



Notice is hereby given that an Ordinary Meeting of Southland District Wallace Takitimu Community Board will be held on:

Date: Thursday, 25 March 2021  
Time: 5pm  
Meeting Room: Southland District Council Otautau Office  
Venue: 176 Main Street  
Otautau

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## Wallace Takitimu Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

### IN ATTENDANCE

People and Capability Manager	Janet Ellis
Committee Advisor	Fiona Dunlop
Community Partnership Leader	Kelly Tagg
Community Liaison Officer	Kathryn Cowie

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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

## Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> <li>• to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need</li> <li>6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities.</li> </ol>

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<sup>1</sup> Local Government Act 2002, s.53

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### **Advocacy**

#### 11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

#### 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

#### 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

#### 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

### **Community Assistance**

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

### **Northern Community Board**

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

### **Unbudgeted Expenditure**

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

### **Service Delivery**

#### **Local Activities**

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
  - have been delegated to Council officers; or
  - would have significance beyond the community board's area or otherwise involves a matter of

national importance (Section 6 Resource Management Act 1991); or

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
  - ii) local halls and community centres (within Council's overarching policy for community facilities)
  - iii) wharves and harbour facilities
  - iv) local parks and reserves
  - v) parking limits and footpaths
  - vi) Te Anau/Manapouri Airport (Fiordland Community Board)
  - vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
    - (i) for the above two local activities only
    - (ii) recommend levels of service and annual budget to the Services and Assets Committee
    - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
- a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
- a) authority to decide on the naming for public roads, private roads and rights of way
- 21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

### **Rentals and Leases**

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

### **Environmental management and spatial planning**

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.

	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>



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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Community Board Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

**"Where an item is not on the agenda for a meeting,-**

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion."**

6 Confirmation of Minutes

6.1 Meeting minutes of Wallace Takitimu Community Board, 04 February 2021



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# Wallace Takitimu Community Board

## OPEN MINUTES

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Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 4 February 2021 at 5pm. (5pm – 6.11pm)

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### PRESENT

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Peter Gutsell
	Councillor Don Byars

### APOLOGIES

Kelly Day  
Bev Evans

### IN ATTENDANCE

People and Capability Manager	Janet Ellis
Committee Advisor	Fiona Dunlop
Community Partnership Leader	Kelly Tagg
Community Liaison Officer	Kathryn Cowie

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1 Apologies

There were apologies from Bev Evans and Kelly Day.

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston and resolved:

That the Wallace Takitimu Community Board accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

Peter Campbell addressed the meeting regarding trees adjacent to his property Liemen Street which have died following weed spraying.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Chairperson Bekhuis, seconded Peter Gutsell and resolved:

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 3 December 2020 as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/21/1/2402

Community partnership leader – Kelly Tagg and Community liaison officer – Kathryn Cowie were in attendance for this item.

Resolution

Moved Peter Gutsell, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 28 January 2021.**

7.2 Operational Report for Wallace Takitimu Community Board

Record No: R/21/1/2944

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 26 January 2021.**

7.3 Council Report

Record No: R/21/1/2110

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Chairperson Bekhuis, seconded Cr Byars and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Council Report” dated 25 January 2021.**

7.4 Chairperson's Report

Record No: R/21/1/3039

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Chairperson Bekhuis, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 28 January 2021.**

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The meeting concluded at 6.11pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON THURSDAY 4 FEBRUARY 2021.

DATE:.....

CHAIRPERSON:.....





## Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8767

Author: Megan Seator, Community Liaison Officer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to inform the Wallace Takitimu Community Board of the new procedures and guidelines for the Southland District Council community service awards.

### Executive Summary

- 2 Southland District Council's community service awards are a mechanism to acknowledge individuals and groups who have contributed outstanding community service to their community.
- 3 In 2020, staff from the communications, governance and democracy, and community leadership teams undertook a review of the community service awards.
- 4 It was identified that clarification is needed on the award criteria, who can nominate an individual, who makes allocation decisions, the type of celebration that will be provided, and how the associated costs are paid for. This is to ensure consistency across community boards, clarity for the public, and to provide staff with a standardised method of administration.
- 5 A copy of the procedures and guidelines approved by the Community & Strategy Committee on 9 February 2021 are attached to this report.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 1 March 2021.**

### Attachments

- A Southland District Council community service awards - procedures and guidelines [↓](#)

# Community Service Awards

## Procedures and guidelines

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### **Purpose**

The purpose of the Southland District Council community service awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering, or community service.

### **Criteria**

Any person or group residing within the Southland District, who by their significant and outstanding contribution to their community board area through leadership, volunteering, or community service, is eligible to be nominated for a community service award.

The definition of 'significant and outstanding contribution' focuses on the quality of service and does not preclude individuals on age or length of service.

Nominees contribution to the community may be in the education, youth, health, sport, heritage, art, culture, environment, social wellbeing, or similar sectors.

Joint awards (ie partners & groups) are acceptable and can be considered as one nomination.

### **Nomination process**

There will be one nomination round per year closing 30 September (special exceptions may apply in extraordinary circumstances).

Members of the community can nominate individuals by submitting the prescribed application form to Southland District Council before the closing date.

Late nominations will not be accepted and will be deferred to the next nomination round.

### **Award allocation**

Following the closure of the nomination round each year, community boards will receive a report outlining the nominations from their community board area. This report will enable community boards to review and select up to a maximum of two individuals to receive community service awards for that year.

The mayor will be notified of community boards decisions

### **Presentations**

Presentations of the awards are to be made at a community board meeting, workshop, or community event by the community board chair. Recipients will be presented with a framed certificate and they may invite friends and family to be present.

### **Funding**

Costs associated with the awards will be funded from the grants and donations budget. This will go towards the framing of the certificates, catering costs, or flowers (up to \$200 per community board per year).

### **Publicity**

The recipients of community service awards will be published in the First Edition. Publicity may also be done through the Southland District Council website and Facebook page. Additionally, local media will be notified should they wish to run a story on the awards.



## Community Leadership Report

Record No: R/21/3/11701  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.
- 2 Of note, the board may wish to seek further background information about the pump track being proposed by the Nightcaps community representatives.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 17 March 2021**
- b) Requests **that staff prepare a report for the board’s next meeting concerning the Nightcaps pump track proposal**

### Attachments

- A Community Leadership Report [↓](#)  
B Pump Track Investigation [↓](#)



## What's happening in your area

### Community Partnership Fund

At the time of preparing this report the Wallace Takitimu Community Board have received five applications for the second round of the Community Partnership Fund, and has a total of \$11,467 to distribute. A formal report to allocate the funds follows in this agenda.

## Funding

### Upcoming funding deadlines

The following funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural Travel Fund
- Creative Communities
- District Heritage Fund
- District Initiatives Fund
- Ohai railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms for the above funds are available on Council's website at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/>

### Community Trust South major grants round

Community Trust South have announced a major grants round for 2021, investing \$1 million into the community for grant requests over \$75,000. Funding applications are done in a two-stage process – the first stage is submitting an expression of interest, and any successful applicants will then be required to submit a full funding application. Expressions of interest are open now, and due by 20 April 2021. Any organisations invited to submit an application will need to do so by 30 September 2021.

## Local initiatives

### Community board tour

Several members of the community board and staff undertook a tour of Council assets in the Wallace Takitimu Area. This included the war memorial in Drummond, Wairio Township, Nightcaps hall, playgrounds and reserves, Ohai hall, playgrounds and reserves, the Alex McKenzie Memorial Arboretum and Holt Park in Otautau.

The objective of the tour was for the board to familiarise themselves with assets that they are being asked to make decisions about in the upcoming Long Term Plan.

### Funding advice

Staff met with community representatives to provide funding advice regarding township signage options.

Staff have also been working with the Otautau Golf Club finalising funding and accountability for their club improvement project. It has been a big job, especially trimming all the huge trees at the golf course. The club members are very pleased to have the work completed.

### Otautau Camping Ground

The committee are looking at “KiwiCamp” as an option for the camping ground in Otautau.

KiwiCamp has prepared a proposal outlining the estimated costs and required services to reopen the camping ground and provide Holt Park with public toilets.

The costs are as follows;

ITEM	UNIT COST	QUANTITY	TOTAL
Dual caravan charging pillar	\$1,999	2	\$3,998
KiwiCamp V2.0 ablution block	\$270,000	1	\$270,000
Installation costs	~\$10,000	1	~\$10,000
Total replacement			\$283,998

These costs cover replacement of the ablution block and installation of the two caravan charging pillars, including transport of the ablution block and installation expenses incurred by KiwiCamp staff. It does not cover any costs associated with preparing connections to the town water supply, a septic tank system or connection to mains power.

KiwiCamp have also included pricing for some optional extras;

ITEM	UNIT COST	QUANTITY
Dual electric vehicle charging station	\$2,499	1
Quad electric bike charging station	\$7,000	1
Boom gate	\$9,875	1

More information can be found at <https://www.kiwicamp.nz/what-is-kiwi-camp/>

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## Nightcaps Pump Track – proposal from the community

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Members of the Nightcaps community have expressed an interest in building a bike pump track at McGregor Park in Nightcaps. Further information about their proposal is attached to this report.

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## Otautau Tennis Courts – resurfacing project

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Staff have held initial discussions with representatives from Western Tennis who have agreed to work with Council to upgrade the tennis and netball courts at Otautau. It is intended that once the project is scoped that applications can be made to the likes of Community Trust South and the Lotto Community Facilities Fund for assistance with this project.

## What's happening outside your area

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### District/regional Initiatives

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#### Ministry of Education meeting regarding swimming pools

Staff from the community leadership team met with a representative from the Ministry of Education to develop a better understanding of how ministry owned swimming pools are funded and maintained.

The ownership of pools on school land is a mixture of 100% ministry owned pools and others with a shared ownership of say 60/40 between the Ministry and the community.

The ministry advised that schools receive funding through from the Ministry each year for pool maintenance and the type of funding used depends on whether it's a capital project or operational maintenance.

Capital projects can be funded via the 10-year property plan (10YPP) and operational funding is also available through the property maintenance grant.

Schools may opt to do larger projects with regards to heating and filtration via the 5YA (five-year agreement) but they will have to prioritise with other projects required eg carpet for classrooms.

Operational funding can be used for pool chemicals, water charges, heating charges, water testing charges, painting the pool and surrounds, fence repairs, repairing and servicing the filtration plant, caring for ancillary buildings like changing rooms, storage sheds and roofing structures, repairing pool covers and the salary of training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool).

This funding is calculated on the actual square metres of the pool. Operational funding for heat, light, and water doesn't cover costs of running a pool outside school hours.

More information about the amount of the property management grants for schools with pools can be found at <https://property.education.govt.nz/pmg/ViewSchoolInfo>

The Ministry wishes to ensure that pool roofs are trafficable and is working through a programme of replacing all translucent verandas and roofs that are no longer trafficable. The ministry is fully funding the replacements on ministry owned pools and working with the community where there is shared ownership.

If the roofs can't be replaced in the short term, netting must be installed as a safety measure.

Another focus for the ministry is around leases and user agreements for swimming pools.



## More seeking country life

The dynamics of country living are changing as more urban dwellers ditch the city for the provinces. The shift to smaller towns and centres came as Covid-19 changed people's work habits, as well as soaring house prices and living costs in major cities.

This was highlighted in an Infometrics analysis released late last year, which showed 11 out of 67 districts all had increases in population growth from internal migration

<https://farmersweekly.co.nz/section/agribusiness/view/more-seeking-country-life>

What we can expect of the New Zealand economy, and life in general in 2021.

Having put 2020 behind us, it's time to consider how much the economy, and life in general, will return to normal by the end of 2021. Infometrics updated economic forecasts were published in early February, and the outlook for the next 12-18 months will be considerably stronger than was previously being anticipated. However, the uncertainty around that outlook remains highly elevated. This article canvases some of the key factors that will determine outcomes in 2021.

<https://www.infometrics.co.nz/from-the-beach-2021/>

## Brief explores covid's impact on agriculture

Agriculture has performed well during the Covid-19 pandemic, but briefing papers to the incoming cabinet ministers warns the outlook is challenging.

[https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm\\_source=GlobalHQ&utm\\_campaign=7dcca085d3-EMAIL\\_CAMPAIGN\\_09122020\\_STAFF\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_4f497899e6-7dcca085d3-193644923](https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm_source=GlobalHQ&utm_campaign=7dcca085d3-EMAIL_CAMPAIGN_09122020_STAFF_COPY_01&utm_medium=email&utm_term=0_4f497899e6-7dcca085d3-193644923)

## The live lobster export industry

The live lobster export industry is one of many businesses to feel the effects of Covid-19. Fiordland Lobster Company has seen both extremes, from months of complete shutdown, to booming sales for the rest of the year.

<https://www.facebook.com/294604540645182/posts/3233856763386597/?d=n>

## Taking time to thrive

Southland dairy farmer Loshni Manikam is on a mission to help farming women get more out of life. Her new free ebook "12 Tips to Help You Thrive" shares practical advice on how women can take time for their own needs, while juggling multiple responsibilities.

<https://farmersweekly.co.nz/section/dairy/view/taking-time-to-thrive>

## What's coming up?

### Policy and strategy

#### Bylaw and policy work

Staff have been revising the Procurement Policy and developing a draft Procurement Manual. The formal consultation period for the policy was 4 November to 4 December 2020. Submissions were presented to

Council on 28 January 2021 and it is anticipated Council will adopt the policy on 14 April 2021. It is likely both the policy and manual will come into effect on 1 July 2021.

Council is reviewing its Alcohol Licensing Fee-Setting Bylaw. Consultation for this will run from 12 to 26 March 2021. All alcohol licence holders have been directly contacted to advise them of this process and encourage them to provide feedback. Anyone is welcome to make a submission. Submissions are likely to be received by Council on 27 April 2021.

Staff are also working on the Asset Management and Contract Management Policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Vehicle Policy the Fraud Policy and the Sensitive Expenditure Policy is underway.

At its meeting on 10 March 2021, Council adopted the Policy on Development and Financial Contributions and the Significance and Engagement Policy. The Revenue and Finance Policy was adopted at Council's 28 January 2021 meeting. This completes the review cycle for these policies.

The Stewart Island Levy Subcommittee met in February 2021 to work with staff in developing a 10 year funding plan for allocation of visitor levy funds, in line with the Stewart Island/Rakiura Visitor Levy Policy. A draft funding plan will be presented to the Community and Strategy Committee on 23 March 2021 for its feedback.

### Corporate risks

Risk management reporting is underway for the March 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee in March 2021, and to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee will also consider and discuss one of the top strategic risks at a workshop to be held at the conclusion of their March meeting.

Staff and ELT will meet 30 March 2021 to undertake the annual review of the priority weightings of Council's top strategic and corporate risks. The revised weightings will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

### Other Work

He Pou a Rangi/the Climate Change Commission have produced draft advice for consultation. He Pou a Rangi are seeking and incorporating feedback on their advice, before it is formally presented to the government. The draft advice outlines changes needed in particular sectors and recommends 17 critical actions the government must take to reach its climate goals.

The advice also includes information about transitioning to a low emissions society, and the impacts of doing so. Staff have worked with councillors to produce a submission on the advice, and this will get lodged with He Pou a Rangi before the end of the submission period, on 28 March 2021. Anyone is able to make a submission on draft advice before submissions close.

### Long Term Plan

At the 10 March 2021 Council meeting, the Long Term Plan Consultation Document was adopted and made available for release to the public. At 9am on Friday 12 March 2021, submissions officially opened and the information is now available on Council's website. Over the next couple of weeks, the consultation document will be delivered to households with submissions closing at 5pm on Wednesday 14 April 2021. At that same meeting, the supporting documentation for the Long Term Plan was adopted and is available on the Council website.

## Stakeholder updates

### Waka Kotahi update

There was some feedback that boards would like to know more about the reasons for the temporary speed limits (TSL's) in place for resealing, during the different stages of the work. There are a number of reasons, mostly related to the health and safety of the workers and road users, but also to protect the seal once installed so that we don't have to come back and fix damage to the seal, causing more disruption to your communities.

1. Initially when the site is being sealed, TSL's are in place for safety reasons to protect the workers and road users traveling through the site.
2. Chipseals can take 24-48 hours for the chip to fully embed into the binder. To assist with adhesion and reduce the chance of damage, a TSL is kept in place to help manage traffic within the site. The site isn't fully swept or line marked at this point, so the TSL is still required to keep the users safe, help protect the seal and should also mitigate damaged windscreens if the TSL is complied with.
3. Once the site is swept and line-marked it is considered appropriate to be opened back up to normal operating speeds. Note in urban areas the permanent speed limit is already lower, so TSL's may not be in place for the same extent as rural areas, depending on the environment / hazards.

This season we have noticed an alarming number of users not complying with road works signs / TSL's both attended and unattended by workers, so it is important to get the message out there that there are a number of reasons why these are in place. Not complying with this signage puts the safety of the road users and workers at risk, and can damage the work being done, which results in us having to come back and fix causing further delays which could've been easily avoided. We work hard to make sure signs are taken down when they are not required – this is an area we are focusing on.

We appreciate that there have been some community concerns regarding the road pavement rehabilitation near Mossburn recently and note that this has been a challenging site due to the material required to be used and the length and location of the site. The good news is that this is due to be sealed by Easter (weather permitting), and the second site on SH94 within a fortnight after that. We thank the community in this area for their patience while we improve the safety of the highway here.

We acknowledge that there have been a high number of worksites this summer and appreciate your patience at these sites. A fairly wet summer has meant condensing our work into a smaller window which has created a situation requiring multiple worksites in areas. However, our construction season is coming to an end shortly, as the dropping temperatures mean many pavement works are not possible.

Before winter sets in our next priority is the felling of dangerous trees around Southland state highways, so there will be temporary traffic management in place in various areas to allow this. These trees are being felled as they are either dangerous and in danger of falling on or near the highway, or are creating hazards for road users.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately. We are

following up with landowners in 'hot spot's' to encourage them to check fencing and have had a very positive response to this.

Finally, there will be a moratorium on work happening on state highways over the Easter break/Southland anniversary day, with all non-essential work closing down at noon on April 1 and commencing again after 7am on April 7. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

## Supplementary Info for Nightcaps Pump Track Proposal

9 March 2021 – S. Baxter

Kathryn Cowie (Community Liaison Officer, SDC) has informed me that the Wallace Takitimu Community Board has delegation authority up to \$20,000. Any costs over that would have to be put forward to Council. The community board's next meeting is Thursday, 25 March.

As Jaime explained, the mines have offered to complete the foundation work (manipulation of fill), which will save costs. You could also propose staging the works to access more funding, but then you run the risk of having only the asphalt pump track and no associated seating, planting, bins, etc.

Below you will find information on District Plan considerations, design considerations to keep in mind, relevant local examples, and helpful contacts for you moving forward.

### 1. District Plan Considerations

I have confirmed with SDC that, per *Rule URB.1 – Permitted Activities, Point 6* a resource consent is not required for the construction of a pump track at Mc Gregor Park considering it is an activity that complies with the reserve's approved management plan (*SDC Reserves Management Policy*). You will, however, need to fill out an application to put a structure on Council land. It is worth noting that, if approved, the community would "gift" the pump track back to the Council upon completion.

### 2. Design Considerations

The proposed location is within the SE corner of McGregor Park Reserve (80.9 hectare total). This site is already a Council reserve and is located roughly near the mid-point of Nightcaps. Kids are able to access the site using the sidewalk running alongside the highway or via the existing trail between the rail line and McGregor Park. The park already has vehicular access and a turn-around loop.

The proposed pump track would be designed to maximise sun orientation, visibility and shelter from the wind, while minimising disturbance to existing vegetation. The pump track itself would be hard surface (concrete or asphalt), which holds up well in wet climates and minimises long-term maintenance (keeping in mind that maintenance will fall to SDC). The proposed concept would include signage, bike racks, rubbish and recycling bins, native plantings and seating (all would need to be approved by Council). Other potential ideas would be to include solar lighting, a small shelter (for both shade and rain) and raised beds for a picking garden. Depending on the size of the shelter a building consent may be required (likely not, but worth noting).

### 3. Nearby Examples of Hard Surface Pump Tracks

#### a) Te Anau Pump Track (2016)



Cost: \$73,000 (Source: Kathryn Cowie, Southland District Council)

Designer: Tom Hey, Elevate Trail Building [extramilenz@gmail.com](mailto:extramilenz@gmail.com)

Notes: Per their funding application the track is "150m long that allows for two levels of riders; a beginner's section with small features (approximately 0.5m) and mellow angle turns, and an advanced section with higher (approximately 1.0m) and steeper features suitable for kids who are competent bike rider, young adults and adults. SDC recommends contacting Nick Lewis, Roading Engineer, with any questions as he was the area engineer for Te Anau at the time of build.



**b) Mataura Pump Track (2019)**

Cost: \$300,000 total (Source: Ian Soper, Gore District Council).

Designer: Tom Hey, Elevate Trail Building [extramilenz@gmail.com](mailto:extramilenz@gmail.com)

Notes: SDC supplied additional information that it cost just over \$201,000 for the actual track. This is the grounds works, clay base, and asphalt surfacing. Then there is the cost of the flank fill, topsoil, plantings, and mulch - which were not quantified as they were completed by GDC in house parks and reserves team. In addition, LED lighting was installed at a rough cost of \$27,000.

**c) Elmgrove School Pump Track, Mosgiel (2020)**

Cost: \$30,000 total (Source: Chris McKinlay, School Principal)  
Designer: Scarlet Hagen, ex-mountain biker employed by “Bikes School” and “Bikes in School” in Otago  
Notes: 150m track (plus on and off shoots). \$30,000 was the total after earth-forming, asphaltting, asphalt painting, grass replacement and project management fees; \$16-17,000 of which was spent on earthwork and asphalt base (completed by On Track) and \$9,000 of which was spent on asphalt (completed by local asphalt company). Remaining money was spent on project management, painting designs on the asphalt and minimal landscaping (seeding grass to the edge of the track).

Chris said the school hired Scarlet Hagen to design the track and project manage. The builder (On Track) then worked with her to tweak some of the design before doing the earth-moving. Once the bumps were formed and the asphalt base was laid an asphalt company came in to finish the track. When I asked Chris where On Track were based he didn't recall, but said they worked all over NZ. It is worth noting that when I googled them I could not find further information.

*d) Lake Hayes Estate Pump Track*

(chatting with Adrian Hoddinott, QLDC on Friday; emailed him at [Adrian.hoddinott@qldc.govt.nz](mailto:Adrian.hoddinott@qldc.govt.nz))



Cost: TBD  
Designer: Tom Hey, Elevate Trail Building [extramilenz@gmail.com](mailto:extramilenz@gmail.com)  
Notes: TBD



## 4. Helpful Contacts

Luke McNley, Urban Designer at Dunedin City Council, told me that the pump tracks in Dunedin have been led by community groups rather than Council. He has been told the go-to person to speak to in Otago regarding pump tracks is Hamish Seaton (Mountain Biking Otago). He can be contacted at [activeysystems@xtra.co.nz](mailto:activeysystems@xtra.co.nz)

Tim Fletcher (Active Transport Innovator, Healthy Families Invercargill) emailed the following names of people that are involved in pump and track making in the South:

### **Elevate Trail Building** (Queenstown)

<https://www.elevatetrailbuilding.com/>

Tom Hey – [extramilenz@gmail.com](mailto:extramilenz@gmail.com)

*"This team are like the rockstars of MTB trail building in NZ. They are on the international circuit and have a proven track record."*

### **Empire of Dirt** (North Island)

<https://www.empireofdirt.co.nz/>

Chris or Adam – [info@eod.co.nz](mailto:info@eod.co.nz)

*"These guys are experienced and done a lot of good work. Elevate and Empire of Dirt often work together on projects".*

### **D&E** (Canterbury)

<https://www.dne.co.nz/dne-track-trail/>

Cameron Visset – [Camerson.bisset@ dne.co.nz](mailto:Camerson.bisset@ dne.co.nz)

*"These guys are experienced and done a lot of good work. Elevate and Empire of Dirt often work together on projects".*

NOTE: Most of these designers likely offer a support service, where guidance can be given for a smaller fee than a full design (I would think you would agree an hourly fee to upset of \$X).



## Community Partnership Fund Applications - February 2021 round

Record No: R/21/3/9934  
Author: Kathryn Cowie, Community Liaison Officer  
Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to allocate funding for the February 2021 round of the Wallace Takitimu Community Partnership Fund.

### Executive Summary

- 2 A total of five applications have been received for the February 2021 funding round of the Wallace Takitimu Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachments to the applications (including financials) are not attached to this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Wallace Takitimu Community Board has \$33,493 available to allocate through the Wallace Takitimu Community Partnership Fund in the 2020/2021 financial year.
- 4 In the August 2020 round of the Wallace Takitimu Community Partnership Fund the community board granted \$22,016.
- 5 This leaves \$11,467 available to allocate for the February 2021 funding round.

## Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Partnership Fund Applications - February 2021 round ” dated 19 March 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Receives the applications from the following:
  - 1. Drummond Golf Club Inc.
  - 2. Otautau and Districts Community Charitable Trust
  - 3. Otautau Golf Club
  - 4. Otautau School
  - 5. Takitimu District Pool
- e) Approves/declines a grant of \$3,000 to the Drummond Golf Club to assist with replacing the clubhouse roof.
- f) Approves/declines a grant of \$1,287 to the Otautau and Districts Community Charitable Trust to assist with purchasing a smartphone and office stationary.
- g) Approves/declines a grant of \$1,300 to the Otautau Golf Club to assist with purchasing new cutter bars for the club fairway mower.
- h) Approves/declines a grant of \$1,586 to Otautau School to assist with creating a breakfast space at the school.
- i) Approves/declines a grant of \$15,000 to the Takitimu District Pool to assist with replacing their filtration system.

## Background

- 6 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 7 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.

- 8 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund whereby the nine community boards in the district will allocate funding directly to their communities.
- 9 The Wallace Takitimu Community Board set the following criteria for the Wallace Takitimu Community Partnership Fund:
- consideration will be given to all funding requests on a case by case basis. The board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
  - there is no cap on the amount applicants can request
  - co-funding is preferable, but not essential
  - two quotes are preferable for capital works, but if it is not possible to get more than one quote an explanation why will be sufficient
  - if appropriate, applicants are to come to a board meeting and speak to their application
  - groups do not have to be a legal entity to apply.

Applications received

<b>Applications received</b>	<b>5</b>
<b>Total amount requested</b>	<b>\$22,173</b>
<b>Funds available</b>	<b>\$11,467</b>

<b>1</b>	<b>Drummond Golf Club</b>	
	Request assistance towards replacing the roof on the clubhouse.	
	Total project cost	<b>\$21,700</b>
	Amount requested	<b>\$3,000</b>
<b>2</b>	<b>Otautau Community Charitable Trust</b>	
	Request assistance towards funding to purchase a smartphone for their newly appointed community support person, and stationary for record keeping.	
	Total project cost	<b>\$1,287</b>
	Amount requested	<b>\$1,287</b>
<b>3</b>	<b>Otautau Golf Club</b>	
	Request assistance towards costs of replacing cutter bars on the fairway mower.	
	Total project cost	<b>\$1,300</b>
	Amount requested	<b>\$1,300</b>

4      **Otautau School**

Request assistance towards creating a breakfast space at the school. They currently host 30 students per day for breakfast. The space is also multi-use and is utilised and hired by the community for events and functions.

Total project cost      **\$1,586**

Amount requested      **\$1,586**

5      **Takitimu District Pool**

Request assistance towards funding to replace the pool filtration system.

Total project cost      **\$65,543**

Amount requested      **\$15,000**

Recommendations

- 10    The recommendations outline the amounts requested in the applications. Staff recommend that the Wallace Takitimu Community Board consider each application individually and determine the level of funding they wish to allocate.

Issues

- 11    There are no issues to consider.

Factors to Consider

Legal and Statutory Requirements

- 12    There are no legal or statutory requirements to consider.

Community Views

- 13    The board, as representatives of the Wallace Takitimu Community Board area will consider each application and how it benefits their communities.

Costs and Funding

- 14    The Wallace Takitimu Community Board has \$33,493 available to allocate through the Wallace Takitimu Community Partnership Fund in the 2020/2021 financial year.
- 15    In the August 2020 round of the Wallace Takitimu Community Partnership fund the community board granted \$22,016.
- 16    This leaves \$11,467 available to allocate for the February 2021 funding round.

Policy Implications

- 17    There are no policy implications.

## Analysis

### Options Considered

- 18 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

### Analysis of Options

Option 1 – Approves and allocates funding pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• support community groups to achieve local initiatives</li></ul>	<ul style="list-style-type: none"><li>• there are no disadvantages</li></ul>

Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• there are no advantages</li></ul>	<ul style="list-style-type: none"><li>• no funds awarded could hinder the progress of community-led development due to lack of financial support</li></ul>

### Assessment of Significance

- 19 Not considered significant.

### Recommended Option

- 20 The recommended option is “option 1 - allocates funding pursuant to the funding criteria set by the community board”.

### Next Steps

- 21 Inform the applicants of the allocation decisions.

## Attachments

- A CPF Application - Drummond Golf Club - application form only [↗](#)
- B CPF Application - Otautau & Districts Community Charitable Trust - application form only [↗](#)
- C CPF Application - Otautau Golf Club - application form only [↗](#)
- D CPF Application - Otautau School - application form only [↗](#)
- E CPF Application - Takitimu District Pool - application form only [↗](#)

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board

### YOUR DETAILS

Name of organisation Drummond Golf Club Inc.

Postal address Cl 75 Drummond Heddon Bush Road, No 3 RD OIAUTAU 9683

Street address 567 Boundary Road, Drummond

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<u>Joan Seamer</u>	Phone	(day) <u>0220165321</u>
Email	<u>joanlaryst@gmail.com</u>	(evening)	<u>0220165321</u>
Name	<u>STEVEN HUBBER</u>	Phone	(day) <u>0211893807</u>
Email	<u>su.hubber@river.net.co.nz</u>	(evening)	<u>032362896</u>

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

03 1750 009421500

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? 105

Please describe fully: (Continue on a separate sheet if necessary) ATTACHED

For what purpose does your organisation seek a Community Partnership Fund subsidy?

REPAIR ROOF ON CLUBHOUSE DUE TO RUST (SEE LETTER ATTACHED)



If your application relates to a facility – who uses the facility and how often?

GOLF CLUB,  
 RUMMOND SCHOOL  
 GOLF TRAINING  
 GENERAL PUBLIC

SEE LETTERS ATTACHED

Does the facility have a long term development and maintenance plan? ☒ Yes ☐ No

How will your project benefit the organisation or community?

REFER TO ATTACHED LETTER.

Start date of your project **ASAP AFTER FUNDS IN PLACE** Finish date of your project **ROOF WILL TAKE ONE DAY TO REPLACE.**

#### FINANCIAL DETAILS

Are you registered for GST? ☐ No ☒ Yes GST number 49 634 560

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE		INCOME	
Project costs	\$ 46,171	65,335	\$
(821,686.41)	<del>GST-inclusive or</del>	Your contribution	89,100
(821,700)	GST exclusive		
		Fees/subs	
		Fundraising	84,500
		Loan/mortgage	
		Cash savings	84,600
		Other	
		Sub-total	89,100
		Other grants and sponsorship applied for	

Sponsorship			
Grants (successful and proposed)	Amount requested	Result date	
Community Trust South	6,600		
Burke Trust	3,000		
SOE Community Fund	3,000		
<b>Sub-total</b>	<b>9,600</b>		
<b>Total cost of the project is</b>	<b>\$21,700</b>		
How much money are you applying for?	\$3,000		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
N/A			
Donated materials (eg approximate \$ value)			
N/A			
How do you envisage paying for the future operational costs of this project?			
No N/A			

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Joan Scarce & Stephen Hubber consent to Southland District Council

collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name Joan Scarce

Position in organisation Chair Project Subcommittee

Signature [Signature]

Date 24/2/21

Name Stephen Hubber

Position in organisation *President*Signature *[Handwritten Signature]*Date *24-2-21***Please attach****Check**

a current statement of income and expenditure

☒

a current bank statement from your organisation

☒

quotations, where relevant

☒

letters of support (if applicable)

☒

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.****NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office



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## DRUMMOND GOLF CLUB INC.

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23 February 2021  
Southland District Council,  
Wallace Takitimu Community Board,  
P.O. Box 903,  
INVERCARGILL 9840

Attention Kathryn Cowie

Dear Kathryn,

The Drummond Golf Club respectfully requests a grant of \$3,000 from the Wallace Takitimu Community Board, 'community partnership fund' to assist with the renewal of the roof on their clubrooms. This will replace the existing roof, which is leaking, due to its ageing condition, as much of it is rusted through. The new corrugated roof will protect the clubhouse, for many years to come.

Of the four quotes, we have chosen RoofingSmiths (Paisley & King Roofing Ltd) due to price, it's a local business, also they have been highly recommended to Drummond Golf Club management committee by two different organisations in the trade.

Our golf club has a membership of 105, regular playing members is approximately 60, a further 25 playing on a casual bases and a further 20 are non-playing or social members.

To 'future proof' our club we have addressed several areas, as we are aware of the change in demographics in the community due to the increase of the dairy farming industry over the years, also the removal of the Drummond Community Hall as a community facility.

We have implemented a 'action pan' that has:-

- \* Retained playing members and increased membership that more than covered those ageing and non-playing members who have resigned
- \* Improved assets, such as purchasing a new tractor two years ago (\$32,000), also this year club members have undertaken repairs and repainting of the exterior of the clubhouse, cost with a volunteer component approximately \$8,000.
- \* Encourage, that the clubhouse be used by the public/private community as its community centre

The major areas of our membership are from Winton, Invercargill and the surroundings areas of Western and Centre Southland. There is a higher number of ageing members due to the easiness of the 9 hole course, it is a short and a very flat course to play and is considered the easiest course in Southland, however this situation is changing through our golf clubs drive and the flow-on-effect in the promotion of younger dairy women and school children playing golf through training programmes and existing members participation for increasing membership.

Over the last few years the community use of the clubhouse and the course itself has increased substantially. Apart from competition golf being played three days a week the clubhouse is widely used by community organisation such as Dairy Women Network, Agri Women workshops, birthday and anniversary gatherings etc. also on a daily bases it's a stop-off by the general public for the use of the toilet facilities. Three letters of support from Drummond School, Golf Southland and Dairy Women's Network are attached.

So we thank the Community Trust South for its consideration of our request, meanwhile, should you have any questions please feel free to contact us.

Sincerely Yours,



Joan Scarlet

Chair,

Project Subcommittee

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka-Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation: Otakouti and districts Community Charitable Trust  
 Postal address: % T Froude, 33 Northwiche Street, Otakouti  
 Street address: 174 Main Street, Otakouti 9610

### CONTACT NAMES

Thelma Froude, Janice DeLifford

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Thelma Froude	Phone	(day)	(03) 225 8537
Email	central.garage@extra.co.nz		(evening)	027 225 9370
Name	Janice DeLifford	Phone	(day)	027 252 9499
Email	jedeclifford@gmail.com		(evening)	" "

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

02 0944 0045361 00

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation?

7

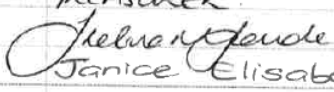
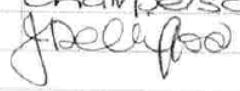
Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We seek the financial support of this fund to be able to purchase a much needed phone upgrade to a 'Smart Phone' for our newly appointed 'Community Support person'.  
 We also ask for financial support to provide much needed stationery for required record keeping, etc.

If your application relates to a facility – who uses the facility and how often?		N/A	
Does the facility have a long term development and maintenance plan?			
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How will your project benefit the organisation or community?			
This phone upgrade will provide the tools to enable our Support person to access much needed information, while providing support to the vulnerable people within our Community. This will also provide access to online platforms to build on wider Community Information sharing with on-going and New Projects within the Community for our most vulnerable (Elderly and whānau/families).			
Start date of your project		Finish date of your project	
as soon as possible		ongoing.	
<b>FINANCIAL DETAILS</b>			
Are you registered for GST?		GST number	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Applicants that are not GST-registered need to provide budget figures that include GST			
Applicants that are GST-registered need to provide budget figures that exclude GST.			
Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.			

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR				
EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
New Phone	\$1129.00	Fees/subs		
Phone Protection (case)	\$34.99	Fundraising		
Stationery	\$123.05	Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
<b>Other grants and sponsorship applied for</b>				
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total		
<b>Total cost of the project is</b>	\$1287.04	<b>Total Income</b>		

How much money are you applying for?	\$1287-04		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
/			
Donated materials (eg approximate \$ value)			
/			
How do you envisage paying for the future operational costs of this project?			
future operational costs of the phone will be the responsibility of the Clontarf District Community Charitable Trust. We will find a way to meet these costs by applying for operational grants in the future.			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We	consent to Southland District Council		
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	THEMA MAY FROUDE		
Position in organisation	TREASURER		
Signature		Date	28/02/21
Name	Janice Elisabeth DeClifford		
Position in organisation	Chairperson		
Signature		Date	28/2/21
<b>Please attach</b>	<b>Check</b>		
a current statement of income and expenditure	<input checked="" type="checkbox"/>		
a current bank statement from your organisation	<input checked="" type="checkbox"/>		
quotations, where relevant	<input checked="" type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			
Email to <a href="mailto:funding@southlanddc.govt.nz">funding@southlanddc.govt.nz</a>			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			



## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation OTAUTAU GOLF CLUB  
 Postal address P.O. BOX 55 OTAUTAU 9641  
 Street address 55- SLAUGHTER HOUSE ROAD OTAUTAU,

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<u>JOHN LOWREY</u>	Phone	(day)	<u>027-225-8107</u>
Email	<u>J.LOWREY@SLINGSHOT.CO.NZ</u>		(evening)	<u>" " "</u>
Name	<u>JIMMY McDUGAL</u>	Phone	(day)	<u>027-658-8581</u>
Email			(evening)	<u>" " "</u>

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

03 1355 0497946 00

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? 30

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

THE 5 CUTTER BARS ON OUR FAIRWAY MOWER ARE DUE FOR REPLACEMENT THIS YEAR.

THIS GRANT WILL ALLOW US TO PURCHASE A NEW SET OF CUTTER BARS WHICH WILL EXTEND THE LIFE OF THE MOWER BY ANOTHER 5-10 YEARS

# OTAUTAU GOLF CLUB MEMBERS

Does the facility have a long term development and maintenance plan? ☒ Yes ☐ No

Buy' KEEPING THIS FACILITY IN GOOD ORDER IS A GREAT BENEFIT TO THE ORGANISATION AND THE COMMUNITY OF OTAUTAU.

Start date of your project ON GOING Finish date of your project ON GOING

Are you registered for GST? ☐ No ☒ Yes GST number 10861705

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

[illegible]

How much money are you applying for? \$ \$1300 ~~1299.22~~ GST INCLUDED

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours)


VOLUNTARY LABOUR INVOLVED IN FITTING THESE  
NEW CUTTER BARS WOULD BE 20HRS APPROX  
\$25.00 PER HOUR = \$500.00

Donated materials (eg approximate \$ value)

How do you envisage paying for the future operational costs of this project?

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We OTAUTAU GOLF CLUB INC. consent to Southland District Council  
collecting the personal contact details provided on this form. The consent is given in accordance with  
the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate  
and complete and that the organisation committee has agreed to this project/funding application.

Name	<u>ANDRE BEKHUIS</u>	
Position in organisation	<u>PREIDENT</u>	
Signature		Date <u>22/02/21</u>
Name	<u>JOHN HAYWOOD</u>	
Position in organisation	<u>TREASURER</u>	
Signature	<u>J.A. Haywood.</u>	Date <u>22/02/21</u>

Please attach	Check
a current statement of income and expenditure	<input checked="" type="checkbox"/>
a current bank statement from your organisation	<input checked="" type="checkbox"/>
quotations, where relevant	<input checked="" type="checkbox"/>
letters of support (if applicable)	<input type="checkbox"/>

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION  
ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- 

Name of organisation	Otutau School
Postal address	Elles Road, Otutau
Street address	Elles Road
<b>CONTACT NAMES</b>	

Name	Simon Bell	Phone	(day)	225 8320
Email	simonbell@stoday.school.nz		(evening)	021 253645
Name	Julie Cuttery	Phone	(day)	225 8320
Email	office@stoday.school.nz		(evening)	027 375 5038

[illegible]

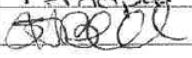
### PROJECT DETAILS

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We currently have a multipurpose space which we use at school and the community use too (i.e. Craft Markets as one example). At school we currently host 30 students a day for breakfast in school. We are wanting to create a space to hold everything we need to run breakfast in school's as well as other groups being able to use it when they hire our facilities.

If your application relates to a facility – who uses the facility and how often?	
School uses facility Mon – Fri and community use it outside of school hours.	
Does the facility have a long term development and maintenance plan?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will your project benefit the organisation or community?	
Community having access to refreshment facilities when they hire it and groups who also hire our new turf will also be able to use the room.	
Start date of your project	Finish date of your project
Term 2, 2021	Term 3, 2021
<b>FINANCIAL DETAILS</b>	
Are you registered for GST?	GST number
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	10 861 772
Applicants that are not GST-registered need to provide budget figures that include GST	
Applicants that are GST-registered need to provide budget figures that exclude GST.	
Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.	

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR				
EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
Cabinets	1,585.54	Fees/subs	800	
		Fundraising		
		Loan/mortgage		
		Cash savings		
		Other Installation	800	
		Sub-total		
<b>Other grants and sponsorship applied for</b>				
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total		
<b>Total cost of the project is</b>		<b>Total Income</b>		

How much money are you applying for?	\$ 1585.54		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
Donated materials (eg approximate \$ value)			
How do you envisage paying for the future operational costs of this project?			
The future operational costs for this project will come from the schools operational funding grant.			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We	Otatau School		consent to Southland District Council
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	Simon Bell		
Position in organisation	Principal		
Signature		Date	17-2-21
Name			
Position in organisation			
Signature		Date	
<b>Please attach</b>			<b>Check</b>
a current statement of income and expenditure			<input type="checkbox"/>
a current bank statement from your organisation			<input type="checkbox"/>
quotations, where relevant			<input checked="" type="checkbox"/>
letters of support (if applicable)			<input type="checkbox"/>
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			
Email to <a href="mailto:funding@southlanddc.govt.nz">funding@southlanddc.govt.nz</a>			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			



## Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka-Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board

SOUTHLAND DISTRICT COUNCIL

- 2 MAR 2021

SCANNED

DOC No



### YOUR DETAILS

Name of organisation *Takitimu District Pool in Ohai*  
 Postal address *cl- 33 Beaumont Station Rd R.D.1 Otautau 9689*  
 Street address *Hasting Street, Ohai*

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name *Michelle Anderson* Phone (day) *0275749992*  
 Email *takitimu.pool@gmail.com* (evening) *"*  
 Name *John Hogg* Phone (day) *021 181 1234*  
 Email *john.hogg@farmside.co.nz* (evening) *"*

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

*03 1748 0005316 000*

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation?

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

*The Takitimu District Pool in Ohai is an excellent community facility that is unfortunately operating with the original filtration system. It has reached the point where this must be replaced in order for the pool to function at a safe and reliable level. We have many swimmers who enjoy the facility and water quality is an obvious priority.*

*\* Please see additional information and letter of support.*

*- 2 local primary schools and additional areas*  
*- Swimming Club. 65 children*  
*- 170 keys in circulation*  
*mixture of single, family users*

**Takitimu District Pool****Additional supporting information for the purpose of our submission:**

- Our Takitimu District Pool facility strives to provide a great pool for our community to use. Our excellent facility is in great demand and utilised extremely well for the size of our small rural community. We have fought hard for this facility to remain open for use, to operate at a high standard that is safe, tidy and able to be used by our people independently or in groups.
- Our pool operates by relying on our very passionate and committed group of volunteers. Many hours have gone into preparing for the season ahead of opening the pool, boiler duties to keep it running at a good temperature, daily cleaning of the facility, weekly sweeping of the pool itself and more recently, many extra hours have been put in due to issues we have been facing with the filtration system. Trying to maintain the chemical balance at the right level is proving to be more of a challenge and a new filtration system would assist us in getting this balance right. Our committee works tirelessly to ensure our community has a safe, hygienic pool to swim in and we do not want this to be compromised merely due to an aging piece of equipment that can easily be replaced.
- Our committee volunteers have been travelling to the pool weekly, sometimes multiple times daily, to ensure the chemical balance remains stable, undertaking digital testing and liaising with Cleanflo to ensure the water is at a safe swimmable level. However, this is not a feasible option long term as our volunteers are often busy in the workforce.



2

If your application relates to a facility – who uses the facility and how often?

The Takitimu District and wider surrounding areas.  
Key holders (170 approx keys in circulation), group bookings, swimming club, School Swimming - 2 primary schools local and others surrounding.  
Does the facility have a long term development and maintenance plan? ☒ Yes ☐ No

Does the facility have a long term development and maintenance plan? ☒ Yes ☐ No

How will your project benefit the organisation or community?

How will your project benefit the organisation or community? With a new filtration system we will continue to provide an excellent facility for the community. Allowing participation, activity promotion, inclusion, recreation and swimming skills, water safety acquisition. Health and well being, a place to thrive.

Start date of your project

Finish date of your project

## FINANCIAL DETAILS

Are you registered for GST?

☒ No☐ Yes

GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

## EXPENDITURE

\$

### Project costs

**GST inclusive or****GST exclusive**

## INCOME

\$

### Your contribution

Fees/subs

## Fundraising

Loan/mortgage

### Cash savings

Other

Sub-total

**Other grants and sponsorship applied for**

## Sponsorship

Grants (successful  
and proposed)

Amount requested

**Result date**

In process of looking into other grants.

**Sub-total**

**Total cost of the project is**

65,542.56

**Total Income**

10,000

How much money are you applying for?

\$15,000

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours)

Committee members - help to install if possible. Continuation of volunteers tending to the boiler, water testing, applying chemicals in future.

Donated materials (eg approximate \$ value) Plumber - local involved in committee. N/A.

How do you envisage paying for the future operational costs of this project?

Key sales/bookings are our income as well as using our SDC reserves where necessary.

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We The Takitimu District Pool consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name

Michelle Anderson

Position in organisation

Secretary

Signature

[Signature]

Date

23/2/2021

Name

Mr John Hogg

Position in organisation

President

Signature

[Signature]

Date

23/2/21

Please attach

a current statement of income and expenditure

Check

☒

a current bank statement from your organisation

☒

quotations, where relevant

☒

letters of support (if applicable)

☒

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office