	Intake 1 Aug-Oct 2025	Intake 2 Oct-Dec 2025	Intake 3 Feb-Apr 2026	Intake 4 Apr-Jun/July 2026
Classes	340	80	90	90	80
Enrolments	206	51	45	72	38
Completed	91	39	21	31	35 in progress
Did not complete	60	10	19	31	35 in progress
Withdrawn	20	2	5	10	3

Intake 4 – last classes on **2nd July 2026**

Te Pae Waiata:

Te Pae Waiata gives staff of FNDC guidelines for improving waiata to tautoko speakers for the many ceremonies hosted by Council. This empowers Te Ao Māori in all aspects of work undertaken by the Far North District Council.

Participation Statistics

<u>Month</u>	<u>Participants</u>
July 2025	15
August	15
September	9
October	50
November	9
December	25
January 2026	15

February	25
March	27
April	50
May	10
June 2026	

Total Participants Engaged (July 2025-June 2026): 127

Hapū Engagement Strategy:

Te Hono have developed an internal strategy that guides our Hapu engagement for Council.

The purpose of this strategy is to guide consistent, high-quality engagement between Council and hapū and marae across the district, and to embed Te Ao Māori and Te Tiriti partnership practice into council's day to day work. It applies to all staff and contractors involved in planning, projects, policy, operations, and decision making that may affect Māori communities, whenua, wai, taonga, or marae. This strategy sits under the Long Term Plan, Te Pae o Uta (Te Ao Māori framework), and Council's Significance and Engagement Policy.

It is an internal strategy for staff and elected members.

Engagement Statistics

- **Kaikohe – Hokianga Ward**
 - Hapū Engaged- 16
 - Iwi Engaged- 2
 - Marae Engagement Hui- 2 (Kokohuia Marae, Kohewhata Marae)
- **Te Hiku Ward**
 - Hapū Engaged- 15
 - Iwi Engaged- 5
 - Marae Engagement Hui -2 (Waimanoni Marae, Roma Marae)
- **Bay of Islands-Whangaroa Ward**
 - Hapū Engaged- 17
 - Iwi Engaged- 3
 - Marae Engagement Hui- 2 (Ōtiria Marae, Te Tii Waitangi Marae)

Whenua Māori Programme Delivery:

The purpose of this work programme is to provide a coordinated, specialist approach to managing whenua Māori-related matters across council, in response to evidence that a majority of Māori-related issues engaging council systems relate to Māori Freehold Land.

The programme guides how the Whenua Māori Specialist supports whānau, hapū, iwi, and council staff to navigate council processes, statutory requirements, rating matters, and development pathways relating to whenua Māori.

This programme applies to all council activities where whenua Māori, Māori Freehold Land, Treaty Settlement Land, or associated interests are affected, including customer services, rates, regulatory services, planning, infrastructure, policy development, and governance reporting.

This is an internal programme for affected staff.

Whenua Māori Statistics

Māori Land Correspondence via RFS	441
Māori Freehold Land Online Registrations	18
Onsite Customer Hui	108
Offsite customer Hui	44
Inhouse Training held	10
Engagement Hui	3
Applications (01 Balance of land unused remission and 02 Papakāinga remissions)	11

Wider Council Contribution and Support:

Te Hono also contribute to wider work programmes across Council including support for Civic Engagement and supporting wider council teams to undertake their mahi.

Highlights:

- July- Signed Mana Whakahono a Rohe with Te Rūnanga ā Iwi o Ngāpuhi
- September – Signed Mana Ōrite Relationship agreement with Te Rūnanga o Whaingaroa
- Supporting Waitangi, Māngūngū and Kaitiāia Treaty Signing Commemorations.
- Civic Education and Electoral support
- Elected Member Pōwhiri
- Quarterly New Starters Pōwhiri/Long Service/Love Your Work Awards and Te Pae o Waho Graduation Hui
- Citizenship Ceremonies
- Cadetship Welcomes and Graduation Ceremonies

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

That the Community board receive this report

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

There are no financial implications in this report

ĀPITI HANGA / ATTACHMENTS

Niil

8.5 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**File Number: A5865450****Author: Imrie Dunn, Democracy Advisor****Authoriser: Aisha Huriwai, Manager - Democracy Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding open resolutions arising from meetings.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Open resolutions are a mechanism to communicate progress against decisions/resolutions.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Open resolution reports provide regular updates on progress against decisions made at meetings.

Open resolution reports have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Group Managers will assist in recording and following up outstanding open resolutions and action points 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. Democracy Services staff will support the process by generating reports.

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

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 Resolution Report - A5888373  

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Monday, 27 July 2026 2:17:25 pm Date From: Date To:	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 17/12/2025	Proposed Sites for Replacement Motorhome/Caravan Dump Station	RESOLUTION 2025/129 Moved: Chairperson Belinda Ward Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board: a) Endorses Te Puāwaitanga as a suitable site for development of a replacement Motorhome & Caravan Dump station subject to further investigations into effective treatment of concentrated wastewater. b) Requests the Chief Executive to continue investigations into the viable treatment options and, if appropriate, proceed with the final design and construction at Te Puāwaitanga. CARRIED	19 Feb 2026 11:12am Action reassigned to Proctor, Tanya by Dunn, Imrie - Advised to change all actions to GM for oversight. 26 Mar 2026 3:21pm response from Jeanette England: Asset Manager (District Facilities); Further investigations have now been completed. Final design progressing for construction in next LTP. 24 Jun 2026 9:55am No further update provided from staff 27 Jul 2026 2:09pm Staff have advised that they are currently investigating alternative sites and no further update is available at this stage.
Bay of Islands-Whangaroa Community Board 7/05/2026	Bay of Islands-Whangaroa Community Hall 2024/2025 Annual Information.	RESOLUTION 2026/51 Moved: Chairperson Belinda Ward Seconded: Deputy Tyler Bamber That the Bay of Islands Whangaroa Community Board leave to lie the report Bay of Islands-Whangaroa Community Hall Annual Information 2024-2025 to await staff attendance. CARRIED <i>Note: Cherry Park House to be sent the request form to receive their annual information.</i>	19 May 2026 1:14pm Reports were left to lie and will come back to the July meeting once information requested by the board is received 25 May 2026 1:33pm Cherry Park House had not previously been included, as it was not part of the Halls and Facilities Strategy. An email has been sent requesting the relevant information, which will be provided for inclusion in the report mentioned above. 03 Jul 2026 8:29am This report has been deferred to August, as the Community Board has requested that Cherry Park House also be included. Cherry Park House was not previously included, as it did not form part of the Halls and Facilities Strategy. The requested information was received after the reporting deadline, so the report will be updated to include Cherry Park House for the August CB meeting.
Bay of Islands-Whangaroa Community Board 7/05/2026	2024-2025 BOI-Whangaroa Community Board Report - Domain Management Committees	RESOLUTION 2026/50 Moved: Deputy Tyler Bamber Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board leave to lie the report for Bay of Islands-Whangaroa Domain Management Committees Annual Information 2024-2025 to await staff attendance. CARRIED	25 May 2026 1:32pm This report has been deferred to July, as the Community Board has requested that Cherry Park House also be included. The Hall had not previously been included, as it was not part of the Halls and Facilities Strategy. An email has been sent requesting the relevant information, which will be provided for inclusion in the report. 03 Jul 2026 8:28am

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Monday, 27 July 2026 2:17:25 pm Date From: Date To:	
Meeting	Title	Resolution	Notes
			This report has been deferred to August, as the Community Board has requested that Cherry Park House also be included. Cherry Park House was not previously included, as it did not form part of the Halls and Facilities Strategy. The requested information was received after the reporting deadline, so the report will be updated to include Cherry Park House for the August CB meeting. 24 Jul 2026 2:57pm Report will be brought back to the September meeting as advised by staff they are awaiting more information
Bay of Islands-Whangaroa Community Board 4/06/2026	Taupō Bay Steps - Terms of Reference	RESOLUTION 2026/39 Moved: Chairperson Belinda Ward Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board adopt the Terms of Reference for the Taupō Bay Steps Encroachment Working Group CARRIED <i>Note: Under Rules and Procedures, remove Standing Orders from the Terms of Reference. Retain the Elected Member Code of Conduct.</i>	24 Jun 2026 10:35am The Terms of Reference have been reviewed and redrafted by Democracy Services and will be circulated once timeframes for distribution are confirmed, ahead of consideration and adoption by the Board. 03 Jul 2026 8:31am Attending BOI-W Community Board meeting 2/7 to discuss TOR with the Chair. 27 Jul 2026 2:12pm Terms of Reference were reviewed after it was identified that the adopted Terms of Reference were not aligned with the Community Board's delegations. Amendments have been made and will be presented to the Board at the next meeting.
Bay of Islands-Whangaroa Community Board 4/06/2026	Bay of Islands-Whangaroa Community Board Open Resolution Report	RESOLUTION 2026/40 Moved: Deputy Chairperson Tyler Bamber Seconded: Member Dane Hawker That the Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report. CARRIED <i>Note: To cease and desist works for Resolution 2025/129.</i>	23 Jun 2026 9:43am Reassigning to Head of Infrastructure as the cease and desist request for Resolution 2025/129 is for the proposed Te Puawaitanga Caravan Dump Station 25 Jun 2026 1:28pm Infrastructure have stopped the work on a proposed dump station at Te Puawaitanga and are investigating whether there are any other workable sites within the wider Kerikeri area. Shelley Wharton, this can be closed
Bay of Islands-Whangaroa Community Board 4/06/2026	Kororāreka-Russell Placemaking - engagement and funding for permanent changes to Cass Street and The Strand	RESOLUTION 2026/36 Moved: Member Jane Hindle Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board:	24 Jun 2026 9:55am No update received from staff before agenda distribution 25 Jun 2026 12:58pm Engagement is currently underway in accordance with item a) 22 Jul 2026 9:16am

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Monday, 27 July 2026 2:17:25 pm Date From: Date To:	
Meeting	Title	Resolution	Notes
		a) Approves the final draft design plan for Cass Street and The Strand (Attachment 1) is taken out for engagement. b) Approves spending \$14,150.08 of the remaining Placemaking Fund and \$42,157 of the 2024/2025 Eastern Town Beautification Fund, both currently allocated for placemaking in Kororāreka-Russell, to implement the final design for Cass Street and The Strand. c) Allocates \$57,500 of the current Eastern Town Beautification Fund to implement the final design for Cass Street and The Strand. d) Recommends to Council the Carry Forward of Eastern Town Beautification funds referred to in b) and c) above to the next financial year. CARRIED	Engagement has concluded, and assessment of feedback is currently being undertaken to inform an agenda paper that will come back to the community board for their consideration.
Bay of Islands-Whangaroa Community Board 4/06/2026	Bay of Islands-Whangaroa Community Board Funding - Community Guidance	RESOLUTION 2026/20 Moved: Chairperson Belinda Ward Seconded: Member Jo Alexander That Bay of Islands-Whangaroa Community Board adopt the "Community Guidance for funding from Bay of Islands-Whangaroa Community Board" to provide a guidance to applicants from their community seeking funding from Bay of Islands-Whangaroa Community Board. CARRIED	24 Jun 2026 10:38am No update received in time for agenda distribution.
Bay of Islands-Whangaroa Community Board 4/06/2026	Request for allocation of funding for Simson Park Domain	RESOLUTION 2026/21 Moved: Member Jane Hindle Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board allocate \$12,770 funding from their Placemaking (Pride of Place) Fund to support tree removal and replanting at Simson Park Domain in accordance with the Simson Park Domain Plan included in this report and attached costings: a) Removal of 3 Phoenix palms near Leaity Street frontage \$5,640 + GST	24 Jun 2026 9:51am A community planting has been organised with Te Kura Kaupapa Maori O Taumarere for Monday 29 June to plant 29 Mandarin trees., 7 rata, 2 kowhai and 6 orange trees will also be planted on the day.

OPEN RESOLUTION REPORT			
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:		Printed: Monday, 27 July 2026 2:17:25 pm Date From: Date To:	
Meeting	Title	Resolution	Notes
		b) Planting trees along boundaries and future walkways \$7,130 + GST CARRIED	
Bay of Islands-Whangaroa Community Board 2/07/2026	Electric Vehicle Charging Infrastructure Proposal	RESOLUTION 2026/54 Moved: Chairperson Belinda Ward Seconded: Deputy Chairperson Tyler Bamber That Bay of Islands-Whangaroa Community Board endorse the exploration for the granting of leases for sites managed by the Far North District Council to facilitate the installation of public EV charging infrastructure in off-street public carparks and in areas of council parks and reserves that are already in use as public parking spaces. CARRIED	06 Jul 2026 10:39am Draft licence documentation for proposed EV charger sites is currently with the property legalisation team for review, expected mid-July. Further reports will be prepared for each board and committee once the legal review has been completed.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE