



Notice is hereby given that an Ordinary Meeting of Southland District Tuatapere Te Waewae Community Board will be held on:

Date: Monday, 12 April 2021  
Time: 3pm  
Meeting Room: Waiau Town and Country Club  
Venue: 41 King Street, Tuatapere

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## Tuatapere Te Waewae Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Margaret Thomas
Deputy Chair	Ann Horrell
Councillors	Blayne De Vries
	Maurice Green
	Alastair McCracken
	Keri Potter
	Councillor George Harpur

### IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Simon Moran
Community Liaison Officer	Megan Seator

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[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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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 Tuatapere Te Waewae Community Board, 22 February 2021



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## Tuatapere Te Waewae Community Board

### OPEN MINUTES

UNCONFIRMED

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Minutes of a meeting of Tuatapere Te Waewae Community Board held in the Waiau Town and Country Club, 41 King Street, Tuatapere on Monday, 22 February 2021 at 3.02pm.

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#### PRESENT

Deputy Chair	Ann Horrell
Councillors	Blayne De Vries
	Maurice Green
	Alastair McCracken
	Keri Potter
	Councillor George Harpur

#### APOLOGIES

Chairperson Margaret Thomas

#### IN ATTENDANCE

Group Manager, Customer Delivery	Councillor Kremer
Committee Advisor	Trudie Hurst
Community Partnership Leader	Alyson Hamilton
Community Liaison Officer	Simon Moran
	Megan Seator

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1 Apologies

There was an apology from Chairperson Margaret Thomas.

Moved Cr Harpur, seconded Maurice Green and resolved:

That the Tuatapere Te Waewae community board accept the apology.

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

Mandy Riley on behalf of the Tuatapere Promotions Group addressed the meeting and provided a brief update on the Groups activities and projects.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Maurice Green, seconded Keri Potter and resolved:

That the minutes of Tuatapere Te Waewae Community Board, held on 14 December 2020 be confirmed as a true and correct record of that meeting.

Reports

7.5 Unbudgeted Expenditure - Tuatapere Te Waewae Community Partnership Fund

Record No: R/21/1/686

Community liaison Officer - Megan Seator was in attendance for this item.

Mrs Seator advised the purpose of this report is to approve an unbudgeted expenditure **request of \$10,000 from the Tuatapere Te Waewae Community Board's general reserves** to the Tuatapere Te Waewae Community Partnership Fund.

Resolution

Moved Keri Potter, seconded Cr Harpur and resolved;

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure - Tuatapere Te Waewae Community Partnership Fund” dated 15 February 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) Approves the unbudgeted expenditure of \$10,000 from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.

7.6 Tuatapere Community Baths Society Operational Grant Request

Record No: R/21/1/1767

Community liaison Officer - Megan Seator was in attendance for this item.

Mrs Seator advised the purpose of this report is for the board to authorise a request from the Tuatapere Community Baths Society to obtain an operational grant from the Tuatapere ward pool business unit.

Resolution

Moved Alastair McCracken, seconded Cr Harpur and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Tuatapere Community Baths Society Operational Grant Request” dated 15 February 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) Approves the expenditure of \$5,000 from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.
- e) Approves the unbudgeted expenditure of a further \$5,000 from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

## 7.1 Community Leadership Report

Record No: R/21/2/6438

Community Partnership Leader - Simon Moran was in attendance for this item.

Mr Moran advised the purpose of this report is to update the board on the community leadership activities in the area.

Mr Moran drew a number of issues to the attention of the board including:

- funding applications
- procurement policy
- SDC community service awards
- Highways South

Resolution

Moved Maurice Green, seconded Blayne De Vries and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 15 February 2021.**

## 7.2 Operational Report for Tuatapere Te Waewae Community Board

Record No: R/21/1/3862

Group Manager, Customer Delivery - Trudie Hurst was in attendance for this item.

Resolution

Moved Alastair McCracken, seconded Keri Potter and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board” dated 11 February 2021.**

### 7.3 Council Report

Record No: R/21/1/3133

Councillor Harpur and Councillor Kremer presented this report.

Resolution

Moved Cr Harpur, seconded Blayne De Vries and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Council Report” dated 26 January 2021.**

### 7.4 Tuatapere Proposed Additional Rubbish Collection

Record No: R/21/1/1971

Community Facilities Manager - Mark Day was in attendance for this item.

Mr Day advised the purpose of this report is to provide the Tuatapere Te Waewae Community Board with information to enable them to make a decision as to whether or not they want to provide additional rubbish collection in the form of a skip bin service to the township.

Resolution

Moved Blayne De Vries, seconded Alastair McCracken recommendation a to c, new d (as indicated with ~~strike through~~ and underline) and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Tuatapere Proposed Additional Rubbish Collection” dated 15 February 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) Approves to proceed with the provision of an additional skip bin service to the Tuatapere Township.~~
- New d) Agrees to not proceed with the provision of an additional skip bin service to the Tuatapere Township.



The meeting concluded at 3.49pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE TUATAPERE TE WAEWAE  
COMMUNITY BOARD HELD ON MONDAY, 22  
FEBRUARY 2021.

DATE:.....

CHAIRPERSON:.....



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## Operational Report for Tuatapere Te Waewae Community Board

Record No: R/21/3/12431

Author: Carolyn Davies, Executive Assistant

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

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### Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Tuatapere Te Waewae Community Board area.

### Recommendation

That the Tuatapere Te Waewae Community Board:

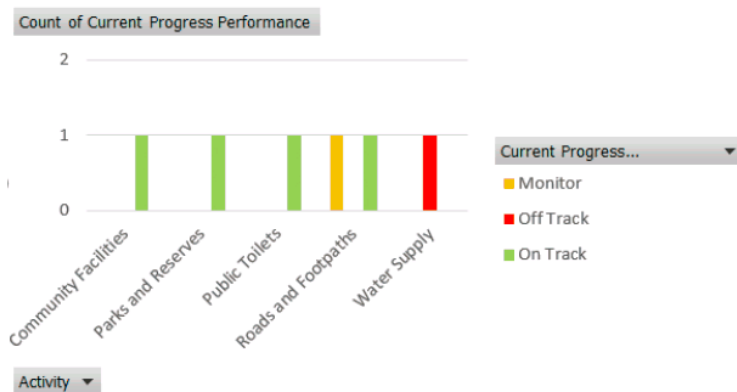
- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board” dated 24 March 2021.**

### Attachments

- A Report to Tuatapere Te Waewae Community Board - 12 April 2021 - Operational report [↓](#)



## 1. Projects within current financial year



### CLARIFICATION OF FUNDING SOURCES

Local funded: stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: water, wastewater, public toilets and roading.

Local or District funded (dependent on service): community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>COMMUNITY FACILITIES</b>	P-10007	Upgrade water supply at Eastern Bush - stage 1	Pre-delivery	On track	Consultant is working with drilling contractor to establish methodology for test bore drilling. Draft documents for landowner agreement are being prepared for further consultation.	\$1,326,995
<b>PARKS AND RESERVES</b>	P-10033	Install new toilets at	Delivery	On track	Awaiting authority from Heritage Properties Ltd for	\$77,747



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
		Monkey Island			permission to plant and install fence.	
<b>PUBLIC TOILETS</b>	P-10276	Recoat Aerator frame at water treatment plant Tuatapere	Delivery	On track	Aerator has been received. Installation scheduled for May following delivery of stand.	\$73,400
<b>WATER SUPPLY</b>	P-10368	Upgrade playground at Monowai	Initiation	Off track	This project will be deferred to 2021/22 and included in a district wide playground equipment project scheduled for next summer.	\$30,000
<b>ROADS AND FOOTPATHS</b>	P-10370	Upgrade Monowai suspension bridge	Delivery	Monitor	Stage 1 - Maintenance work will begin at 6pm on Wednesday, 24 March 2021, requiring closure of the bridge nightly for about four weeks while this work is being carried out.  The closures will occur from 6pm to 6am, Sunday through to Thursday, finishing on 21 April 2021.  Stage 2 - completion of scope and design will occur once Stage 1 is finished	\$450,000
<b>ROADS AND FOOTPATHS</b>	P-10371	Replace Lake Monowai Road - Canal bridge 3407.003	Delivery	On track	Bridge practically complete - defects period ends September 2021.	\$350,000


## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
<b>17/3 Waimea Alliance</b>	Routine maintenance and cyclic works are ongoing. A large diameter culvert was replaced on Clifden Domain Road.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	2020/2021 resealing is ongoing in the district including the Tuatapere ward area. 2021/2022 pre reseal repair works are ongoing with marking out and repair works.  The Lake Monowai Road suspension bridge works planning and contractor procurement has been ongoing this period, with planned works in the second half of March.
16/52 Toilet Cleaning	New vents are to be installed at the Monkey Island toilets and a sign is to be installed showing the area for tents and campervans. QR codes have been placed in the all toilets in this area
Mowing	New mowing contractor going well. There have been some minor issues in Orepuki.
Gardening	Contract is still being negotiated.
General	The community board is in discussion with Waiau Area School regarding the trees at the rear boundary of the school.  Noxious plant spraying has been undertaken in the Tuatapere township.

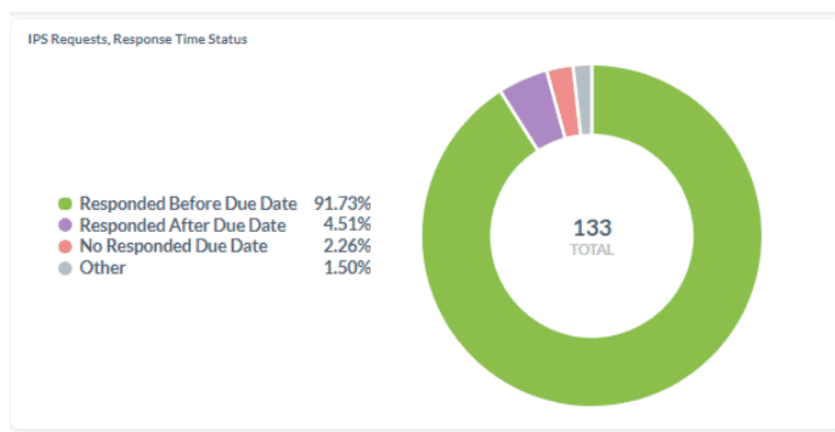
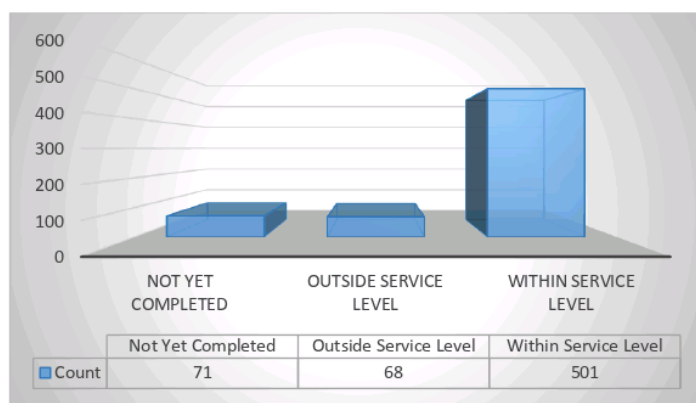
### 3. Request for service data 29 January 2021 – 9 March 2021

Community Board		District wide	
		<b>Requests for Service 29/1/21 – 9/3/21: 640</b>	
<b>Requests for Service 29/1/21 – 9/3/21: 35</b>		<b>3 Waters Service requests 29/1/21 – 9/3/21: 133</b>	
REQUEST TYPE		COUNT	
Council housing/flats - repairs (routine)		1	
Edge break/low shoulders sealed roads		1	
Freedom camping complaints		1	
Gravel, potholes/corrugations and grading		2	
Hall cleaning and maintenance		1	
Licensed premise queries or complaints		1	
Noise control (not animal noises)		1	
Parks and reserves R&M		1	
Rural water - no water supply		5	
Rural water asset leak		1	
Rural water main leak urgent		1	
Seal widenings and sealing issues		1	



REQUEST TYPE	COUNT
Sealed roads - potholes and blowouts (safety)	1
Transport - road matters general	2
Toilet repairs and maintenance	1
Water asset leak - (main, hydrant, valve, meter)	4
Water no supply	1
Water toby damaged (not safety issue)	2
Water toby leak	4
Wheelie bin damaged	1
Wheelie bin new	1
Wheelie bin collection complaints	1
<b>TOTAL</b>	<b>35</b>

#### RFS count by completion time status



Note: RFS' that were not yet completed or outside the service level were due to factors including further investigations/work required and extensions of time to complete the requests.



#### 4. Local finance reporting

Orepuki - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Orepuki	\$5,011	\$5,011	\$8,074	\$5,687	\$8,672	\$13,008	\$25,227	\$5,059	\$7,589
Stormwater Drainage - Orepuki	\$696	\$696	\$1,044		\$696	\$1,044			
Beautification - Orepuki	\$5,917	\$5,917	\$8,876	\$10,572	\$9,044	\$9,721			
Playground - Orepuki	\$549	\$549	\$824	\$489	\$1,117	\$1,676			
Hall - Orepuki	\$7,888	\$8,017	\$12,253	\$4,532	\$9,083	\$13,624			
Railway Land - Orepuki		\$757	\$1,136	\$301	\$649	\$832			
<b>Total</b>	<b>\$20,062</b>	<b>\$20,948</b>	<b>\$32,207</b>	<b>\$21,581</b>	<b>\$29,261</b>	<b>\$39,905</b>	<b>\$25,227</b>	<b>\$5,059</b>	<b>\$7,589</b>

Income for the Orepuki business units is on budget.

Orepuki streetworks, stormwater drainage and playground are under budget due to less general maintenance required. Beautification is over budget due to increased mowing costs incurred. The shortfall in mowing budget have been included in the February forecasting round. The Orepuki hall operating costs are underspent due to lower maintenance and operating costs required.

Orepuki streetworks business unit capital spend is over budget due to \$25,227 spend towards internal capital footpaths. This includes the NZTA share of the footpath renewals and will be corrected for future reporting.





Tuatapere - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Tuatapere			\$5,898	\$44,272	\$47,844	\$56,080			
Administration - Tuatapere	\$11,109	\$11,091	\$25,408						
Operating Costs - Tuatapere	\$15,612	\$15,586	\$23,379	\$3,196	\$4,738	\$23,379			
Street Works - Tuatapere	\$8,435	\$8,421	\$12,632	\$3,270	\$18,507	\$27,760			
Refuse Collection - Tuatapere									
Stormwater Drainage -Tuatapere	\$10,683	\$10,665	\$15,998	\$8,196	\$10,742	\$15,998			
Beautification - Tuatapere	\$15,271	\$15,259	\$22,888	\$26,151	\$19,593	\$22,888			
Tuatapere Parks & Reserves	\$7,109	\$7,097	\$10,646	\$13,627	\$13,521	\$19,790	\$17,129	\$23,968	\$39,946
Waiau River Collection	\$234	\$233	\$350	\$520	\$233	\$350			
Tuatapere Ward Pool Rate	\$3,391	\$3,378	\$5,703		\$2,534	\$5,067			
Hall - Tuatapere	\$12,397	\$11,608	\$18,147	\$5,806	\$11,985	\$17,412			
<b>Total</b>	<b>\$84,242</b>	<b>\$83,339</b>	<b>\$141,049</b>	<b>\$105,039</b>	<b>\$129,697</b>	<b>\$188,724</b>	<b>\$17,129</b>	<b>\$23,968</b>	<b>\$39,946</b>

Overall income for the Tuatapere business units are on budget.

Community leadership is underspent by \$3,572 due to lower councillor and board member salaries compared to budget.

Operating costs is underspent due to lower catering and mileage/travel expenses incurred. Streetworks is underspent due to lower spend on street litter bins and maintenance general. Stormwater drainage is underspent due to underspend in monitoring and general maintenance costs. Beautification is overspent due to higher mowing and garden maintenance costs being incurred. The increased mowing budget of \$4,280 has been forecasted for in the February forecasting round. Parks and reserves expenditure is on par. At the Community Board meeting on 22 February, the board approved a grant of \$10,000 to the Tuatapere Community Baths Society from the Tuatapere ward pool rate business unit. The purchase order for this was raised in March.

The capital spend of \$17,129 in parks and reserves was towards the installation of the Tuatapere flying fox.



### Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Orepuki community centre	\$18,579	\$19,111	\$19,111
Orepuki general	\$32,295	\$31,320	\$19,905
<b>Total – Orepuki</b>	<b>\$50,874</b>	<b>\$50,431</b>	<b>\$39,016</b>
Tuatapere community centre	\$26,508	\$27,243	\$27,243
Elder park forestry	\$23,970	\$23,970	\$23,970
Tuatapere general	\$260,425	\$231,363	\$211,417
Tuatapere pool	\$40,912	\$41,548	\$41,548
Tuatapere property	\$3,070	\$3,173	\$3,173
Waiau river collection	\$799	\$837	\$837
Tuatapere water meridian contribution	\$7,328	\$7,328	\$7,328
<b>Total – Tuatapere</b>	<b>\$363,012</b>	<b>\$335,462</b>	<b>\$315,516</b>
Clifden recreation reserve	\$34,501	\$42,033	\$42,033
Cosy Nook reserve	\$24,915	\$28,812	\$28,812
Hirstfield reserve	\$23,683	\$26,514	\$26,514
<b>Total – Waiau Aparima</b>	<b>\$83,099</b>	<b>\$97,359</b>	<b>\$97,359</b>
<b>TOTAL RESERVES</b>	<b>\$496,985</b>	<b>\$483,252</b>	<b>\$451,891</b>

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## Community Leadership Report

Record No: R/21/3/11711  
Author: Simon Moran, Community Partnership Leader  
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

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### Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 30 March 2021.**

### Attachments

- A Community Leadership Report [↓](#)



## What's happening in your area

### Community Partnership Fund

The final round of the Tuatapere Te Waewae Community Partnership Fund for the 2020/2021 financial year closed on 28 February 2021. Staff will liaise with the Tuatapere Te Waewae Community Board to discuss how many funding rounds they want for the 2021/2022 financial year.

## Funding

### Upcoming funding deadlines

The following funds closed on the 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

### Monowai Suspension Bridge works

Maintenance works have started on Monowai Suspension Bridge. Staff have been working closely with residents, holiday home owners, and emergency services to ensure minimal disruption. Positive feedback has been received regarding the communication of this project.

### Clifden hall

Staff have been working with the group of Clifden residents looking to take over ownership of Clifden hall. The group is working with the Southland Community Law Centre to investigate the process of setting themselves as a legal entity. The group and council staff are looking to work together to undertake a community survey to ascertain how much money Clifden residents are willing to be rated for in order to maintain the hall.

## What's happening outside your area

### District/regional Initiatives

#### 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

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#### 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 was run from 12 to 26 March 2021. All alcohol licence holders were directly contacted to advise them of this process and encouraged them to provide feedback. 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 was 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 were presented to the Finance and Assurance Committee in March 2021, and will be presented to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee considered and discussed one of the top strategic risks at the conclusion of their March meeting.

Staff and ELT met on 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 has been lodged with He Pou a Rangi. Anyone is able to make a submission on the 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. The consultation document has been 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.



## Chairperson's Report

Record No: R/21/2/4380  
Author: Alyson Hamilton, Committee Advisor  
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Tuatapere Te Waewae Community Board on activities that the chairperson has been involved since the establishment of the board on 20 November 2019. This report covers the period from 23 February 2021 to 26 March 2021.
- 2 The following items are of note:
  - attendance at a meeting with Clifden residents looking to take over ownership of the Clifden hall
  - attended a meeting at the Waiau Area School grounds regarding an issue of native trees on the adjoining property belonging to Southland District Council that are falling on the playground and advised that Council staff are aware of this issue and are liaising with the school and also DoC
  - attended a meeting with the Tuatapere Promotions Group regarding the railway station
  - discussions with contractor regarding the Green Heart reserve walking track
  - meeting with the Tuatapere Lions Club regarding the recycling centre and advice that they have renewed their contract with Bonds.

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) Receives the **report titled "Chairperson's Report" dated** 31 March 2021.

### Attachments

There are no attachments for this report.



## Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8744  
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 Tuatapere Te Waewae 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 Tuatapere Te Waewae 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.





## Tuatapere Te Waewae Community Partnership Fund - February 2021 Funding Round

Record No: R/21/3/10464

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 for the Tuatapere Te Waewae Community Board to allocate funding for the February 2021 round of the Tuatapere Te Waewae Community Partnership Fund.

### Executive Summary

- 2 A total of four applications have been received for the February 2020 funding round of the Tuatapere Te Waewae 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 will be provided to community board members prior to the meeting.
- 3 The Tuatapere Te Waewae Community Board has \$31,371 available to allocate through the Tuatapere Te Waewae Community Partnership fund in the 2020/2021 financial year.
- 4 In the August 2020 round of the Tuatapere Community Partnership Fund, the community board granted \$31,917.75.
- 5 The community board has since allocated \$10,000 from general reserves to the Tuatapere Te Waewae community partnership fund reserve. This leaves \$9,453.25 available to allocate for the February 2021 funding round.

## Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Tuatapere Te Waewae Community Partnership Fund - February 2021 Funding Round” dated 31 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. Tuatapere Playgroup
  - 2. Waiau Star Rugby Club
  - 3. Tuatapere Community Worker Support Trust
  - 4. Tuatapere Toy Library Incorporated
- e) Approves/Declines a grant of \$2,231.94 to the Tuatapere Playgroup to assist with the funding of new safety mats and indoor climbing equipment.
- f) Approves/Declines a grant of \$1,430 to the Waiau Star Rugby Club to assist with the purchase of new junior rugby jerseys.
- g) Approves/Declines a grant of \$1,200 to the Tuatapere Community Worker Support Trust to assist with the funding of a **“soup and chat” event over six weeks** for the residents of Tuatapere and surrounds.
- h) Approves/Declines a grant of \$5,000 to the Tuatapere Toy Library Incorporated to assist with funding towards a new storage 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 Tuatapere Te Waewae Community Board set the following criteria for the Tuatapere Te Waewae Community Partnership Fund:
  - there will be two funding rounds per annum closing on 31 August and 28 February
  - funding requests must be for not for profit purposes
  - community groups do not have to be a legal entity to apply, and individuals will be considered on a case by case basis
  - preference will be given to projects that directly benefit the community board area and its residents
  - there is no cap on the amount applications can request
  - applicants should be able to demonstrate some degree of self-fundraising towards their project, this will be assessed on a case by case basis
  - for project involving capital works, it is expected that the applicant provides two quotes for the works but if it is not possible to get more than one quote it will be expected that there is an explanation for this
  - applicants will be invited to speak to the board about their funding request and project
  - these criteria maybe reviewed by the Board as and when required

#### Applications received

##### 1 **Tuatapere Playgroup**

Seeks funding for new safety mats and indoor climbing equipment

Total Project Cost **\$2,231.94**

Amount Requested **\$2,231.94**

##### 2 **Waiau Star Rugby Club**

Seeks funding towards new junior rugby jerseys.

Total Project Cost **\$1,430**

Amount Requested **\$1,430**

##### 3 **Tuatapere Community Support Worker Trust**

Seeks funding towards a “soup and chat” event over six weeks for the residents of Tuatapere and surrounds.

Total Project Cost **\$1,200**

Amount Requested **\$1,200**

**4 Tuatapere Toy Library Incorporated**

Seeks funding towards a new storage system.

Total Project Cost **\$20,702.73**

Amount Requested **\$5,000**

Recommendations

- 10 The recommendations outline the amounts requested in the applications. Staff recommend that the Tuatapere Te Waewae 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 community board, as representatives of the Tuatapere Te Waewae Community Board area will consider each application and how it benefits the communities in Tuatapere Te Waewae.

Costs and Funding

- 14 The Tuatapere Te Waewae Community Board has \$31,371 available to allocate through the Tuatapere Te Waewae Community Partnership fund in the 2020/2021 financial year.
- 15 In the August 2020 round of the Tuatapere Community Partnership Fund, the community board granted \$31,917.75.
- 16 The community board has since allocated \$10,000 from general reserves to the Tuatapere Te Waewae community partnership fund reserve. This leaves \$9,453.25 available to allocate for the February 2021 funding round.

Policy Implications

- 17 There are no policy implications.

Analysis

Options Considered

Option 1 – 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

- 18 This is not considered significant.

Recommended Option

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

Next Steps

- 20 Advise applicants of the outcome of the funding allocations.

Attachments

- A Tuatapere Te Waewae Community Partnership Fund - Feb 2021 - Tuatapere Toy Library - application only [↓](#)
- B Tuatapere Te Waewae Community Partnership Fund - Feb 2021 - Tuatapere Community Worker Support Trust - application only [↓](#)
- C Tuatapere Te Waewae Community Partnership Fund - Feb 2021 - Waiau Star Rugby Club - application only [↓](#)
- D Tuatapere Te Waewae Community Partnership Fund - Feb 2021 - Tuatapere Playgroup - application 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
- ☐ Waitopai Toetoe Community Board
- ☒ Tuatapere Te Waewae Community Board
- ☐ Wallace Takitimu Community Board
- ☐ Stewart Island/Rakiura Community Board



#### YOUR DETAILS

Name of organisation *Tuatapere Toy Library Incorporated*  
 Postal address *18 Orana Road, Tuatapere, 9620*  
 Street address *18 Orana Road, Tuatapere*  
 CONTACT NAMES *18 Orana Road*

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	<i>Jayne Ridley</i>	Phone	(day)	<i>0274126461</i>
Email	<i>Jayne.Ridley@hotmail.com</i>		(evening)	<i>"</i>
Name	<i>Nelvanee Rahl</i>	Phone	(day)	<i>02102258225</i>
Email	<i>nelvanee@hotmail.com</i>		(evening)	<i>"</i>

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

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? *34*

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

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

*Please see attached print-out for this section of the application.*

*Project Details- Tuatapere Toy Library Application***For what purpose does your organisation seek a Community Partnership Fund subsidy?**

- We are seeking funding support for our purchase of a Removable Storage Cabin with a Key access System.

Background information:

Tuatapere Toy Library has been a toy swap/hire service provided to the young families of Tuatapere and surrounding since 1989. Over the more recent years the service has been finding it increasingly difficult to house these toys in a suitable and financially sustainable location, and has been faced with permanent closure.

Tuatapere Toy library and Waiau Health Trust have come together. Waiau Health Trust is contracted by Southern District Health Board through its Maternity Support Contract to provide services for preschool families of Tuatapere and surrounding areas. Waiau Health Trust will provide the library with an outdoor space for a storage cabin from which we can hire out the toys. This cabin will have a key system for self-service. This solution will relieve us from having to pay rent and needing volunteers to open it up, giving us a sustainable low cost, long term solution.

**Who uses the facility and how often?**

Currently the Tuatapere Toy Library has 34 children on the roll. Having a key system that allows members to exchange their toys at their convenience will hopefully show an increase in members, especially for rural members of our community.

The Toy Library hires out the bouncy castle regularly to the wider community, including to groups holding events.

(We are currently ordering an exciting obstacle course castle to hire out thanks to funding received from you, thank you.)

**How will your project benefit the organisation or community?**Benefits for the organisation:

The cabin will give the library a permanent home with minimal ongoing costs (no rent!)

This will in turn allow us to focus on providing toys and resources for the library.

It will remove the threat of closure due to suitable spaces being unavailable/too expensive.

Benefits for the community:

Play is a crucial part of all aspects of a child's development; we offer a range of quality toys for all ages. The toy library is inexpensive to join, and is an environmentally way to provide toys. Joining the library is a good way for parents/caregivers to make connections with other parents.

The Waiau Health Trust will provide additional opportunities for parents;

- an indoor space for mums and bubs to meet for a coffee and a chat.
- a space to allow parents to attend education and training workshops (like the breastfeeding peer supporter course and the baby wearing session that have already been held).

We see it as a positive move for Tuatapere that the Toy Library will be at this location as part of this children's hub. We want it to be a safe, informational, welcoming place to share ideas and build each other up.

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

- see attached printout

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

How will your project benefit the organisation or community?

- see attached printout.

Start date of your project Sept '20 Finish date of your project middle 2021

**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	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
Cabin 20sqm	17 000 (incl.)	Fees/subs		
Alarm System (key system)	2 922.73 (incl.)	Fundraising	7 712.19	
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
Transporting + Piloting	780 (incl.)	Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sid Slee Charitable Trust	5 000	12 20 (approved)
		Sub-total		
Total cost of the project is	20 702.73	Total income	12 712.19	



How much money are you applying for? **\$ 5000**

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

Voluntary effort (eg number of hours): **So far (in approx 5 months) we have done at least 10 fundraisers, several of which have been 'events' we have held. We have raised \$7712.19 to date. Countless hours have gone into this fundraising.**

Donated materials (eg approximate \$ value)

**We have a local person who has volunteered to donate his time and skills to assist with setting up the cabin when it arrives.**

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

**Once we have the cabin costs will be minimal. We collect revenue from membership subscriptions and bunny castle hire, and will continue to do some fundraising if necessary but hopefully on a smaller scale in future.**

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We **Tuatapere Toy Library Incorp.** 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	<b>Jayne Ridley</b>	
Position in organisation	<b>Secretary</b>	
Signature	<i>[Signature]</i>	Date <b>24.02.21</b>
Name	<b>Nathalie Pahl</b>	
Position in organisation	<b>President</b>	
Signature	<i>[Signature]</i>	Date <b>25-02-2021</b>

**Please attach**

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 checked="" 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@southland.govt.nz](mailto:funding@southland.govt.nz)

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 **TUATAPERE COMMUNITY WORKER SUPPORT TRUST**  
 Postal address **69A ORAWIA ROAD TUATAPERE**  
 Street address

### CONTACT NAMES

**KERI POTTER**

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	Christine Murch	Phone	(day)	0275255538
Email	tcwstrust@gmail.com		(evening)	0275255538
Name	Keri Potter	Phone	(day)	0275263137
Email	kncpotter@gmail.com		(evening)	0275263137

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 Trustees**

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

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

**I would to apply for funding for an event over a period of 6 weeks. This event is open to all residents of**

**Tuatapere and surrounding areas, as the community worker I am facilitating a soup & chat get together to be held at our local café Tui Base Camp for up 20 people for over that period.**

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

na

Does the facility have a long term development and maintenance plan?

☐ Yes☒ No

How will your project benefit the organisation or community?

As the community worker I have found that the residents especially since covid19 lock down are not getting out and socialising like they use too.

I would like to promote mental health and wellness in our community.

Start date of your project

22/04/2021

Finish date of your project

16/09/2021

## 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

<b>EXPENDITURE</b>	<b>\$</b>	<b>INCOME</b>	<b>\$</b>
<b>Project costs</b>	<b>GST inclusive or GST exclusive</b>	<b>Your contribution</b>	
		Fees/subs	
		Fundraising	
		Loan/mortgage	
		Cash savings	
Soup & Roll	\$1200.00	Other	\$1200.00
		Sub-total	\$1200.00
		<b>Other grants and sponsorship applied for</b>	
		Sponsorship	
		Grants (successful and proposed)	<b>Amount requested</b>
			<b>Result date</b>

<b>Total cost of the project is</b>	<b>Sub-total</b>	<b>Total Income</b>
How much money are you applying for?	\$1200.00	
Briefly describe any voluntary effort or donated materials provided for the project.		
Voluntary effort (eg number of hours) 9 hours		
Donated materials (eg approximate \$ value) na		
How do you envisage paying for the future operational costs of this project?		
Fund raise ie: Quiz night		
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>		
We Tuatapere Community Worker Support Trust 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	CHRISTINE MURCH	
Position in organisation	Chairperson	
Signature	<i>cg murch</i>	Date 25/02/2021
Name	Keri Potter	
Position in organisation	Community Worker	
Signature	<i>Keri Potter</i>	Date 25/02/2021
<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 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 [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

## 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: **WAIAN STAR RUGBY CLUB**  
 Postal address: **157 HAGEN ROAD #2 RD OTAUTAU**  
 Street address: **ELDER DRIVE, TUATAPERE**

### 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	<b>BLAYNE DE VRIES</b>	Phone	(day)	<b>0276317273</b>
Email	<b>blayne.de.vries@alliance.co.nz</b>		(evening)	
Name	<b>KRISTY NIND</b>	Phone	(day)	<b>027 630 9529</b>
Email	<b>kristy.nind@outlook.com</b>		(evening)	" " "

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.

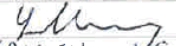

### PROJECT DETAILS

How many members belong to your club/organisation? **150 max**  
 Please describe fully: (Continue on a separate sheet if necessary) **JUNIOR RUGBY JERSEYS**  
 For what purpose does your organisation seek a Community Partnership Fund subsidy?  
**THE ASSISTANCE IN PURCHASING RUGBY JERSEYS FOR THE JUNIOR CLUB.**

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 type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
How will your project benefit the organisation or community?			
YES, ALL ACTIVITIES WITHIN ORGANISATION BENEFIT THE COMMUNITY. FROM EXERCISE AND SOCIAL GATHERINGS TO SUPPLYING ENTERTAINMENT DURING GAMES AND HOLDING AT LEAST TWO EVENTS (FUNDRAISING) A YEAR.			
Start date of your project		Finish date of your project	
8/12/20		1/4/21	
<b>FINANCIAL DETAILS</b>			
Are you registered for GST?		GST number	
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		18 167 003	
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		
22 Jersey's	1430.00 exl	Fees/subs		
		Fundraising	430.00	
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		<b>Other grants and sponsorship applied for</b>		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Tuatapere Te Waewae Community Board	1000.00	31 03 21
		<b>Sub-total</b>	1000.00	
<b>Total cost of the project is</b>		<b>Total Income</b>	1430.00	




How much money are you applying for?	\$1000		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
NON PROFIT ORGANISATION WHICH ALL HOURS ARE VOLUNTARY APART FROM CLEANING. THIS PARTICULAR PROJECT WOULD BE 5-10 HOURS!			
Donated materials (eg approximate \$ value)			
NIL			
How do you envisage paying for the future operational costs of this project?			
THROUGH, SPONSORSHIP, FUNDRAISING, BAR-TAKINGS. CASHES?			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We		WAIAN STAR RUGBY	
		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 BLAYNE DEVERES		
Position in organisation	PRESIDENT		
Signature		Date	2/3/21
Name	KRISTY REIGH NIND		
Position in organisation	TREASURER		
Signature		Date	02-03-2021
<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
- ☐ Waihopa Toetoe Community Board
- ☒ Tuatapere Te Waewae Community Board
- ☐ Wallace Takitimu Community Board
- ☐ Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation	Tuatapere Playgroup		
Postal address	18 Sneyd St Tuatapere 9620		
Street address	23B Oranui Road Tuatapere 9620		

**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	Gemma Bennett	Phone	(day)	0220403368
Email	gb@was-school.nz		(evening)	"
Name	Alice Harris	Phone	(day)	027 2700363
Email	a.harris@haurokivalley-school.nz		(evening)	"

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? 35 children

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

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

To purchase safety mats for our indoor soft play equipment to be set up on. It is not safe to be set up on the hard vinyl but we like to use it in the winter months when it is too cold outside but need safety mats to do this.

To buy some indoor climbing equipment for exercise over winter months.

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

*Tuatapere Playgroup - Once a week (Fridays)*

Does the facility have a long term development and maintenance plan? ☐ Yes ☒ No *as we see it*

How will your project benefit the organisation or community?

*Because it is the only playgroup in Tuatapere. It provides local children with learning experiences and socialisation. It allows parents to support each other. There is no early childhood education facility in Tuatapere so*

Start date of your project *April 2021* Finish date of your project *April 2021* *playgroup is vital*

**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	\$	INCOME	\$
Project costs	GST inclusive or GST exclusive	Your contribution	
<i>modern teaching aids</i> <i>8x Safety Mats</i>	<i>\$1581.94</i>	Fees/subs	
<i>climbing arch</i>	<i>\$145.00</i>	Fundraising	<i>N/A</i>
<i>climbing wall</i>	<i>\$295.00</i>	Loan/mortgage	
<i>Triangle climber</i>	<i>\$130.00</i>	Cash savings	
<i>Shipping</i>	<i>\$80.00</i>	Other	
		Sub-total	
		<b>Other grants and sponsorship applied for</b>	
		Sponsorship	
		Grants (successful and proposed)	Amount requested Result date
			<i>N/A</i>
		Sub-total	
<b>Total cost of the project is</b>	<i>\$2231.94</i>	<b>Total Income</b>	



How much money are you applying for? \$ 2,231.94

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?  
There will not be any.

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Tuatapere Playgroup 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	Gemma Bennett		
Position in organisation	President		
Signature	G.Bennett	Date	03/03/2021
Name	Alice Harris		
Position in organisation	Treasurer		
Signature	Alice Harris	Date	03/03/2021

**Please attach**

a current statement of income and expenditure	<input type="checkbox"/>
a current bank statement from your organisation	<input type="checkbox"/>
quotations, where relevant	<input 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)

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