

# Halls Management Policy



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## Contents

|    |                                                   |    |
|----|---------------------------------------------------|----|
| 1  | Introduction .....                                | 3  |
| 2  | Purpose .....                                     | 3  |
| 3  | Policy Overview.....                              | 3  |
| 4  | Definition.....                                   | 4  |
| 5  | Goals.....                                        | 4  |
| 6  | Strategic and Legislative Context.....            | 5  |
| 7  | Hall Network Framework.....                       | 5  |
| 8  | Eligibility.....                                  | 10 |
| 9  | Funding Framework .....                           | 10 |
| 10 | Revenue and Regulatory Compliance .....           | 11 |
| 11 | Communication, Monitoring and Administration..... | 11 |
|    | Appendix A: List of Halls.....                    | 13 |

## 1 Introduction

- 1.1 Since the amalgamation of local government in 1989, the Manawātū District Council (Council) has developed a structured approach to managing community halls. The first Halls Management Policy was adopted in 2000 and reviewed in 2009.
- 1.2 As communities continue to evolve, Council recognises the need to ensure that hall facilities remain relevant, well-utilised, financially sustainable, and aligned with community needs.
- 1.3 Council's long-term direction is to rationalise the community hall network by focusing investment on facilities that are strategically located, well-governed, fit-for-purpose, and demonstrate ongoing community demand.

## 2 Purpose

- 2.1 This policy provides a strategic framework to guide the provision, management, and development of community halls across the Manawātū District.
- 2.2 It establishes:
  - The *ownership structure* of halls (tiers);
  - The *investment ranking* framework (priority classification);
  - Eligibility requirements for continued Council support;
  - Funding principles and responsibilities; and
  - Governance expectations for Hall Committees.
- 2.3 This policy supports Council's commitment to a sustainable and future-focused community hall network.

## 3 Policy Overview

- 3.1 This policy provides the framework used by Council to manage the community hall network across the Manawātū District.
- 3.2 The framework is based on three components:

### a. Ownership Tier

- Community halls are categorised according to their ownership structure:
  - Tier 1 – Council-owned halls
  - Tier 2 – Community-owned halls located on Council land (Council vested interest)
  - Tier 3 – Community-owned halls located on other land
- Ownership tier identifies the ownership and governance structure of the facility.

### b. Priority Classification

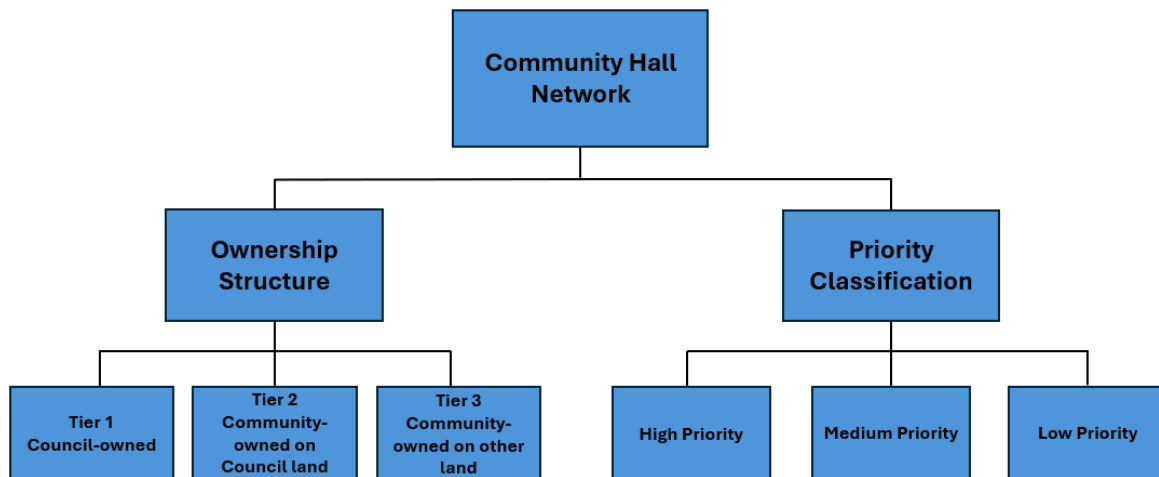
- All halls within the network are assigned a priority classification that guides Council's investment approach:

- High Priority – retained and renewed.
- Medium Priority – assessed prior to renewal investment.
- Low Priority – monitored, with potential repurposing or disposal.
- Priority classification is informed by factors such as utilisation, asset condition, governance capability and strategic location.

### c. Investment and Management approach

- Council investment decisions are guided by the interaction of:
  - The hall’s priority classification;
  - Asset condition;
  - Community demand; and
  - Availability of funding through the Long-Term Plan process.
- This approach supports a sustainable network of community halls that remain fit for purpose and aligned with the needs of Manawātū communities.

Figure 1 Community Hall Management Framework



## 4 Definition

- 4.1 A hall is a building or facility within the Manawātū District that provides a shared, accessible space primarily for community, social, cultural, recreational, civic, or emergency response activities.
- 4.2 For the purposes of this policy, a hall includes Council-owned and community-owned facilities that receive Council support and demonstrate ongoing community use, governance, and public benefit.

## 5 Goals

- 5.1 This policy seeks to:
- Support a sustainable and accessible network of community halls that enables community connection, participation and local activities across the Manawātū District.

- Ensure community halls are managed in a way that reflects local needs, supports volunteer leadership, and empowers communities to participate in the stewardship of local facilities.
- Provide clear and transparent decision-making frameworks for Council investment in community halls.
- Ensure investment decisions are informed by reliable data, asset condition, governance sustainability, and community demand.
- Align the management of community halls with Council's long-term strategic direction, including the Community Facilities Strategy, Long-Term Plan, and Financial Strategy.
- Support a resilient and adaptable network of community facilities capable of responding to changing community needs and emergency response requirements.

## 6 Strategic and Legislative Context

### 6.1 Legislative Framework

- This policy operates within Council's statutory obligations under the:
  - Local Government Act 2002
  - Resource Management Act 1990
  - Building Act 2004
  - Building Amendment Act 2016
- Council is required to provide good-quality local infrastructure and public services that meet the current and future needs of its communities.

### 6.2 Strategic Alignment

- This policy gives effect to the Community Facilities Strategy – Community Halls Sub-Plan, which sets a 30 year direction to:
 

*Provide fewer, higher quality hall facilities throughout the district that are multipurpose community hubs.*
- This policy also aligns with:
  - The Long-Term Plan (LTP)
  - The Financial Strategy
  - The Revenue and Financing Policy
  - The Significance and Engagement Policy
  - Asset Management Plans (AMPs)

6.3 This policy reflects Council's commitment to supporting a sustainable community hall network and outlines how prioritisation and investment decisions will be made.

## 7 Hall Network Framework

### 7.1 Scope

- This policy applies to all community halls within the Manawātū District that receive Council support, including those not owned by Council.
- This policy establishes the framework for:

- Ownership structure within the hall network
- Investment prioritisation
- Governance and operational expectations.
- Ownership tier identifies the ownership and governance structure of a hall, while priority classification determines Council’s investment approach. A hall may fall within any ownership tier regardless of its priority classification.

## 7.2 Ownership Tiers

- Community halls within the district are categorised into three ownership tiers.
- Tier 1 – Council-Owned Halls:
  - Council owns the hall, the land on which it is located, and any ancillary facilities.
  - Council is responsible for structural integrity and long-term asset management in accordance with Council’s Asset Management Plan and Financial Strategy.
- Tier 2 – Community-Owned Halls on Council Land (Council Vested Interest):
  - These halls are typically built or managed by community organisations on Council-owned land.
  - Council may contribute toward structural or compliance works where aligned with strategic priorities.
  - Where a community organisation manages a hall located on Council-owned land, the organisation’s governing documentation must include a winding-up clause specifying that the hall and any associated assets will vest in Council or another approved non-profit organisation should the organisation cease to operate.
- Tier 3 – Community-Owned Halls on Other Land (No Council Vested Interest):
  - Some halls are located on private land or land owned by the Ministry of Education.
  - Council does not hold ownership or asset management responsibility for these facilities.
  - Council may provide advice regarding potential funding pathways, but responsibility for maintenance and capital investment remains with the facility owner.
- Ownership tier does not determine investment ranking.

## 7.3 Responsibilities

- Responsibilities for the operation and maintenance of community halls are shared between Council and Hall Committees, and vary depending on the ownership tier of the facility.
- Table 1 provides a summary of typical responsibilities across the hall network. Detailed responsibilities and funding decisions remain subject to this policy and Council’s Long-Term Plan processes.

## Council Responsibilities

- Where applicable, Council may be responsible for:
  - a. Structural integrity of Council-owned halls
  - b. Long-term asset management planning
  - c. Building insurance
  - d. Regulatory compliance requirements
  - e. Major maintenance and renewal planning through the Long-Term Plan process.

## Hall Committee Responsibilities

- Hall Committees are responsible for:
  - a. Day-to-day operation of the hall
  - b. Short-term maintenance and minor repairs
  - c. Operational costs
  - d. Management of bookings and revenue
  - e. Protection of non-essential contents
  - f. Maintaining financial and usage records
- Committees are encouraged to seek external funding to support hall improvements.

Table 1 Summary of Ownership Tiers and Responsibilities

| Tier | Hall Network Type             | Description                                           | Community or Hall Committee Obligations                                                                                                                                                                                                                                                                                  | Council's Obligations                                                                                                                                                                                                                                                                                                               |
|------|-------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Council-owned community halls | Council owns the hall, land and ancillary facilities. | <ul style="list-style-type: none"> <li>• day-to-day operations</li> <li>• routine maintenance and minor repairs</li> <li>• operational costs (e.g. utilities)</li> <li>• bookings and revenue management</li> <li>• protection of non-essential contents</li> <li>• supporting externally funded improvements</li> </ul> | Council may be responsible for: <ul style="list-style-type: none"> <li>• structural integrity of the building</li> <li>• long-term asset management planning</li> <li>• major maintenance and renewal (subject to LTP)</li> <li>• building insurance</li> <li>• regulatory compliance (e.g. Building Warrant of Fitness)</li> </ul> |
| 2    | Community-                    | Community-                                            | • day-to-day operations                                                                                                                                                                                                                                                                                                  | • may contribute to                                                                                                                                                                                                                                                                                                                 |

|   |                                |                                                                                              |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                             |
|---|--------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | owned halls (Council interest) | built halls (often memorials) on Council land. Council may have a vested interest in upkeep. | <ul style="list-style-type: none"> <li>• routine maintenance and minor repairs</li> <li>• operational costs</li> <li>• bookings and revenue management</li> <li>• seeking external funding and partnerships</li> <li>• contributing to capital works where applicable</li> </ul> | <p>structural or compliance works where aligned with strategic priorities and subject to LTP funding</p> <ul style="list-style-type: none"> <li>• may support improvements where co-investment or community benefit is demonstrated</li> </ul>                                                                              |
| 3 | Community halls on other land  | Halls on private or Ministry of Education land, outside Council jurisdiction.                | <ul style="list-style-type: none"> <li>• full responsibility for operation, maintenance, and capital investment</li> <li>• governance and financial management</li> <li>• compliance with all relevant requirements</li> </ul>                                                   | <ul style="list-style-type: none"> <li>• in limited circumstances, Council may provide support for specific compliance requirements (such as Building Warrant of Fitness) where historical arrangement or agreed exceptions apply.</li> <li>• may provide advice on potential funding pathways where appropriate</li> </ul> |

#### 7.4 Priority Classification

- All halls within the network are classified as:
  - High Priority
  - Medium Priority
  - Low Priority
- These qualifications align with the High, Medium and Low profile hierarchy identified in the Community Facilities Strategy – Community Halls Sub-Plan.
- Priority classification is determined using criteria including:
  - Annual utilisation levels
  - Facility condition and safety compliance
  - Strength and sustainability of governance arrangements
  - Connection to complementary community facilities
  - Historical or cultural significance
  - Suitability to operate as a Community Activated Emergency Centre
  - Alignment with population distribution and long-term demand.

- Priority classifications will generally be reviewed as part of Long-Term Plan development, or earlier where significant changes occur in utilisation, governance capability, asset condition, or community demand.

## 7.5 Investment Approach

- Council's investment approach reflects the priority classification of each hall.
- High Priority Halls
  - High Priority halls demonstrate strong utilisation, sound governance, good condition and strategic importance.
  - Council will:
    - a. Retain and renew these halls
    - b. Prioritise them within long-term maintenance and renewal programmes.
    - c. Consider full depreciation funding consistent with Council's Financial Strategy.
- Medium Priority Halls
  - Depreciation funding is determined in accordance with the Funding Framework (Section 9.2).
  - Medium Priority Halls demonstrate moderate utilisation and adequate governance and condition.
  - Council will:
    - a. assess these halls prior to major renewal investment
    - b. consider renewal, repurposing, co-location, relocation or alternative delivery models
    - c. support projects where there is demonstrated community need and strategic alignment.
- Low Priority Halls
  - Low Priority halls demonstrate low utilisation, limited governance sustainability or inadequate condition.
  - Council will:
    - a. monitor ongoing viability
    - b. consider repurposing or disposal in accordance with Council's Significance and Engagement Policy.
    - c. avoid significant renewal investment where long-term replacement is unlikely.

## 7.6 Network Change and Community Engagement

- Decisions relating to the repurposing, relocation, divestment, or disposal of community halls will be informed by utilisation data, asset condition, governance sustainability, and strategic network planning.
- Where significant changes to the future of a hall are proposed, Council will engage with the relevant community in accordance with the

Significance and Engagement Policy and any other applicable statutory or policy requirements.

## **8 Eligibility**

8.1 Inclusion in the community hall network is not automatic or permanent.

- To remain eligible for Council support, a hall must demonstrate:
  - Ongoing community use and demand.
  - Compliance with relevant health, safety, and accessibility standards.
  - A functioning governance structure such as a Hall Committee or Community Committee, or equivalent.
  - Submission of required annual reporting (as outlined in Section 11).
- Council may assess a hall's priority classification where utilisation levels change, governance capability declines, or significant asset issues arise.

## **9 Funding Framework**

9.1 Funding Principles

- Council funding for community halls is guided by:
  - The Long-Term Plan (LTP)
  - The Financial Strategy
  - The Revenue and Financing Policy
  - The Annual Plan
- Funding for community halls is not automatic and remains subject to Council's budgeting and decision-making processes through the Long-Term Plan and Annual Plan.
- Where appropriate and subject to available funding, Council may contribute toward maintenance, renewal, compliance, or improvement works in accordance with this policy and Council's strategic priorities.
- Council's investment approach is informed by the priority classification of halls, asset condition, community demand, and the availability of external funding.

9.2 Depreciation and Renewal Planning

- Depreciation funding aligns with Council's Financial Strategy.
  - High Priority halls will generally be considered for full depreciation funding, subject to the Long-Term Plan and Financial Strategy. Future depreciation funding arrangements remain subject to decisions made through the Long-Term Plan and Financial Strategy.
  - Medium Priority halls receive partial depreciation funding. Future depreciation funding arrangements remain subject to decisions made through the Long-Term Plan and Financial Strategy.
  - Low Priority halls are generally not depreciated where disposal is anticipated or long-term replacement is uncertain.
- Depreciation treatment does not guarantee renewal funding.

## **10 Revenue and Regulatory Compliance**

- 10.1 Hall Committees retain and manage revenue generated through hall use, including bookings, donations, and fundraising.
- 10.2 Revenue must be applied toward operational costs, maintenance, improvements and community-supported upgrades.
- 10.3 Where halls undertake additional revenue-generating activities (for example accommodation, camping, licenced events, or food service), Hall Committees must:
- Ensure compliance with relevant legislation and Council bylaws.
  - Obtain any required licences or permits.
  - Ensure such activities do not conflict with the hall's priority classification or intended community use.
- 10.4 Council may review ancillary uses where they materially alter risk exposure or facility profile.

## **11 Communication, Monitoring and Administration**

### **11.1 Annual Reporting**

- Hall Committees must provide Council with an annual report outlining:
  - Hall usage and booking information
  - Financial performance
  - Maintenance issues
  - Governance changes
- This information supports Council's monitoring of utilisation trends and informs investment prioritisation.
- Annual reports should be submitted during the first quarter of the financial year, unless otherwise agreed by Council.

### **11.2 Long-Term Plan Engagement**

- Council will maintain ongoing engagement with Hall Committees through:
  - An annual meeting or workshop hosted by Council.
  - Direct communication regarding maintenance, planning, funding or operational updates.
  - Where practical, notification of planned inspections, contractor visits, maintenance works, or other activities that may affect hall operations.
  - Engagement during development of the Long-Term Plan.
- Early engagement during Long-Term Plan development enables potential projects to be considered during draft budget preparation.
- Council will use information gathered through annual reporting, utilisation monitoring, engagement with Hall Committees, condition assessments, and Long-Term Plan consultation processes to understand evolving community needs and inform planning and investment decisions for the community hall network.
- Hall Committees may also participate in public consultation processes where relevant.

### 11.3 Monitoring and Network Review

- Council will monitor the performance and sustainability of the community hall network through:
  - periodic condition assessments (generally biennially);
  - monitoring utilisation trends and demand;
  - reviewing governance sustainability;
  - reviewing priority classifications where appropriate; and
  - aligning renewal planning with Long-Term Plan cycles.

### 11.4 Council Support and Hall Committee Administration

- Council may, in consultation with Hall Committees, implement systems or tools, including booking platforms, to improve data collection, coordination and utilisation monitoring.
- Council remains committed to supporting the community hall network through strategic oversight, funding consideration and facilitation as outlined in this policy.
- Hall Committees are responsible for the administrative functions required to operate the hall effectively, including:
  - Financial management;
  - Record keeping;
  - Coordination of volunteers;
  - Day-to-day operational oversight.
- Where a hall consistently fails to meet the expectations outlined in this policy, Council may engage with the relevant Hall Committee and community to determine appropriate next steps.

### 11.5 Policy Review

- This policy will be reviewed every two years or earlier where necessary.
- A review may be initiated where significant changes occur, including:
  - Changes in utilisation or community demand for halls;
  - Major changes to the hall network, including repurposing, relocation, or disposal;
  - Significant asset condition issues;
  - Changes to Council's strategic direction, including the Long-Term Plan or Community Facilities Strategy;
  - Legislative or regulatory changes affecting community facilities.
- Periodic review ensures that this policy remains responsive and aligned with the needs of the Manawātū district.

## Appendix A: List of Halls

Table 2 Hall Network Overview

|    | <b>Tier 1</b><br>Council-owned Halls | Address                                   |
|----|--------------------------------------|-------------------------------------------|
| 1  | Āpiti Hall                           | 10 Makoura Road, Āpiti                    |
| 2  | Awahuri Hall                         | 1641 SH 3, Awahuri                        |
| 3  | Beaconsfield Memorial Hall           | 74 Beaconsfield Valley Road, Beaconsfield |
| 4  | Cheltenham Hall                      | 1477 Kimbolton Road, Cheltenham           |
| 5  | Colyton Hall                         | 548 Taonui Road, Colyton                  |
| 6  | Halcombe Memorial Hall               | 75 Willoughby Street, Halcombe            |
| 7  | Himatangi Beach Hall                 | 6 Koputara Road, Himatangi Beach          |
| 8  | Kimbolton Hall                       | 2877 Kimbolton Road, Kimbolton            |
| 9  | Kiwitea Hall                         | 2095 Kimbolton Road, Kiwitea              |
| 10 | Pohangina Hall                       | 1273 Pohangina Road, Pohangina            |
| 11 | Rangiotu Memorial Hall               | 1130 Rangiotu Road, Rangiotu              |
| 12 | Rangiwahia Hall                      | 2527 Rangiwahia Road, Rangiwahia          |
| 13 | Sanson Community Hall                | 26 Fagan Street, Sanson                   |
| 14 | Stanway Hall                         | 1901 Makino Road, Stanway                 |
| 15 | Waituna West Hall                    | 58 Waituna Tapuae Road, Waituna West      |

|   | <b>Tier 2</b><br>Community-owned Halls on Council land | Address                              |
|---|--------------------------------------------------------|--------------------------------------|
| 1 | Glen Oroua Hall                                        | 523 Milner Road Rd 3 Glen Oroua 4473 |
| 2 | Longburn Hall                                          | 17 Ngaire Street South, Longburn     |
| 3 | Newbury Hall                                           | 912 Rangitikei Line, Awahuri         |
| 4 | Oroua Downs Hall                                       | 1097 SH1, Himatangi                  |
| 5 | Tangimoana Hall                                        | 17 Kuku Street, Tangimoana           |

|   | <b>Tier 3</b><br>Community-owned Halls on other land | Address                                             |
|---|------------------------------------------------------|-----------------------------------------------------|
| 1 | Kopane Hall                                          | Part of Kopane School, 1058 Rongotea Road, Rongotea |
| 2 | Mt Biggs Hall                                        | 701 Sandon Road, Halcombe                           |
| 3 | Te Arakura/Taonui Hall                               | 170 Waughs Road, Bunnythorpe                        |