

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	9
9	Funding Framework	10
10	Revenue and Regulatory Compliance	10
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

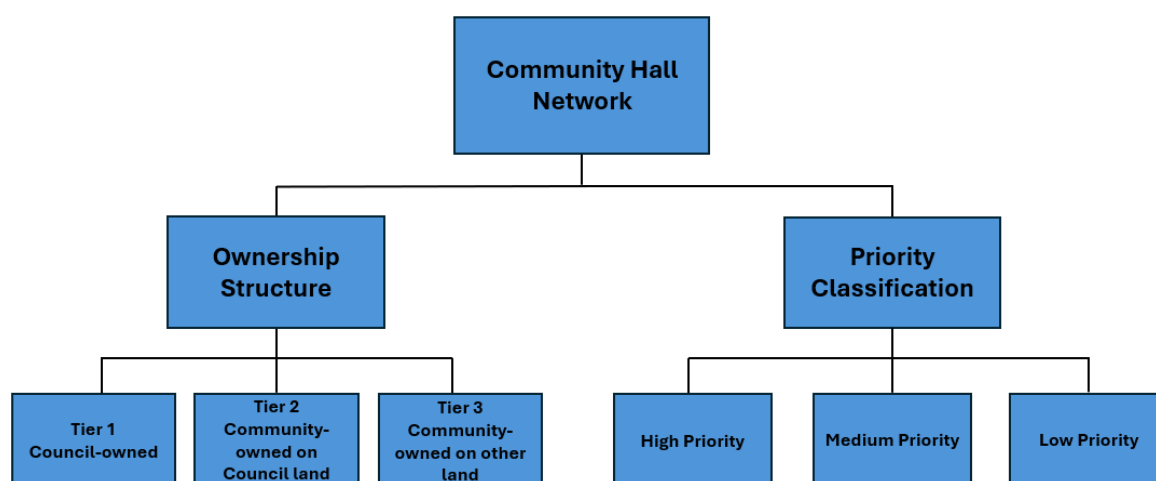
- 2.1 This policy provides a strategic framework to guide the provision, management, and development of community halls across the Manawātū District.
- 2.2 It establishes:
 - The *ownership structure* of halls (tiers);
 - The *investment ranking* framework (priority classification);
 - Eligibility requirements 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 Manawatū 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.	• day-to-day operations • routine maintenance and minor repairs • operational costs (e.g. utilities) • bookings and revenue management • protection of non-essential contents • supporting externally funded improvements	Council may be responsible for: • structural integrity of the building • long-term asset management planning • major maintenance and renewal (subject to LTP) • building insurance • regulatory compliance (e.g. Building Warrant of Fitness)
2	Community-owned halls (Council interest)	Community-built halls (often memorials) on Council land.	• day-to-day operations • routine maintenance and minor repairs • operational costs	• may contribute to structural or compliance works where aligned with strategic priorities

		Council may have a vested interest in upkeep.	• bookings and revenue management • seeking external funding and partnerships • contributing to capital works where applicable	and subject to LTP funding • may support improvements where co-investment or community benefit is demonstrated
3	Community halls on other land	Halls on private or Ministry of Education land, outside Council jurisdiction.	• full responsibility for operation, maintenance, and capital investment • governance and financial management • compliance with all relevant requirements	• in limited circumstances, Council may provide support for specific compliance requirements (such as Building Warrant of Fitness) where historical arrangement or agreed exceptions apply. • may provide advice on potential funding pathways where appropriate

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

	Tier 1 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

	Tier 2 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

	Tier 3 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

